

BEECH HURST GARDENS

LEISURE PARK



Green Flag Application & Management Plan

Updated January 2018



Foreword



As Cabinet Member of Service Delivery and representative for the trustees for the preservation and conservation of Beech Hurst Gardens, I am proud to endorse this management plan as a guide for the future development of the gardens reflecting the high standards of management and maintenance practices that the Council strives to achieve.

The landscape of our rural district is amongst the finest in the country, with two distinct 'Areas of Outstanding Natural Beauty' – the High Weald and the South Downs. Management of the Council's green spaces throughout the district endeavours to complement these important natural areas.

Beech Hurst Gardens is an excellent example of Mid Sussex District Council's green spaces with commanding views towards the South Downs, and has some wonderful and unique public facilities such as the model railway. This Victorian Garden has been sensitively developed into a multi-faceted urban park for the residents of and visitors to Haywards Heath.

The history of these gardens shows a lineage back to c.1843, when it was part of a large family house. William Yapp bequeathed the gardens to the people of Haywards Heath, which has secured these gardens in the public domain in perpetuity. The gardens are registered with the Charities Commission and Mid Sussex District Council are the trustees and custodians for the preservation and conservation for this important park that forms an important part of the cultural heritage of the town.

A handwritten signature in blue ink, appearing to read 'Gary Marsh', written in a cursive style.

Councillor Gary Marsh



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Introduction

0.1 Summary of Management Plan

Beech Hurst Gardens is one of Mid Sussex District Council's premier parks. This management plan has the flexibility to be annually updated until it is fully reviewed after a period of five years.

This management plan has been written to:-

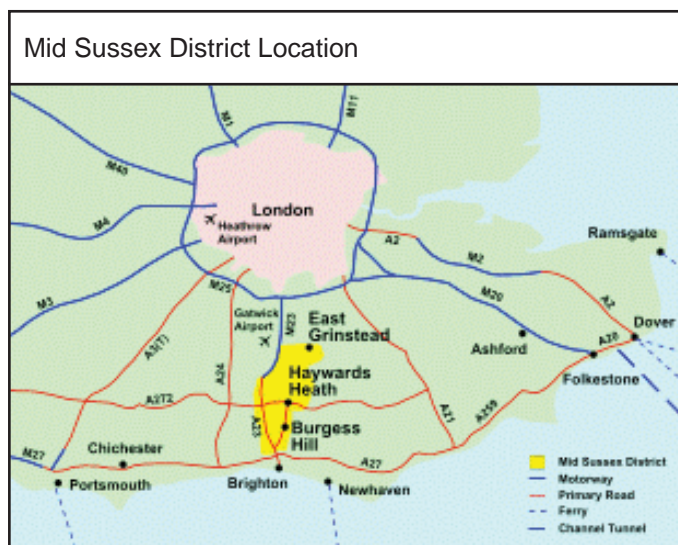
- Provide a written record of how the site is managed, maintained and developed.
- Provide a vehicle for a Green Flag Application.
- Enable the interested user or local resident to find out more about the site itself eg. its history, ecology, features and usage etc.
- Provide a concise summary of all the myriad policies, strategies, guidelines etc. that have a bearing on how the site is managed and developed in the future.
- Provide a working reference document for both the Council staff and its long-term maintenance contractors.
- Provide a basis for local consultation especially in relation to the developmental work.

Section 1: Site Information

1.1 Technical Information

1.1.1 Land Tenure

Beech Hurst Gardens is registered with the Charities Commission (Reg. No. 305202) and Mid Sussex District Council are the trustees and custodians for the preservation, regulation and conservation of the gardens in perpetuity. The dedicated landscape teams within the Leisure and Sustainability Service are responsible for the management and maintenance of Beech Hurst Gardens.



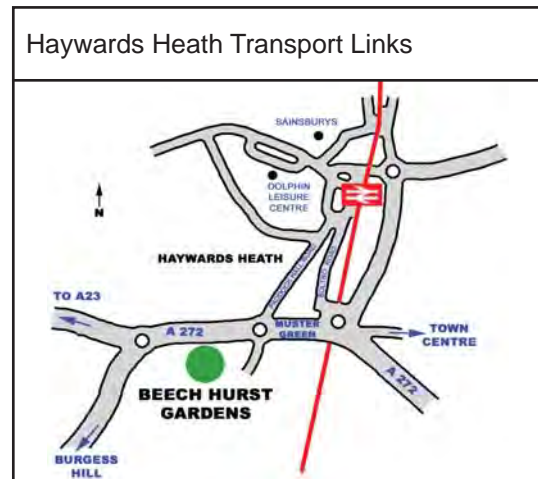
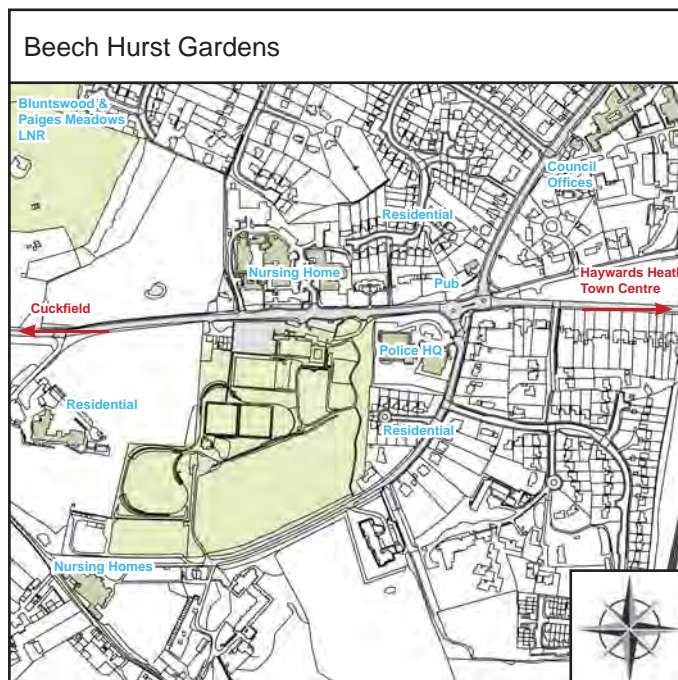
1.1.2 Location

Address: Butler's Green Road,
Haywards Heath,
West Sussex, RH16 4BB

Directions: By Car
Located off the B2272 (Butler's Green Road) on the western side of Haywards Heath

By Train
Haywards Heath train station is on the London to Brighton line and is a 10 minute walk from the station, uphill towards the site.

By Bus
Bus numbers 31, 39 and 89 all stop directly outside the site.



1.1.3 Site Context

Strategic & Local Context

This 7 hectare site is on the outskirts of Haywards Heath yet central within the District. It is in close proximity to the town centre, nature conservation sites and residential housing and is an important link in the network of green spaces to the west of the town. The whole of the surrounding area has the potential to be economically sustainable so improving the quality of life for its inhabitants as well as enhancing its environment.

Haywards Heath is one of the three key central shopping and civic areas for the District. Along with the other two principal towns in the District, Mid Sussex District Council has developed a 20 year revitalisation and redevelopment vision for the town centre as part of The 'Better Mid Sussex Partnership'. Its aims are to develop:

'A town of quality, which attracts and retains business and people through maximizing its rail connections and offering a high quality of life with a strong community focus.'

'A town that balances forward thinking with traditional values and that offers opportunities for all'

Although this vision is primarily based on the town centre it also impacts on how Beech Hurst Gardens is managed. Certain key principles from the visions strategic objectives can be applied to the site:

- Improved levels of accessibility
- Safe, direct and attractive routes
- Encouraging walking and cycling
- Creating user friendly spaces
- Providing a greater mix of uses
- Sustainability



Immediate Surroundings

Northern Boundary: Butlers Green Road runs along the northern boundary of the site, a main road connecting with the A23 to the west and heading into Haywards Heath town centre to the east. There are also some residential homes, a care home and links to Bluntswood and Paiges Meadow local nature reserve beyond.

Eastern Boundary: The police headquarters and new retirement flats are adjacent to the north-eastern stretch of the boundary with a number of private residential properties along the south-eastern stretch.

Southern Boundary: Bolnore Road runs along the southern boundary, which leads to a dead end. In addition there are some large private residential and commercial properties coming off this road.

Western Boundary: To the south-western end of the boundary is Mid Sussex District Council’s storage yard, with a private nursing home bordering the remainder of the boundary line. A new development of retirement flats is being built along the north western edge.

1.1.4 Access & Circulation

This site is accessible to local residents and visitors travelling both on foot and by car. It has a well-maintained network of linked pathways in and around the site allowing users of all abilities equal accessibility to all of the sites features and facilities.

Access from the roads:

A – Vehicular access from Butlers Green Road leading into the restaurant car park, which is used by park users for free. Pedestrians can also gain access here.

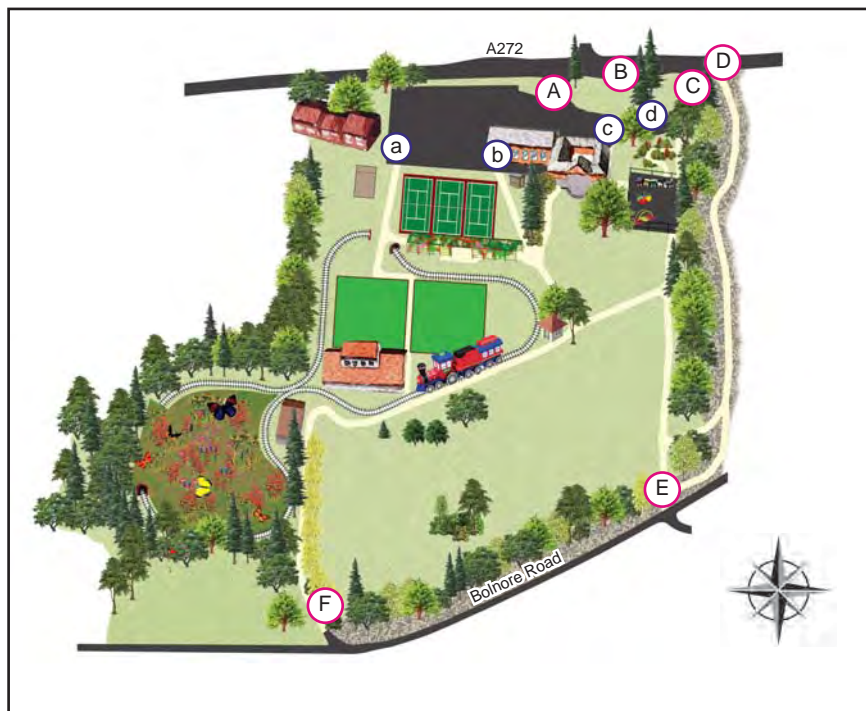
B – Pedestrian access leading up some steps near the bus stop area through the raised plant beds.

C – The original vehicular access route is bollarded off. It is just for pedestrian access leading around to the car park.

D – Pedestrian access leading the user onto the eastern rhododendron walk

E – Step free pedestrian access from Bolnore Road onto the perimeter path.

F – Access point from Bolnore Road. Primarily pedestrian, with limited vehicle access



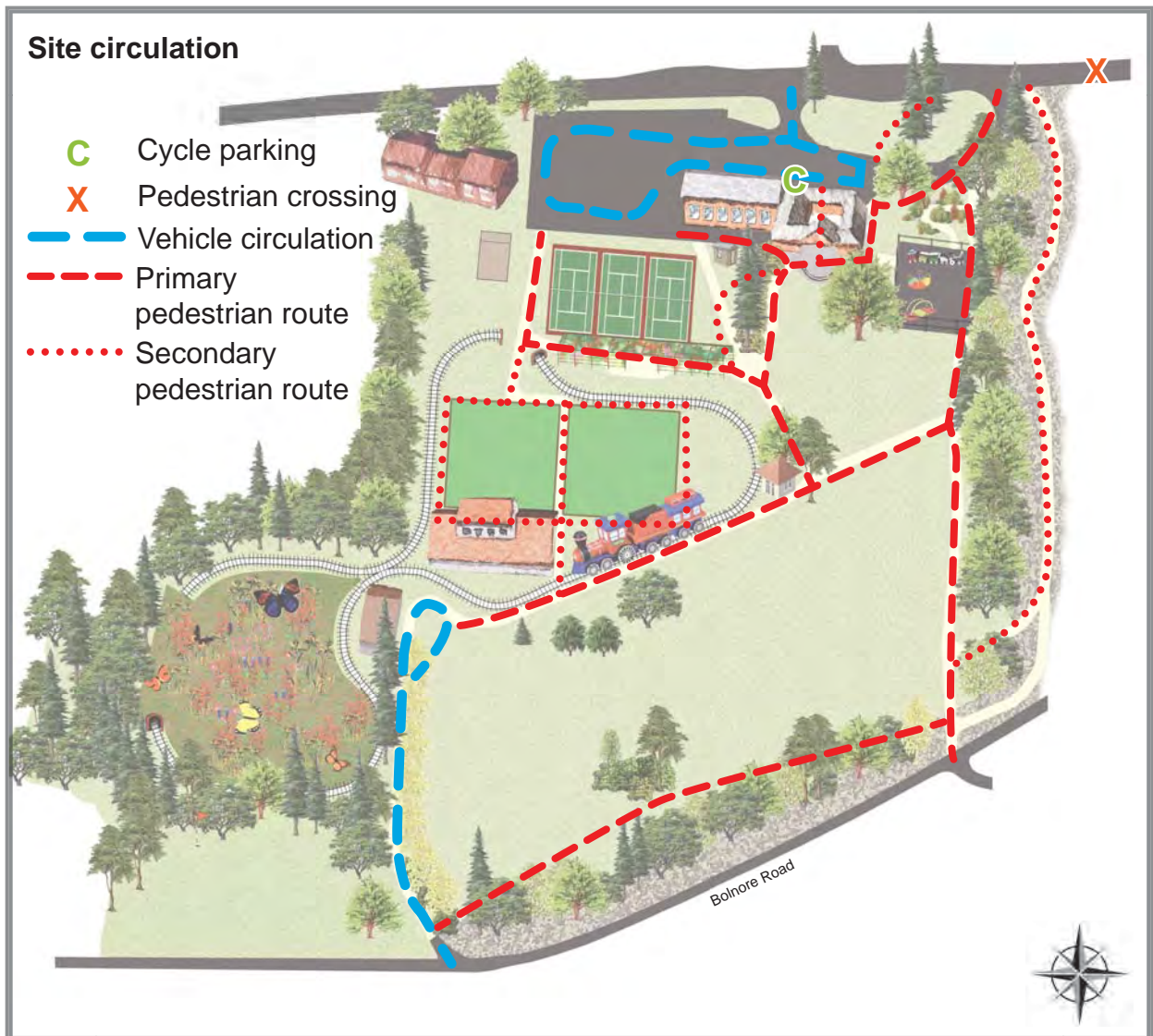
Access from the car park:

a – leads the user past the tennis courts and old petanque piste.

b – leads the user into the gardens past the tennis courts looking out to the picnic area.

c – leads the user along the eastern wall of the arcade quadrangle out onto the terrace and picnic lawns past the toddler playground.

d – leads the user into the winter garden.



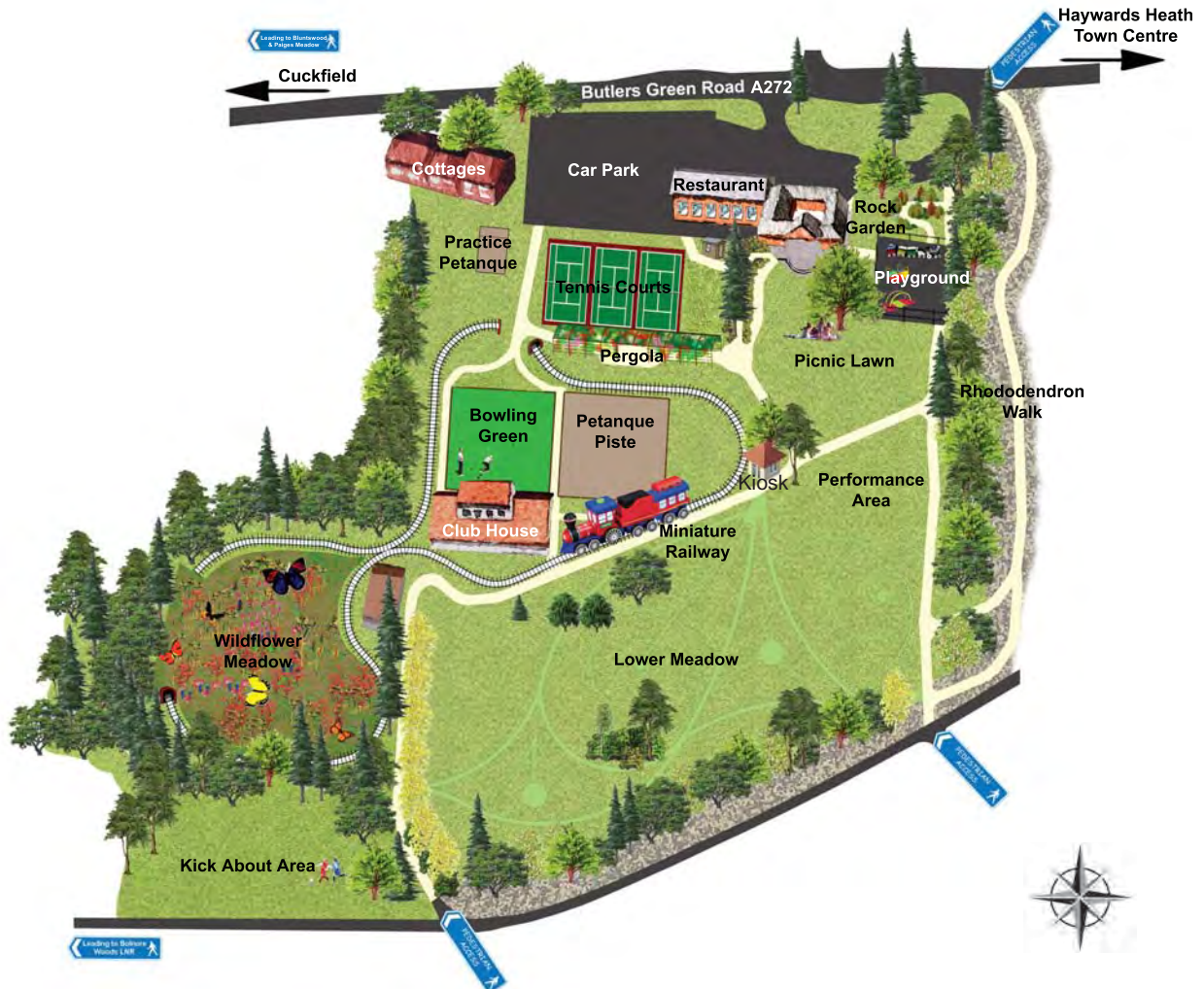
1.1.5 Topography

The land rises slightly from the road to where the main house originally stood, levels off where the main facilities have been built into the slope and then slopes down to the south to give extensive views towards the South Downs.



1.1.6 Features & Facilities

Beech Hurst Gardens offers the public access to a variety of recreational features and facilities, as follows:



Restaurant, Public Toilets & Car Park
Mid Sussex District Council presently lease the premises to 'The Harvester' who manage and maintain the property. Included in the lease are the restaurant, the public toilets, the arcade quadrangle, the terrace and some of the planting areas to the front of the buildings.

Contact Details for 'The Harvester':
Address:
'The Beech Hurst', Butlers Green Road,
Haywards Heath, West Sussex, RH16 4BB
Telephone:
01444 451290
Website:
www.harvester.co.uk

Open daily: Mon - Sun 11am - 11pm
Bank Holidays 12pm - 11pm
(10.30pm Good Friday ONLY)
Christmas Day 11am - 2pm

The toilets are located at the side of the restaurant and are open during the day to members of the public.

The arcade quadrangle is an outdoor facility, which can be used for outside dining with views over the site and beyond towards the South Downs.

Winter Garden

The winter garden is a secluded area where users can enjoy the pleasant ambiance of the space by either walking through or spending time sitting on the bench provided overlooking the play area. It is easily accessible from the car park, even in wet winter months.

Playground

This playground is well equipped with a varied selection of play equipment and play bark surfacing. Its spacious layout allows children space to run around from one piece of equipment to another, with plenty of seating for parents or carers.

Picnic Lawn

The picnic lawn allows space for informal recreational activities. It is overlooked by the restaurant and is adjacent to the playground with views out towards the South Downs.

Pergola

The pergola is a quiet area of the garden with views over the petanque pistes and out towards the South Downs. Users can enjoy a leisurely stroll or sit and relax beneath its arches surrounded by a spectrum of colourful flowering herbaceous perennials and climbers including the grapes of the vines in late summer.

Miniature Railway

Founded in 1951 this miniature railway is operated and maintained under lease by the Sussex Miniature Locomotive Society. The track runs in a loop around the bowling green and the petanque pistes, leading into and around the wildflower meadow with an overall distance of just under half a mile. A small charge is made for users wishing to have a ride. (2017 - £1)

Opening Times:

Easter & Summer Holidays – Peak hours

Winter – Closed (maintenance works)

Contact Details for The Sussex Locomotive Society:

Postal Address: Sussex Miniature Locomotive Society, Bolnore Road, Haywards Heath, West Sussex, RH16 4BX

Website: www.beechhurst-railway.org.uk

Email: info@beechhurst-railway.org.uk





Wildflower Meadow

This small meadow is home to varied species of flora and fauna. Users are able to view the meadows whilst on their train ride around the meadows perimeter.



Lower Meadow

The grass has been allowed to grow in this area with playful mown paths loved by young children weaving throughout. There is a desire to introduce environmental artwork to enhance the understanding of the meadow.



Café

The old kiosk is home to Bella's Pantry, a small café offering light refreshments in the centre of the gardens. The tenant operates this very popular facility under a lease.

Bowling Green

Mid Sussex District Council maintain the bowling green, which is hired by Haywards Heath and Beech Hurst Bowling Club. The green is considered to be amongst the best in the county and is regularly used.

Petanque Pistes

The international competition standard petanque area has six pistes, which are hired by The Heath Petanque Club. The smaller petanque facility by the cottages has been retained for the time being and can be used as an informal practice area.

Contact Details:

Petanque Club Secretaries:

[Lorema.wakeling@btinternet.com](mailto: Lorema.wakeling@btinternet.com)

Booking:

[bookings@midsussex.gov.uk](mailto: bookings@midsussex.gov.uk)



Tennis Courts

The three courts are regularly used by local tennis clubs and casual users throughout the year. The Courts can be booked through Mid Sussex District Council all year round and via the Beech Hurst Kiosk that is open during the summer months.

Contact Details:

Tel:

01444 477379

Email:

[bookings@midsussex.gov.uk](mailto: bookings@midsussex.gov.uk)

Website:

www.midsussex.gov.uk



1.2 Ecological Information

1.2.1 Climatic Conditions

The garden, as with all gardens, has its own distinct microclimate that relates to the vegetation and topography of the site. These site characteristics need to be recognised when planning new planting schemes and site activities.

1.2.2 Hydrology

There are no streams or watercourses in close proximity to the site that will cause any severe risks of flooding. In general the site's topography means that surface water flows away from the site, and most of the areas that have been levelled such as the bowling green have had adequate drainage installed, with the exception of the picnic lawn area. This area is prone to flooding as a result of it being levelled lower than the surrounding area, acting like a basin and preventing water run off.

1.2.3 Flora & Fauna

The park is laid to ornamental tree and shrub plantings with floral displays using bedding plants and bulbs.

Trees

Along the boundaries the trees have been allowed to naturalise to provide soft screens against the urban noise of the town with a large number of broad-leaved species. Part of the southern boundary is maintained to keep an open view of the South Downs with strategic tree plantings and hedgerows to help screen the properties opposite, creating the visual impression of a much larger open space.

There is a diverse amount of 'focal point' trees, which add to the visual aesthetics of the site. The main ones are:

The Old Oak - *Quercus robur*, located on the northeast corner of the picnic lawn, has a strong historical relevance to the site being one of the oldest remaining historic features.

The Row of Hornbeam - Beside the path leading down to the Bowling Green from the car park there is a formal row of eight *Carpinus betulus fastigiata*. These create a sense of order and elegance along this entrance route as well as shade for petanque



players using the small piste.

The Scarlet Oaks & Pine Tree – Planted near the railway tunnel adjacent to the Bowling Green the oaks add seasonal interest whereas the pine adds interest all year round.

Handkerchief Trees - The three *Davidia involucrata* within the petanque pistes were chosen as they will provide shade for the petanque players, are historically appropriate and produce a unique spring display of bright white bracts, which turn green as they age.

Commemorative Trees - Within the wildflower meadow a ring of 12 trees was planted in 1993 to commemorate European Unity as part of the Beacon Europe celebrations. The Lions organisation donated the trees and a plaque has been erected in the gardens to explain the planting.

In 2017, the planting of a mini arboretum has begun with the intention of educating people about where plants come from, how they came to be here & climate change awareness.

This is to be achieved by telling the story of the plant hunters and the story of particular individuals who are associated with certain regions.

The plants are to be carefully selected to represent different regions from across the world with scope to work in a 'national collection' of plants in association with Plant Heritage.

The space is divided into segments. Each segment representing a different region. These include Native - European, America, South America - Chile & Argentina, New Zealand & Australia, China & Japan

The arboretum incorporates existing trees e.g. the several established Giant Redwoods (representing the pacific north west America) located to the north of the meadow as well as native plantings such as the Oaks in which a Parkland setting is to be enhanced and preserved.

(See Appendix 01: Cyclical Condition Tree Survey)

Herbaceous Perennials

Adjacent to the pergola are herbaceous perennial beds. The planting was refreshed in 2014 to prolong the flowering season.

Seasonal bedding displays have been replaced with herbaceous perennial beds which will provide seasonal interest in a more sustainable way. Species have been chosen to provide a food source for pollinating insects as part of a wider Mid Sussex Sustainability project.

Shrubs

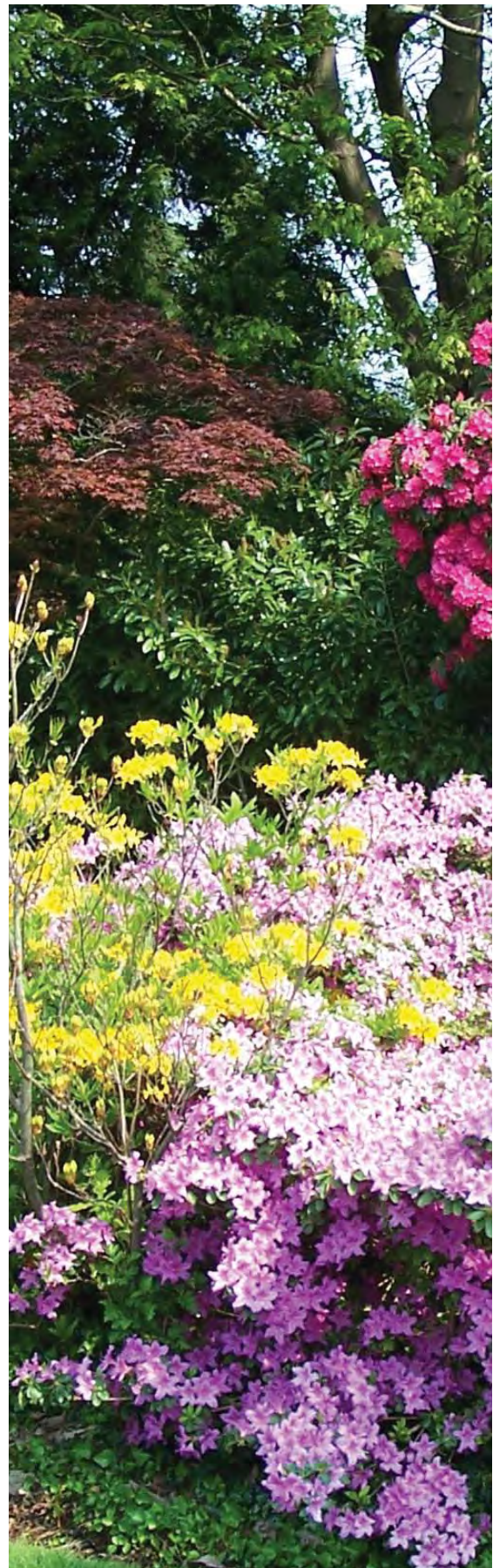
Ornamental shrubs are planted around Beech Hurst Gardens providing a full range of colours and forms. The most striking shrubs are the azaleas and rhododendrons providing an aesthetically pleasing display of colourful blooms from May to June. There are also a selection of plants within the winter garden chosen to provide interest within easy reach of the car park.

Wildflowers

The gardens have two distinct wild flower meadows one is the large grassed area on the southern side of the gardens and the other is a smaller area behind the Model Railway Club on the western side, which is not accessible to the public. Maintenance for both areas follows recommendations set out in the Dolphin Ecological Survey Report, and endeavours to advantage wild flowers and as such will be cut and cleared once per year after the plants have seeded.

Fauna

There are currently no formal wildlife surveys specific to Beech Hurst Gardens, however from general observation there are a good range birds, butterflies and insects etc. due to the many diverse natural habitats available such as the hedgerows and the wildflower meadow.



1.3 Historical Information

1.3.1 Overview

The Victorian house and formal gardens were constructed sometime between 1843 and the 1860's, with the estate being a private residence to numerous owners. The exception was its wartime usage as a military convalescent home for Haywards Heath hospital in WWI and as an army camp in WWII, until it was left to Cuckfield Rural District Council in 1950 to maintain it 'for the inhabitants of the Urban District of Cuckfield'.



1.3.2 Time Line: Land Tenure & Usage

Pre 1800's

There are no records as to the ownership of the site before 1843. The only piece of history directly related to the site is from 43AD to 93AD when the Romans constructed the 'London to Portslade Way' route, which crossed the estate from the north-west to the south-west corner, used initially by the military then as a trade route.

1843

New Estate Owner: Warden Sergison
Usage: Part of a network of small fields belonging to Great and Little Haywards Farms

Early 1860's

New Estate Owner: Rev. Horatio Hickey
Usage: Private Residence (house and grounds built sometime between 1843 and 1860)

1870's

New Estate Owner: Rev. John Milner
Usage: Private Residence

1880's

New Estate Owner: Robert Burnside
Usage: Private Residence

1890's

New Estate Owner: Alfred Densham
Usage: Private Residence

1915

New Estate Owner: Henry Mansfield Knight
Usage: Private Residence

1916

As part of the war effort (WWI 1914 - 1918) the house and grounds become a military convalescent home for Haywards Heath Hospital.

1918

WWI ends, house and grounds revert back to a private residence.

1920

New Estate Owner: William Johnson Yapp
Usage: Private Residence (sometimes had garden public open days)

1939

Usage: WWII starts with the house and grounds requisitioned to serve as an army camp.

1945

Usage: WWII ends, house and grounds revert back to private residence.

1950

New Estate Owner: Cuckfield Rural District Council
Usage: Closed for Restoration Works

1954

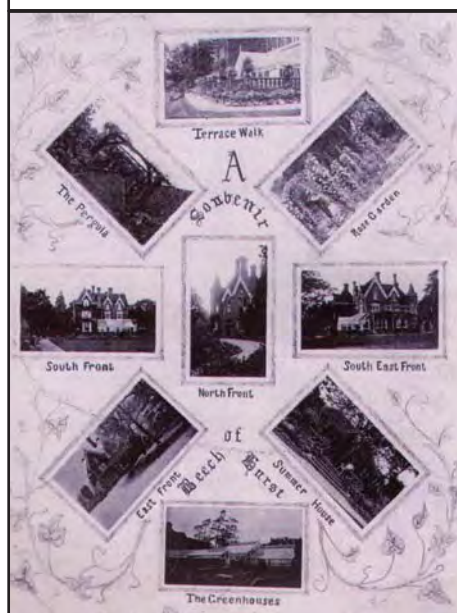
Opened as a public recreation ground

1974

New Estate Owner: Cuckfield Rural District Council becomes part of Mid Sussex District Council.



Pre 1917: Postcard Vignette



1.3.3 Site Features

The House:

It had characteristics of a modest Victorian gothic revival home standing three stories high, constructed of brick, with wooden decorative fretwork on its eaves, tall elegant bay windows and decorative clusters of chimney pots, a glass conservatory and stables for the horses. This romantic style of architecture set in the picturesque countryside is comparable to the popular writings of AJ Downing & AJ Davis who produced a highly influential pattern book of houses called 'Cottage Residences', in the 1840's.

It is believed that the house was demolished in the early 1950's after the estate was passed onto the Council. This removed the dominance that the house had in relation to the grounds, however it was replaced with a brick built arcade quadrangle, which had a sunken lawn in the centre and flowerbeds between the pillars. The stable block and billiard room were retained and used as tearooms, later becoming a restaurant. In 2003 these buildings were demolished and a brand new restaurant complex was built including a Sussex-style barn.

1920: View of the south and east facades of the house



The Garden:

1800's into the 1900's: The overall layout of the garden used naturally curved, fluid lines and shapes which was reminiscent of the earlier trends of the 1700's based on natural form and movement with more formal features located in close proximity to the house.

Early to Mid 1900's: The main features consisted of:

The Perimeter Path - which led the whole way around the inner boundary of the grounds planted with broad leaved and evergreen trees.

Large Manicured Lawns - made possible by the invention of the lawn mower.

Large Glasshouses - built as result of improved glass and iron manufacturing techniques.

Bedding Displays - mass vibrancy, made possible by the importation of non-native and exotic plants.

A Pergola Walk - with creepers, ramblers, hardy shrubs, herbaceous plants.

A Rose Garden - a popular traditionally British Victorian garden style.

1952: Renovation Works (The Bowling Greens)



During the Council's restoration works of the 1950's the rose garden, the summerhouse, and the greenhouses were all removed. The pergola, main lawn, terrace walk and main paths were retained and new features were installed, in keeping with the new usage of the site as a pleasure ground. These included a miniature railway line, two bowling greens, a pavilion, three tennis courts, the replacement of the conifer trees on the lower parkland area, with deciduous trees, and an extension of the orchard. In 1974 the railway track was extended into the land beyond the original western boundary and a miniature golf course was constructed on the main parkland area. In 2005 an improved children's junior playground was provided as well as improvements to the small rock garden east of the quadrangle.

For further information download a copy of the
Sussex Gardens Trust's historical report on Beech Hurst Gardens:

<http://www.midsussex.gov.uk/leisure-recreation-tourism-events/parks-places-of-interest-and-things-to-do/parks/beece-hurst-haywards-heath/>

1.4 Social Information

1.4.1 User Groups

Beech Hurst offers a wide variety of facilities for users to enjoy, some of the main user groups are:

- Sports Clubs – Bowling and Petanque
- Locomotive Society and Model Engineering Enthusiasts
- Family Groups
- Local Residents
- Tourists and Visitors
- Dog Walkers
- Fitness Enthusiasts
- Community and Social Groups

Informal Use

Beech Hurst Gardens are open to the general public on a daily basis. The main informal (non-fee paying) visitors include those who visit the site to use the children's play area, walk their dogs, to relax in the pleasant environment or to socialise with family and friends.

Informal usage of the Gardens is also heavily influenced by visits to some of the more formal amenities on offer such as the restaurant and the model railway.

Formal Use

The site provides facilities for several local sporting organisations including:

- Haywards Heath and Beech Hurst Bowls Club
- Haywards Heath Petanque Club

1.4.2 Community Groups

Organisations and clubs that are involved with Beech Hurst Gardens are:

- Haywards Heath Town Council
- The main formal hirers (Tennis/ Bowls/ Petanque)
- Mid Sussex Miniature Locomotive Society
- Mid Sussex Model Engineering Club
- 'Harvesters' management

A number of these organisations actively assist the District Council by contributing to the Steering Group and helping with some of the maintenance

of the facilities and structures, e.g. the petanque club have to date swept, rolled and marked out the small petanque piste and hope to now assist with the new larger facility.

1.4.3 Public Consultation

Public consultation is an important aid to guide the development of parks. The main community groups involved with Beech Hurst Gardens have a direct input to the parks development via the Beech Hurst Gardens Steering Group. Mid Sussex District Council organises and chairs these meetings twice a year (See Section 3.3.6)

Mid Sussex District Council's Park Rangers will carry out ad-hoc public surveys in parks alongside their normal duties of patrolling the parks across the District. Beech Hurst has been specifically targeted for these surveys as the park is close to the town centre, has a relatively high number of visitors, and benefits from a wide range of facilities.

Customer feedback survey has been included as a key performance indicator of the grounds maintenance contract and the contractor completes these surveys on behalf of the Council. The Contractor has been tasked with achieving a minimum of 400 completed surveys throughout the year. The survey method they use is a site based interview and undertaken on a random selection of parks in the district. Results from these surveys are included into a quarterly report to Council Members for performance indicators. (See Appendix 02: Visitor Satisfaction Survey)





Section 2: Policies, Plans & Strategies for Parks & Open Spaces

This section will first consider the policies, plans and strategies developed by the District Council and then will look at the national and regional strategies and policies that have a bearing on how these gardens are managed.

2.1 Mid Sussex District Council Policies & Strategies

2.1.1 Framework

The policies and strategies developed by Mid Sussex District Council have a number of key principles relevant to the districts parks and open spaces. These are all core to this management plan informing the direction of its aims and objectives and directly influencing the working practices within Beech Hurst Gardens.

2.1.2 Corporate Plan 2017/18

Each Business Unit delivers a service plan each year that details how they intend to deliver the year's success criteria.

The Council's four priorities are:

- Effective and responsive services
- Sustainable economic growth
- Strong and resilient communities
- Financial independence

Flagship Activities for 2017/18

Effective and responsive services

The Council wishes to build on the performance of all of its services with a particular focus on further improving customer experience. Flagship activities for 2017/18 are:

- Improving our customer service with more enquiries dealt with at the first point of contact.
- Increasingly digitising our services to make them more customer-friendly by improving efficiency.

Sustainable economic growth

The Council has an important role in supporting businesses, encouraging new ones and attracting inward investment. Flagship activities for 2017/18 are:

- Progressing the Town Centre redevelopment at Burgess Hill.
- Redevelopment of the station quarter at Haywards Heath including the opening of the new Waitrose store and also work on East Grinstead Town Centre.
- Working towards the provision of new business parks at Burgess Hill.
- Providing Economic Development grants to support business.
- Production of a new Economic Development Strategy



Strong and resilient communities

Continuing to work with partner organisations to build sustainable communities that will deliver a better quality of life for all. Flagship activities for 2017/18 are:

- Continue to support our community through grants to local organisations.
- Ensure that the “Think Family” community initiatives are delivered and supported.
- Providing an effective Wellbeing Service that helps residents to make healthy lifestyle choices.
- Enable the provision of 200 new affordable homes.
- Supporting communities with new facilities and playgrounds, such as at Ansty recreation ground, Hickmans Lane, Lindfield and Finches Field, Pease Pottage.

Financial Independence

Reduced Government financial support brings the need for robust management of budgets and maximising of income to be as financially self-sufficient as possible. Flagship activities for 2017/18 relate to the development of services and assets that will generate revenue for the Council such as:

- the delivery of improvements to the leisure centres
- extension of the green waste service to a further 2,000 users
- making best use of our land and commercial property holdings.

2.1.3 Sustainable Communities Strategy 2008 - 2018

The Sustainable Communities Strategy for Mid Sussex seeks to improve the social, economic and environmental well-being of the Mid Sussex District and to improve the quality of life for everyone.

The focus of the Sustainable Communities Strategy is to identify and address the issues and needs facing the communities of Mid Sussex and to approach this through partnership working. This will enable the Local Strategic Partnership to move forward and provide a means of joining up services and tackling issues together.

The Sustainable Communities Strategy will:

- Reflect local communities’ aspirations, needs and priorities;
- Enable co-ordinated action between local partners;
- Enable greater efficiency and effectiveness in the use of resources available to partners;
- Provide an opportunity to develop a shared understanding of partners’ needs and learn from everyone’s experience.

In short, the Sustainable Communities Strategy is a practical tool for “joining up” services to address local issues and priorities.

Vision:

‘Working together for a Sustainable Future’

The vision of Mid Sussex’s Sustainable Communities Strategy is to improve the social, economic and environmental well being of Mid Sussex District and the quality of life for everyone.

Underpinning this are four priority themes:

- Protecting and Enhancing the Environment
- Economic Vitality
- Cohesive and Safe Communities
- Healthy Lifestyles

If properly managed these themes will enable the sustainable development of the communities of Mid Sussex.

2.1.4 Customer Care Standards

Our customers are at the heart of everything Mid Sussex District Council does and so providing excellence in customer service is part of everyone’s role within the Council.

MSDC provides customer service in different ways and our residents can choose what works best for them. The council provide telephone and face to face contact, via the Customer Contact Centre and Help Points, as well as increasing facilities on the website which can be used all day, every day, if residents prefer this method.

The Customer Care Standards were developed to ensure a consistent and high level of customer service right across the organisation. The

Customer Care Standards are available to view online and are regularly reviewed to ensure best practice is always taking place.

The standards cover what people can expect when they call, write, visit the office or view the website.

Visual Standards

One way to ensure the MSDC message is delivered with consistency is through the correct use of the corporate identity. There needs to be a consistent look through everything that is produced including forms, stationery, booklets, signing, advertisements and vehicles.

A visual standards guide has been produced to help us and any suppliers we use on how we should apply our logo and on issues such as creating a consistent look across our communications.

2.1.5 Cultural Strategy

The District Council recognises that cultural provision can make an important contribution to the well being of our community in Mid Sussex. The Strategy aims to guide all those involved in cultural provision as to how we can best work together to maximise the opportunities that can result from cultural development in Mid Sussex.

A Leisure & Culture Strategy for Mid Sussex 2009 - 2020 key objectives are to:

- Engage with key stakeholders in and around the District and clarify desired community outcomes
- Assess current and future 'leisure' needs locally and their relationship with regional and national

- trends
- Ensure public involvement in the shaping of local provision
- Highlight areas of good practice, gaps in provision and opportunities for improved service
- Identify affordable alternative options for the provision of leisure in Mid Sussex
- Clarify the role of the Council as strategic director, partner, facilitator, enabler and provider - and the role of others across the public, private and voluntary sectors
- Highlight opportunities for partnership working and cross-boundary planning
- Make firm recommendations and create a clear and targeted action plan to underpin delivery of the strategy.

2.1.6 Dog Public Spaces Protection Orders

Dog walkers constitute a large percentage of the customers to the park and the control of dog fouling is extremely important to ensure that all users can enjoy using the park.

Under the Anti-social Behaviour Crime and Policing Act 2014 Mid Sussex District Council have put a number of Public Spaces Protection Orders (PSPOs) relating to dog control in place. These PSPOs have replaced the previous Dog Control Orders which were made under the Clean Neighbourhoods and Environment Act 2005. The following PSPOs apply to Beech Hurst Gardens:

Dog Fouling

Anyone in charge of a dog is required to clean up





their dogs' mess on all District Council owned or managed recreational and other public land. The Council provides special dog bins for dog waste disposal within Beech Hurst Gardens and at other sites.

Dog Exclusion

To prevent people or the dogs themselves being injured as a result of sharing activity space, dogs are banned from all fenced recreational areas such as tennis courts and play areas owned by the District Council.

Dogs on Lead by Direction

In order to stop a loose dog disrupting sporting or community events or disturbing local wildlife, dogs must be placed on a lead if requested to do so by an authorised officer, such as a Park Ranger.

There is clear signage displayed around Beech Hurst Gardens informing park users of the PSPOs that apply on site and the Park Ranger Service has done a considerable amount of work in promoting responsible dog ownership.

Anyone caught failing to comply with these

orders risks being issued a Fixed Penalty Notice by an authorised officer, such as a Park Ranger. Failure to pay a Fixed Penalty Notice may result in prosecution with a maximum fine of £1000.

More information can be found on our website at www.midsussex.gov.uk/my-street-my-community/animals/dogs/

2.1.7 Health & Safety Policy

The Council expects all its employees, volunteers and contractors working on behalf of the Council to fully co-operate in the adherence to its health and safety policy.

Under the Health and Safety at Work Etc. Act and other relevant legislation Mid Sussex District Council are responsible so far as is reasonably practicable for:

- the provision and maintenance of safe and healthy working conditions, equipment and systems of work for all its employees.
- providing the resources for information, training and supervision as is needed for these purposes.
- the health and safety of other people who may be

affected by its undertakings.

(Appendix 03: Health and Safety Policy)

Contractors

In addition to adhering to the Council's health and safety policy the Council's main contractors and their staff will be monitored in regards to compliance to their own health and safety policies. The companies submitted these policies at the tendering stage of new work procurement. If instances occur whereby the contractors staff are seen to be working in an unsafe manner it is reported to the contracts manager for instant action and the details are discussed monthly at contract meetings.

2.1.8 Risk Assessments

Risk assessments are regularly carried out at all Council owned sites across the district. Risk assessments for parks and open spaces are reviewed annually by the Park Ranger Service (see section 3.3.4 Park Rangers).

The Council cannot guarantee that Beech Hurst Gardens will always be safe and secure, however applying the principles of risk assessment, the recognised hazards can be properly managed. Aside from the usual risks associated with public parks, particular risks at Beech Hurst include the miniature railway and the steep banks which are remnants of when the site was managed for pitch and putt. The Sussex Miniature Locomotive Society, along with other user groups that regularly run activities in the park, are required to conduct their own risk assessments as part of their conditions of hire.

Mid Sussex District Council's risk management at Beech Hurst Gardens uses an effective and consistent approach:

- Regularly reviewing risk assessment procedures.
- Constantly monitoring the site for hazards.
- Carrying out event-specific risk assessments for non-sporting events that take place within the park, undertaken by the events organiser in conjunction with Council staff.
- Identifying high risk and high use areas and monitoring these more regularly than low risk and low usage areas.

Risk Assessment Process

1) Generic Risk Assessments

These identify hazards and associated risks which are common across the district and the common preventative steps to be taken to eliminate the risk where possible or reduce the risk are specified. The generic risk assessments which relate to Beech Hurst Gardens are for MSDC Sites and Informal Leisure Facilities.

2) Specific Risk Assessments

Exist for individual operational areas/ projects. Any new developments within sites or new areas of land will trigger adjustments to the risk assessment.

3) Site Record Cards

These are individual cards containing specific information for each site. Site cards are reviewed annually by the Park Rangers and contain a list of the relevant generic risk assessments applicable to the site together with site-specific risk assessments. The site card also summarises any hazards which are unique to the site to guide future inspections.



4) Matrix

This is a definitive list of all sites across the Mid Sussex District with the date of the last risk assessment review carried out on site and the name of the officer who completed it.

(See Appendix 04: Risk Assessments Generic Risk Assessment MSDC Sites, Generic Risk Assessment Informal Leisure Facilities, Beech Hurst Gardens Site Record Card)

2.1.9 Pesticide Policy

The Council strictly adheres to current legislation and codes of practice for use and application of pesticide, which will include any revisions or new legislation. Current legislation for the control of pesticides in Great Britain is:

- Food and Environment Protection Act 1985
- The Control of Pesticides Regulations 1986
- Biocidal Products Regulations 2013

It is a requirement under the legislation to ensure that reasonable precautions are taken to protect the health of all living organisms and safeguard the environment when using a pesticide. The Council recognises the importance of maintaining biodiversity and undertaking land management to enhance and protect existing species and habitats. A national reduction in the use of pesticides has been targeted as a means of establishing a more environmentally sustainable and ecologically acceptable way forward in the maintenance of the amenity landscape.

The landscapes section has its own pesticide policy which encompasses the key tenets of Council procedure in the decision making process and has been adopted for the selection, approval and



application of pesticides.
(See Section 3.4.8 for further information)

2.1.10 Trees & Woodlands

The Tree & Woodlands management guidelines highlight the importance of trees in the urban environment and assists in guiding the management of the tree stock within Beech Hurst Gardens.

Tree & Woodland Guidelines download available at:
<http://www.midsussex.gov.uk/page.cfm?pageID=2652>

2.1.11 Byelaws

Beech Hurst is regulated under Section 12 and 15 of the Open Spaces Act 1906 (See Appendix 05: Relevant Bye-laws). Proper regulation is essential to ensure that the Council is not exposed to complaint or litigation from its inability to properly control the activities within the park.

The Park Ranger Service works to increase public awareness of the Council's byelaws and the Rangers have established a close working relationship with Sussex Police. This has enabled a more comprehensive approach to tackling criminal and anti social behaviour within Beech Hurst Gardens.

2.1.12 Sport Development and Physical Activity

Sports Development and the development of Physical Activity relating to healthy lifestyles, active recreation and active travel is part of the service provided by Mid Sussex District Council. It's aims are to promote healthy lifestyles within the District.

Areas of work include:

- Support of Sports clubs through strategic guidance advice
- Wellbeing programmes
- Signposting for Club, coach and volunteer development
- Small Grants programme
- Advice and support of funding and facility development

Much of our work is in partnership with a large network of organisations and individuals such as voluntary clubs, coaches, national governing

bodies of sport and Active Sussex, the County Sports Partnership.

2.1.13 Playing Pitch Strategy (2015-31)

Mid Sussex District Council has produced a Playing Pitch Strategy which was adopted by Cabinet in February 2015. The strategy provides information about organised outdoor sports clubs (cricket, football, rugby, netball, hockey, tennis, bowls and stoolball) that train and compete in the District. It maps existing provision, current and future demand for facilities and provides a framework for planning, investment and sport development.

2.1.14 Better Young Lives

Better Young Lives is a forum of professionals led by Mid Sussex District Council to work with partners from both the statutory and voluntary sector to ensure better lives and outcomes for children and young people from birth to 25 years.

Young people represent our future, and that future is influenced by the environment in which young people develop. Here in Mid Sussex, we are fortunate to live in an area with a range of resources available to young people. However, assessments of current provision have identified youth issues that need to be addressed. This has been a subject for concern and debate at all levels in recent years.

The District Council aims to increase the level of partnership working and the amount of services available for young people living in the district. 'Better Young lives' was produced after consultation with partners agencies, professionals, councillors and of course young people.

Current issues identified for the Better Young Lives Group to address during 2016/17 are:

- Voice and Engagement of Young People
- Support for Village Provision in Mid Sussex
- Positive Activities for Young People
- Worklessness
- Isolated Communities
- Safeguarding

NEETS Forum - a sub-group of BYL Partners specifically focusing on young people 16 to 18 who find themselves not in education, employment or training. During this closed meeting the professionals representing various agencies working with NEET young people discuss their options and opportunities. MSDC has a legal obligation towards any information supplied by young people.



Section 3: Site Management

3.1 Management Philosophy

The philosophy for the management of these gardens is to provide a high quality urban park with diverse facilities for the enjoyment and relaxation of residents and visitors. By careful and sensitive management and appropriate regulation Beech Hurst Gardens will continue to be an important visitor attraction for Haywards Heath and the District.

3.2 Management Aims

The general management aim for the Council's public open spaces is to enhance and protect the local green infrastructure in harmony with the changing demands for recreational activities. They should be used and enjoyed by all residents and visitors to the District. The main aim is to contribute to the overall health and happiness of the local community by providing healthy outdoor exercise, an escape from the stresses of everyday living and providing an educational resource.

Specific Management Aims for Beech Hurst:

- 1) To be sympathetic custodians of this important local green space**

The history of the gardens show that they have been an integral part of the development of Haywards Heath since c.1843. Management of the gardens needs to take regard of its historic origins, whilst developing and maintaining a vibrant town park. Researching how the gardens have evolved enables an understanding of how the infrastructure has been moulded by its use through the last 165 or so years. By understanding the history of a site it makes the task of planning for its future that much easier. This Management Plan demonstrates that the Council is acting as responsible custodians of this green space.
- 2) Provide safe and well-maintained facilities**

Visitors are more likely to enjoy and return to the gardens if their sense of personal comfort and safety has been preserved. The Council endeavours to ensure that the features and facilities are in a suitable condition for use. These gardens are never shut and there have, regrettably, been occasions when antisocial behaviour has resulted in damage to some of the gardens infrastructure. In an effort to mitigate this it is important that the gardens are inspected regularly. Applying the principles of Risk Assessment ensures that potential risks and hazards are analysed, measured and recorded, and actions put in place to minimise or negate their effect.
- 3) Provide recreational entertainment for the community**

The aim for Beech Hurst is to provide a visitor experience that will encourage them to spend time in the gardens. Similarly, it is intended that the value of their experience is sufficient for them to want to return. Facilities throughout the gardens cater for a wide variety of family orientated formal and informal activities. A significant enhancement for the visitor experience has been the re-opening of the restaurant. A partnership venture with Mitchell & Butler (Beech Hurst Restaurant) provided a new facility that has increased the number of visitors to the gardens. Indeed the operators of the other activities taking place on site, such as the model railway, have noted that visitors are now staying longer.

4) **Research developments in recreational time and pursuits**

The way in which people use their leisure time is likely to change with a number of employers encouraging working from home. It is possible that there will be more demand for recreational activities during the day rather than the traditional early morning and evenings. Leisure facilities at Beech Hurst will need to be of a standard and type suitable to engage the interests of these customers. Similarly the demographic profile of the area is likely to change with the completion in coming years of neighbouring developments.

Sources of information for researching the changes in recreational trends will include:

- Information from industry based organisations such as the Institute of Horticulture and Institute of Sport, Parks and Leisure (ISPAL)
- Horticultural publications

5) **Encourage use of the gardens as an educational resource**

These gardens are a valuable resource as a “green classroom” for both formal and informal learning. MSDC has gathered a significant level of information relating to the gardens that could be useful in the class/ lecture room as well as for other interested parties. Garden enthusiasts, landscapers and green-keepers can also use the gardens as a resource to study the design and use of plants and discuss its maintenance with the grounds maintenance staff. Some of the Healthy Walks run by the Council’s Ranger service start from the gardens and this provides a great opportunity to inform and educate. Information relating to Beech Hurst Gardens and its history can be found on Mid Sussex District Council’s web site at: <http://www.midsussex.gov.uk/leisure-recreation-tourism-events/parks-places-of-interest-and-things-to-do/parks/beece-hurst-haywards-heath/>

6) **Community Involvement**

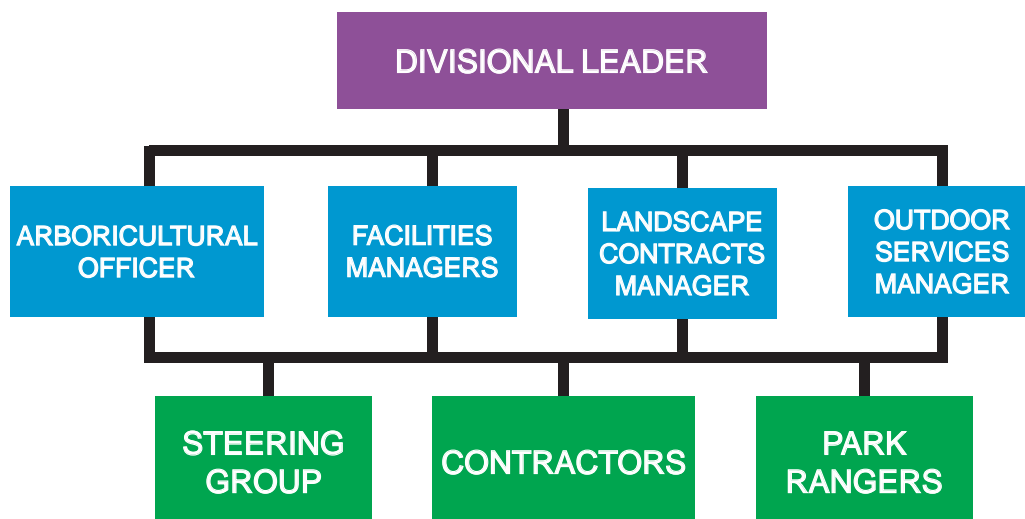
Engagement with the community for the development of Beech Hurst Gardens is achieved through a variety of methods that includes a Steering Group, liaison with the Town Council and site based surveys. The role of the steering group is to guide Council Officers proposals with a local perspective on improvements and developments of the gardens.

7) **Encourage sustainable management and usage**

The need to ensure the gardens are as sustainable as possible is a strong management aim. Re-using, recycling and reducing the usage and waste of resources is encouraged (energy, water etc.). Pesticide use is minimal and bedding is now peat free. Materials are sourced locally where possible and local contractors are mainly employed. Water usage is reduced by use of mulches often made by chipping woody material from on site or nearby.

3.3 Management Structure & Responsibilities

3.3.1 Organogram: as relates to Management of Beech Hurst Garden



This structure ensures that Beech Hurst Gardens is managed and maintained to a high standard and that its management aims and objectives are achieved. All staff involved in the management and maintenance are appropriately qualified for managing and developing the gardens as well as engaging with the local community.

Management of the gardens can be defined in three broad areas:

(A) Management and maintenance of the physical features of the garden and development that is sympathetic to the natural features of the landscape.

(B) Management of the formal activities and organised events.

(C) Management of informal activities ensuring that casual use of the park is appropriate and safe and encourages customers to partake in a variety of activities.

3.3.2 Landscapes Team

The Landscapes team represents the 'client' side of the Mid Sussex District Council parks maintenance and development service. This team is the main point of contact for the management and maintenance of the Council's green assets. Routine & regular site maintenance is procured through a range of national and local private landscape companies.

The ethos of continuous improvement is a key management aim of the team. Developing lasting and trusting partnerships with the contractors and their staff is important as it will lead to a better quality of service and a shared responsibility for the on-going development of the green spaces.

3.3.3 Outdoor Services Team

The Outdoor Services team are responsible for site regulation and promoting leisure activities. They are the main point of contact for formal (fee-paying) users of the facilities provided in Council parks.

The team also incorporates the Park Ranger Service, which operates 7 days a week in parks across the District. There are three Park Rangers and their role involves engaging with park users and the local community to ensure that parks are safe and fit for purpose (See Section 3.3.4).

3.3.4 Park Rangers

Mid Sussex District Council introduced a Park Ranger for each of the Northern, Central and Southern areas of the District in August 1995, with the aim of providing a consistent and customer driven service across the whole of the District. Beech Hurst Gardens falls into the Central area.

The Park Rangers work to a shift pattern, operating 7 days a week in parks, sports grounds, open spaces and nature reserves throughout Mid Sussex. They are clearly identifiable by their distinctive uniforms bearing council logos, thus providing a visible staff presence whilst out patrolling sites. The Park Rangers can be followed on their twitter account @MSDCrangers or on instagram on msdcrangers where they tweet or post regularly with updates of their activities.

The role of the Park Rangers is to engage with park users and the local community to ensure parks are safe and fit for purpose, providing an enjoyable leisure environment. They offer a friendly and informative point of contact and promote and encourage responsible facility use. They work to resolve conflict issues, such as dog fouling and vandalism and have the authority to enforce byelaws and Public Spaces Protection Orders, working in partnership with the local Police when necessary.

On their regular patrols of Beech Hurst Gardens, Park Rangers inspect the park and buildings, monitoring issues such as litter and cleanliness and reporting any vandalism or damage for resolution or repair as appropriate. The central Park Ranger carries out an annual review of the risk assessment for Beech Hurst Gardens (see Appendix 04: Risk Assessments for the Beech Hurst Gardens Site Record Card), as well as dynamic risk assessments of the park on every patrol.

Additionally, the Park Ranger Service conducts periodic visitor surveys to gauge public opinion on proposed park improvements. The Park Rangers also co-ordinate a thriving programme of Healthy Walks across Mid Sussex that are accredited by the national Walking for Health Scheme. Recent programmes have included regular Healthy Walks through Beech Hurst Gardens led by trained volunteer walk leaders.



3.3.5 Corporate Estates and Facilities

The Corporate Estates and Facilities unit are split into two teams. Corporate Estates manage the leases of leased property and deal with tenants (see section 3.4.4) Facilities are made up of building surveyors, civil engineers and a landscape architect. The team are responsible for the design, installation and maintenance of hard landscaping and physical structures such as the play area.

3.3.6 Steering Group

Beech Hurst Gardens is a charitable Trust garden that is a bequest from its former owner to the people of Haywards Heath. The Council is responsible for the management of the gardens, but being a community asset it is important to ensure that these gardens are being managed and developed in a manner conducive with their expectations.

Developing a Steering Group is a valuable forum for formal consultation for the gardens. Representatives come from regular users/hirers of the gardens, elected representatives of both District and Town Council's and members of the Landscape and Outdoor Facilities Teams.

Role of the Group:

- 1) To guide the Council on the overall provision and management of the Gardens.
- 2) To review the existing plan(s) and comment and advise on master plans.
- 3) To review site based information and commission historical research.

Key Issues:

- Green Flag Application – annual applications
- Wildlife Surveys
- Masterplan Consultation
- Town development and its impacts on the Gardens

Aims & Objectives:

Recreation:

To promote the informal recreational benefits of the gardens, to attract new and existing customers.

Health:

To promote the Gardens and the facilities located therein for improving health and wellbeing.

Education:

Encourage and facilitate the interpretation of the gardens (history of site, items of ecological interest etc.)

Landscape:

Uphold the provision of a high quality and appropriate landscape infrastructure within the gardens.

Conservation:

Identify, protect and enhance the habitats and wildlife within the Gardens. Ensuring the Management plan(s) embrace principles of ecologically sympathetic management practices.

Meetings:

The Steering Group will meet twice per year, once during Spring/Summer to walk the sites and once in Autumn/Winter at a suitable location with capacity for all delegates nominated to the group. Meetings may be called if a development opportunity arises within those periods.

Structure:

Members and Officers of the District Council service the Steering Group for Beech Hurst Gardens with representatives from Haywards Heath Town Council, leaseholders, regular clubs and community organisations.

3.3.7 Community Involvement

Haywards Heath Town Team is representing the community interest with organising events in the Gardens. Beech Hurst Gardens as a venue has been successful and the Team have indicated that they will continue to encourage the community to use the gardens with future events. To aid their promotion of the Gardens they are participating on the Steering Group to gain support and assistance with the events they wish to pursue.



3.3.8 Contractors & Contracts

The maintenance of the hard and soft landscape within the Council's green spaces is contracted out to private sector landscape companies. Procuring these services from the private sector has provided some unique opportunities to encourage innovation within the industry.

Although staff working on the contracts are directly employed by the landscape companies, Mid Sussex District Council considers them, in effect, to be Council employees. These staff members are perceived to be employed by the Council by park users and they represent the Council when they are approached on site. Encouraging this style of management has been beneficial as it has allowed the contractors to develop a sense of ownership for the parks they maintain.

The specifications for the grounds maintenance contracts have been revised and rewritten and these specifications have become the new standard for horticultural maintenance from January 2014. Previously, parks were classified and grouped together according to specific site features i.e. the sports grounds contract was set up to manage sites with predominantly a sporting interest. This style of contract tended to have repetition of specifications and on occasions differing standards dependant on when the contract was written. The revised specification seeks to unify the areas of commonality across all of the parks and open spaces and only specify separately areas specific to some parks i.e. Bowling Green maintenance. Beech Hurst Gardens remains the Council's highest profile site and the specialist specification for the new contract takes account of its status.

Contracts that have relevance to Beech Hurst Gardens are:

- Parks & Open Space Contract (the main contract affecting the park)
- Arboriculture Contract
- Playground Inspection and Maintenance Contract
- Irrigation Contract (for bowls)
- General Building Maintenance Contracts
- Refuse Contract (for the waste from Beech Hurst restaurant)

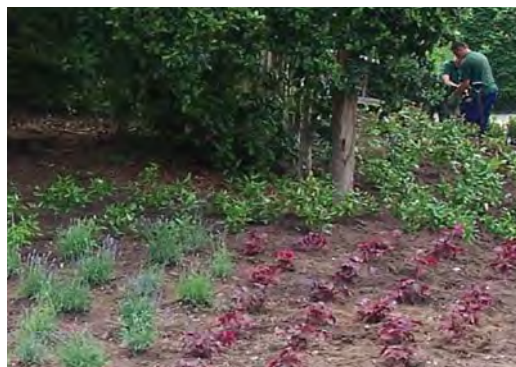
The approach of the Council for working with external contractors places high importance on partnership working. Partnership working with contractors encourages their staff to consider the general appearance of the park on their routine visits and report back on the condition of all facilities. Delegated authority to the Contract Managers has allowed them to assess the priority for corrective action and to implement essential works without getting formal instruction from the Landscape Section. Among the benefits of this approach has been the reduction in response times to site based problems such as that caused by a spate of unwelcome anti-social behaviour.



3.4 Site Maintenance and Activities

3.4.1 Routine Maintenance Plans

Routine maintenance plans are the scheduled horticultural maintenance tasks for the parks and are drafted in the form of a specification and bill of quantities for a grounds maintenance contract. The budget for the gardens is separated into 3 categories (see section 3.7): -



Core scheduled maintenance

The specification for core-scheduled maintenance will include all the horticultural tasks that must be performed each year to maintain the basic appearance and infrastructure of the park. This specification is flexible evolving with the addition of developments in horticultural practice and achieving high quality standards.

Non-core scheduled maintenance

The non-core schedule is made up of tasks, which are necessary but not considered to be essential to the appearance of the site. This could include for example the application of pesticides to bowling greens.

Non-core, non-scheduled maintenance

These are tasks which are required on an ad-hoc basis to retain the landscaping objectives in locations of the park i.e. stripping and replanting a shrub border. Projects for non-core non-schedule works are identified in an annual, non-recorded visual audit of the infrastructure of the parks. The audit will define a programme for the renewal of plantings for the expected life of the landscaping scheme for the location.



3.4.2 Soft Landscaping

The specifications in the contract documents for the maintenance of the soft landscape are based on a combination of frequency and performance so as to ensure that the end product is a high quality garden landscape.

The Landscape Master Plan (see 3.6.2) provides a holistic perspective for the layout of the gardens and includes designs for aspirational developments for the future. Implementation of the plan is achieved by assessing improvements that can be achieved in the short and long term. Short-term improvements are minor landscaping projects that can be funded through the revenue budget and longer-term schemes are the larger refurbishment projects that are normally funded through the Council's Capital and Asset Management budgets. Examples of minor works would include remodelling and replanting shrub borders plus wildflower and bulb planting.

Grassed Areas:

The specification for grass cutting within the gardens has been based on the potential usage of the area. Locations laid for informal amenity use are cut in accordance with the following four specifications:

- 1) High Frequency – 30 cuts per season
- 2) Medium Frequency Grass Cutting
– 15 cuts per season
- 3) Low Frequency Grass Cutting
– 6 cuts per season
- 4) Low Frequency Grass Cutting
– 1 cut per season

These specifications do not include removing the arisings, or the maintenance for the fine turf sports areas i.e. bowling greens. The locations with a higher frequency of grass cutting are generally the high profile, intensively used areas of the gardens. The lower frequency cuts are for wild flower establishment and habitat creation.

Cuts normally take place between March and October however the cutting regimes are flexible during periods when the ground conditions are deemed unsuitable for cutting; for example in drought periods cutting ceases and is extended during the warmer autumn and spring periods. This prevents any damage to the surface or levels of the ground.

Grassed areas that include naturalised spring flowering bulbs are left uncut until the flower has completed its expected growth cycle, normally 6 weeks after the flower has dropped. These areas are then cut and cleared before reverting back to the normal cycle of cutting. Areas within the park that are rich in wild flower species are cut once per year following seed setting.



Shrub Beds / Herbaceous Borders:

There is an annual assessment of borders to ensure that they continue to contribute to the overall aesthetic appearance of the gardens. Routine maintenance endeavours to regenerate the plantings, which preserves the appearance of the landscape design. Borders that are assessed to be in poor condition and no longer contributing to the appearance of the gardens are scheduled for refurbishment. The Council endeavour to purchase plants for these projects from nurseries within the region in order to support local businesses and reduce the carbon footprint.

The Contract Specification for the routine maintenance of shrub and herbaceous borders is a performance based specification. This requires maintenance tasks to be performed when it is necessary for the cultivation of the species, rather than on a frequency basis. This approach provides the most benefit e.g. renewal pruning is programmed around the needs of the plant instead of being performed the same time every year.

Wildflower Meadows:

The gardens have two distinct wild flower meadows one is the large grassed area on the southern side of the gardens and the other is a smaller area behind the Model Railway Club on the western side. Maintenance for both areas endeavours to advantage wild flowers and as such will be cut and cleared once per year after the plants have seeded. Whilst both areas are designated for wild flower they have different characteristics and maintenance requirements.

The southern area was a pitch and putt area and following it being disbanded the management has encouraged wild flowers. Due to previous maintenance schedules the grasses have been improved and fertilised which isn't conducive for some wild flowers. Whilst the nutrient level of the soil is likely to be high the expectation is that cutting and removing the arisings will aid stripping nutrient out of the soil. The area has been over sown with *Rhinanthus minor* (Yellow Rattle) which is semi-parasitic that will also disadvantage the vigorous grass species. Large invasive species are being manually removed to avoid the loss of diversity.

A swirling design of close mown paths has been implemented across the area to provide



entertainment and access to the meadow.

The area behind the railway club has an infestation of *Cirsium arvense* (Creeping Thistle) which is currently being held in check with an early cut to avoid it setting seed. The spread of the thistle may require intervention with chemical herbicides, but if this becomes necessary it will be limited to specific products and application methods to avoid unduly damaging the diversity of the area. Similarly there is also a stand of *Fallopia japonica* (Japanese Knotweed) that is being treated. Unfortunately the main stand is on a neighbour's land so the treatment will only be holding its spread until the similar treatment is being implemented on the main stand.

3.4.3 Hard Landscaping

All hard landscaped facilities including the tennis courts, the petanque pistes, and the path network are inspected by staff and contractors on a weekly basis with any safety issues, damage, vandalism, graffiti and excessive wear and tear being reported and acted upon as appropriate e.g. Moss growing on the courts in the shaded areas.

Playground Inspections:

Annual Inspections by Playground Safety Consultant

These inspections are a complete engineering assessment of all aspects of the play area, including equipment, surfacing, bin, gates and fences. This will include a structural assessment of the play equipment. The reports provide an analysis of the condition of equipment, with recommendations for improvement, each item is supported with a photograph. (See Appendix 06:Playground Inspection)

Monthly Inspection of Play Areas

An annual contract is let for inspecting the play areas on a monthly basis. The specification requires a visual inspection of all equipment and features during the first week of each month. The report will be used to formulate a schedule of maintenance for the play areas.

Ad-hoc Inspections

Officers of the Landscape Unit and Contractor's staff will inspect the condition of play areas and equipment whilst visiting a site for routine inspections and/or maintenance.

Inspections consist of all play equipment and associated infrastructure being checked for obvious safety hazards. If any equipment appears to be in a dangerous condition it is cordoned off with appropriate warning tape and, if possible, immobilised. In addition the equipment is checked for obvious signs of vandalism, graffiti and excessive wear and tear (such as shackles and chains worn by more than 2mm). The inspecting contractors liaise with Council Officers to put right any defects or problems.

3.4.4 Leased Property

Summary of the tenant repairing obligations:-

1) Lease to the Sussex Miniature Locomotive Society Limited:-

- To repair and keep in repair the premises and the miniature railway track
- To paint in every fifth year of term all external parts

2) Lease to the Haywards Heath & Beech Hurst Bowls Club:-

- To repair and clean the premises (buildings and land)
- To paint in every third year of the term all external parts

3) Lease to Mitchells & Butlers (Harvesters):-

- To repair the premises and keep them in repair
- To keep the exterior of the premises in a presentable condition and clear of all rubbish
- To keep any parts of the premises which may not be built upon adequately surfaced in good condition and free from all weeds and all landscaped areas properly cultivated
- To repair and keep in repair any external lighting and any CCTV system
- Repair and clean the Public Facility
- Maintain the Visitor Information Point in good repair

4) Lease to Mid Sussex Model Engineering Club Limited:-

- To repair the premises and keep them in a good condition and repair
- To keep the premises clean and tidy and clear all rubbish
- Redecorate the outside of the premises as often as necessary

4) Lease for Cafe:-

- To repair the premises and keep them in a good condition and repair
- To keep the premises clean and tidy and clear all rubbish

3.4.5 Litter Removal

The cleaning specification for Beech Hurst Gardens is performance based, which requires the Contractor to visit as many times as is necessary to maintain the expected Grade A standard as defined in the Environmental Protection Act of 1990 (EPA). The contract specification uses the Act as the guiding reference, but it has been slightly modified to fit with the Council's requirements. The EPA standards are:

Grade A - No Litter or detritus

Grade B - Predominantly free of litter and detritus apart from small items.

Grade C - Widespread distribution of litter and detritus with minor accumulation.

Grade D - Heavily littered with significant accumulation.

Grade A should be achieved after cleansing. If it falls to Grade B it should be restored to Grade A within twelve hours. If it falls to Grade C it should be restored to Grade A in six hours and Grade D should be restored to A within three hours.

Daily inspections are carried out by the contractor who checks the entire site paying particular attention to the boundaries i.e. where wind-blown litter tends to get trapped in hedges. Fly-tipping that takes place is either dealt with by the main contractor or cleared by specialist contractors depending on the material that is tipped.

3.4.6 Performance Monitoring

When an Officer visits a site there will be an inspection of all aspects of the park including maintenance standards. Some inspections may be scheduled around specific work items, but in general the need to visit parks will be for assessing the overall aesthetic appearance of the park and potential developmental needs.

Performance monitoring of the grounds maintenance contractor will be assessed by a new range of key performance indicators (KPI) that have been agreed by the contractor awarded the new Grounds Maintenance Contract. The KPI's formed part of their tender submission and a component for assessing the successful bidder.

The KPI's for this contract will be for the Contractor to undertake visitor satisfaction surveys on behalf of the Council for each quarter (400 surveys per year) and percentage of the work programme completed on time.

The Landscapes Team works a partnership arrangement with Contractors which has enabled instances of poor performance to be rectified quickly and without further reference to contract default clauses.

3.4.7 Anti-Social Behaviour (ASB)

Parks have free and open access 24 hours a day throughout the year and as such it is highly likely that they will attract some degree of anti-social behaviour. Residents in Mid Sussex are fortunate that the crime statistics demonstrate that this area is amongst the safest in the county, however this doesn't mean that such incidents do not occur within the District. The majority of the recorded incidents of anti-social behaviour at Beech Hurst Gardens relate to activity that contravenes the Byelaws.

Examples of the nature of such behaviour are:

Vandalism

Malicious damage of plants and/or trees or defacing the parks property (e.g. graffiti, breakages etc.). These issues are reported via park users, Park Rangers, contractor staff or inspection by a member of the Landscape team. These inspections tend to be reactive due to the ad-hoc nature of anti-social behaviour. The practice for dealing with such incidents is to tidy the site within 2 hours of the report and then effect a repair as soon as can be arranged, depending on the severity of the damage and the financial resources required to rectify.

Grffiti is removed from parks under a partnership agreement with the three town councils. East Grinstead, Haywards Heath and Burgess Hill Town Councils have their own staff resource and they have agreed that the removal of graffiti will be actioned within the same day as it is reported.

Littering

Visitors will often leave their litter/debris rather than placing it in litter bins. This isn't a significant problem for the district except in the 'hot spot' locations where the littering tends to include quantities of broken glass.

Litter has been classified into three categories:

- Non Hazardous waste – paper, food cartons, drinks cans etc.
- Human waste – clearing up after an unauthorized traveller encampment.
- Hazardous waste – sharps or chemicals.

Non hazardous waste is collected by the grounds maintenance contractor as part of their core scheduled works.

The standards of maintenance for Beech Hurst Gardens are linked to the EPA standards for clean neighbourhoods and as such the contractor provides the necessary labour to ensure a site is kept clean.

Human waste is cleaned by a specialist contractor on instruction following an incident that requires such treatment. The Landscapes Team endeavour to ensure that cleaning is achieved within 24 hours of the incident being reported.

Hazardous waste will either be collected by the grounds maintenance contractor or specialist contractor, depending on the nature of the waste. Cleaning of this nature will be reactive and is expected to be cleaned within 24 hours.

Dog Public Spaces Protection Orders

The Park Rangers have been very successful with a long-term programme to encourage owners to clear up after their pets. More details of Public Spaces Protection Orders relating to dog control can be seen in section 2.1.6.

Aggressive Behaviour

This element of anti-social behaviour needs to be addressed within the context of the plan for Beech Hurst Gardens, but there have only been isolated incidents of such aggressive behaviour. Unfortunately, visitors concern relating to this issue is more about the fear of crime, rather than actual crime committed within the parks. Dealing with this issue has centred more on establishing why there is a perceived fear associated with particular parks. Understanding these concerns has led to some site alterations that are intended to offer a greater sense of personal security.

Misuse of Illegal Substances

Substance abuse has been noted at a few locations, but this does not tend to be a problem associated with the Council's public open spaces. The incidents of substance abuse that have been noted are first reported to the police and a clear up actioned as soon as they are happy that the scene

can be cleared, in practice this is usually between 2-3 hours of the incident being reported.

Misuse of Alcohol

This aspect of anti-social behaviour is probably one of our more problematic, as those drinking in the parks are more likely to smash their bottles rather than deposit them in bins. The Council endeavour to clear up after these incidents within 2 hours of a problem being reported. However, there are occasions during the summer period, particularly when the schools break up, that the number of incidents are too great to visit within this time. During such occasions the partnership working with the Town Council helps to cover more locations.

Using Motorised Vehicles in the Park

Most of the Council's green spaces are protected against incursion from unauthorised encampments. This also offers significant protection from unauthorised vehicle access to the sites, but doesn't alleviate the problem completely. The Council will endeavour to protect a location when vehicles have illegally entered a site, but this has to be managed in line with not inhibiting public access. Response to vehicle abuse tends to be reactive for the sites and the occasions that the problem has been experienced.

Conflict issues

The Park Rangers regularly visit and liaise with users of the Council's green spaces and as such they are the first line of contact in dealing with anyone misusing the parks. The emphasis for their liaison is to resolve the issue on site without the need for enforcement activity. If a situation develops beyond their capacity to resolve, they have a strong network of contacts with local police constables, Community Support Officers and the Haywards Heath Community Warden.

The procedure for dealing with these situations is:

- A Park Ranger is called to the park to address the issue.

- If the Park Ranger feels threatened and unable to deal with the situation the police are then contacted.

Monitoring

The partnership arrangements that the Council has developed with the grounds maintenance contractors includes the requirement for their staff to inspect the condition for the sites that they



are working on. Similarly, there are frequent site inspections by the members of the landscapes team, facilities team and park rangers. Due to the number of sites and the frequency of visits it is impractical to record the results of all visits. The only record of site visits will be for desirable developments and/or negative maintenance standards. In addition to this, visitors to the Council's facilities are encouraged to provide information relating to their experience of the sites. Users have proved to be a very vigilant group for reporting anti-social behaviour and site conditions.

Prevention Measures:

Strategic

The Council endeavour to reduce the impact of anti-social with the assistance of the Community Safety Team. This team have a wide remit to liaise with internal and external teams and organisations to investigate and resolve incidents and causes of anti-social behaviour. A multi representative team from different disciplines within the Council regularly meet to discuss anti-social behavioural issues as it relates to existing and new green spaces.

Operational measures to reduce ASB in gardens:

- 1) Maintaining an official site presence through site visits by office staff, Park Rangers and grounds maintenance staff. This is also supported with frequent media releases to raise the profile of the service and who to contact
- 2) Community engagement
 - informing people about what problems there are, how they are being dealt with and how the community can help.
- 3) Continuing quality checks on the parks
 - The appearance of a green space is directly related to visitor appeal and maintaining a sense of

security (the 'broken window' syndrome).

4) Quick and active response to reports of anti-social behaviour.

- a quick and active response from the Council and the police has a positive effect within the community to care for their green spaces.

3.4.8 Pesticides

A consideration for park management is the appropriate use of pesticides in the public places. Whilst there are a variety of products that are on the approved products listings the overriding decision is whether it is justified as being the most appropriate method of control. Legislative controls are more than adequate to ensure that products are used safely and in accordance with the manufacturers guidelines, however when managing in the municipal environment other factors are necessary to ensure the risks to park users has been adequately addressed. Therefore, Mid Sussex District Council has instigated a supporting Code of Practice for the use of pesticides to reduce the quantity of chemicals in the environment

The Code of Practice requires that any infestation is assessed on the grounds of whether it requires a management intervention, alternative methods of control should an intervention be deemed necessary and if chemical treatment is required the products are investigated to establish the lowest toxicity. There will be situations whereby the infestation can be tolerated as the impacts are negligible. Customers will need information to help understand this approach, but if it isn't going to cause a long term problem then it may not need an action. Similarly, biological and non-chemical solutions should be considered as a means of managing an infestation if it seen to need an action. This course of action may incur additional cost if there is a need for repeated applications, but it is likely to significantly reduce the impacts on the environment. Investigating a situation in this manner will ensure that the decision to use pesticides is justified and will provide the desired control.

The main elements of the Code of Practice are in line with the legislation and covers the following key elements:

- To ensure pesticides are used only where absolutely necessary to achieve a cost effective

- and acceptable grounds maintenance service;
- To comply with all relevant legislation;
 - To use the least harmful approved product for consistent efficacy;
 - To comply with all terms of approval and manufacturers recommendations relating to the use of pesticides;
 - To ensure trained personnel undertake the prescription and use of pesticides;
 - To keep adequate records of pesticide application;
 - To undertake regular inspections of Contractor compliance with relevant legislation and codes of practice.
 - To provide temporary signage informing the public of areas being treated and with what pesticides.

The procedure for use of pesticides:

- Identify the weed/pest/disease/other problem.
- Assess the need for applying pesticides to combat identified problems.
- If pesticides are necessary, get qualified advice if appropriate on which pesticide to use.
- Instruct Contractor to apply pesticide according to the code of practice.
- Keep a record of all pesticide applications.

3.4.9 Site Heritage

Conserving the sites heritage is an important consideration when any new designs for the gardens are prepared.

Over three centuries the gardens have changed from being a private residence to becoming a public leisure park with many new features and facilities being implemented to suit the demand for new usages. Despite these changes the gardens have retained their strong historical influences from two distinct periods of garden history. All the main formal features and facilities are situated around the main building connected by straight promenading paths, bedding displays, herbaceous borders and the occasional focal feature, reminiscent of the Victorian gardening styles. This area is then surrounded by a naturally landscaped garden with a large informal lower lawn area sloping away from the formal areas and the main building allowing undisturbed views out over the fields and over the South Downs, reminiscent of the gardens 19th century beginnings.

Some of the features of the gardens were removed in the 1950's, such as the rose garden, the green houses and the summerhouse, and replaced with

features and facilities more suitable for a public leisure park, such as the miniature railway and the tennis courts. Despite this there are a number of historically relevant features that the council is continually endeavoring to conserve consisting of the beech hedge alongside the tennis courts, the pergola, numerous trees, the main lawn, the original south entrance gate and the red brick wall along Butlers Green Road.

The original pergola unfortunately had to be replaced due to a combination of severe rot and stormy weather but the new pergola is in the same location and is a much sturdier structure.

3.4.10 Sustainability

Sustainable practices are continually being developed within the landscapes team with a goal to improve our environmental performance, which will be a great benefit to the community.

The following are sustainable practices, which we use at Beech Hurst:

1) *Minimal pesticide usage*

2) *Increasing Biodiversity*

- Variety of planting areas and types of plants (e.g. herbaceous beds, shrub beds, wildflower meadow etc.)
- Differing frequencies and heights of grass cuts in different areas around the site.
- Frequent monitoring of all trees and plants ensuring they are healthy and free from pests and disease.

3) *Utilising on-site materials*

- Reusing spoil from pathworks around the site where possible
- Recycling green waste and reusing it on site as a mulch
- For the focal feature at the end of the pergola the council decided to reuse a couple of mill stones which were randomly lying in the grass at two separate points on the site.

There was a trial of recycling bins in play areas at two sites, St. Johns Park, Burgess Hill and Lindfield Common, Lindfield, with the hope that recycling bins could be installed at Beech Hurst if successful. The bins were in place for about a year. It was found that people were using them as general litter bins. Companies handling recycled waste were not prepared to separate the waste

into landfill and recycled, resulting in all the waste going to landfill. As a result the recycling bins were removed. There are currently no plans to reintroduce recycling bins but it is hoped that in the future, there may be a way to work with the waste contractor to roll out a scheme across the whole District.

3.4.11 Organised Activities & Events

The gardens host a number of community events throughout the year and the Council is open to the idea of the programme being extended.

The main annual events are a Family Fun Day organised by St Peter & St James Hospice and a Dog Walk, organised by St Catherine's Hospice.

In addition to this, from April to September, the gardens regularly play host to Boyden's Amusements who provide a small children's fun rides and inflatable play equipment. These visits have been popular as the rides add to the other facilities on offer.

The gardens also play host to regular fitness classes organised by Ultimate Outdoor Training.

Two local brass bands occasionally make use of the site.

In July 2017, a pop up cinema earlier visited Beech Hurst. This was very well received and we will look at more opportunities for this in the future.

We will consider other event bookings at Beech Hurst Gardens, providing they are deemed appropriate for the site and would not cause unreasonable disturbance to users or those living nearby.

3.4.12 Car Parking

A parking order at Beech Hurst limits the waiting time to 4 hours on Monday - Friday from 9am - 5pm. The parking order is being enforced by the Council's Civil Enforcement Officers.

The aim is to deter commuters and other non-users of the gardens from parking in the car park all day and taking spaces from visitors.

Genuine users whose visits may be longer than 4 hours during the week (such as Bowls Club Members and their visitors) could apply for exemption permits to allow a longer stay.



3.5 Marketing

3.5.1 Celebrating Success

The Council regularly produces press releases and articles regarding Beech Hurst Gardens around Spring/Summer. This is when most of the facilities are open to the public and when visitor interest is at its greatest. In addition when there are events on in the park or local ceremonies these are often publicised in the local papers or on the site Notice Board (Appendix 07: Recent Publicity)

3.5.2 Branding

It is important for the Council to convey a clear and consistent message for all of its services and to be seen as a cohesive organisation.



Everything that it produces, from press releases and booklets, to logos and advertisements follows the guidelines set by the Council's corporate publicity section. At Beech Hurst Gardens the Council's brand is incorporated by displaying it on temporary and permanent signage as well as on any leaflets or other marketing publications issued.

3.5.3 Site Signage

Existing signage: -

- Park maps
- Enclosed information board
- Flag
- Playground signs
- Welcome signs
- Car park signage
- Sports facility signs

Identified signage improvements: -

- Educational signs
- Improved welcome signage



3.5.4 Internet

Beech Hurst Gardens has a page dedicated to it within Mid Sussex District Council's website. The page gives information about the sites location, its history, its features and facilities with links to other relevant sites for further information and contact details

Website: www.midsussex.gov.uk/leisure-recreation-tourism-events/parks-places-of-interest-and-things-to-do/parks/beece-hurst-haywards-heath/

The Gardens also features on a range of other web sites including:

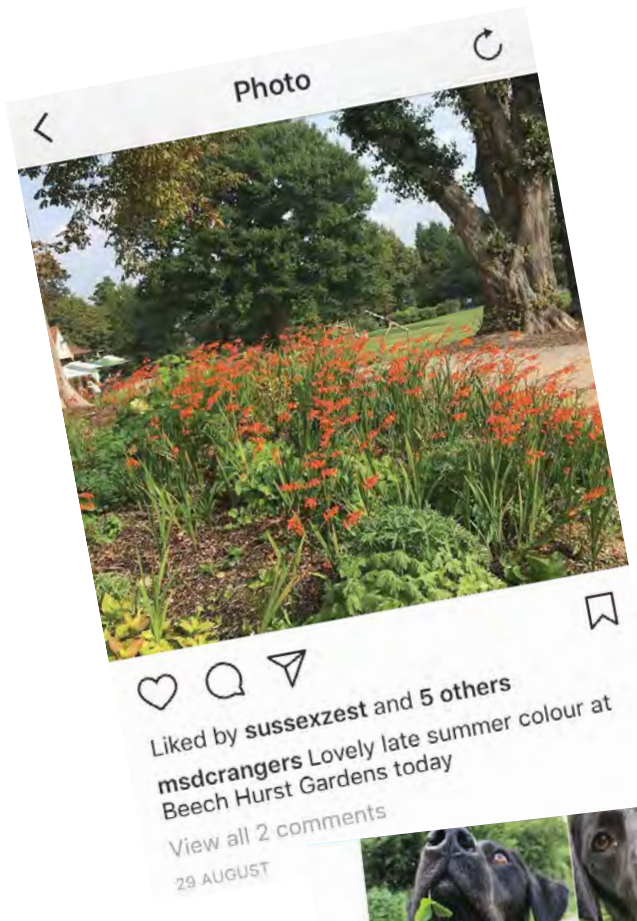
- www.beechhurst-railway.org.uk
- www.parksandgardens.org
- www.dayoutwiththekids.co.uk
- www.haywardsheath.gov.uk



MSDC also communicates via social media

- @MSDCnews or @MSDCrangers on Twitter
- @midsussexdistrictcouncil on Facebook
- @MSDCrangers on Instagram

and regularly posts about Beech Hurst Gardens.



3.6 Landscape Planning

The landscape masterplan (See Appendix 08: Masterplan) for the Gardens is aspirational and as such is not intended to be open to public consultation. The purpose of the plan is to look at improvements in context to the whole park and assess if and when they are suitable for wider consultation.

The masterplan takes into account the changed surrounding land uses, access and circulation and site character areas.

The main project for the coming year is to create a miniature railway and engineering hub – this is a project guided by the Sussex Miniature Locomotive Society who are looking to build a new education centre themselves. We would look to improve the landscape around any new building.

The planting of the arboretum is continuing into next year and will be accompanied by interpretation signage.



3.7 Finance

Funding Allocations

Parks and public open spaces within the District come under the responsibility of the Divisional Leader for Commercial Services and Contracts. This post holder is responsible for a wide range of contracted services that includes Grounds Maintenance, Waste Collection and Leisure Centres. Administration of the budgets for grounds maintenance is delegated to officers of the Landscapes Section. The two principal sources of finance can be summarised as follows:-

Revenue Budget - The revenue budget refers to the allocation of revenue funds for the necessary annual maintenance of the buildings and infrastructure and the activities that take place within the gardens. Under the lease arrangement with the restaurant there is an annual income with a share in profits over a certain level. This has assisted in offsetting the costs of maintaining these gardens.

Capital Budget - There is now an annually reviewed rolling Asset Management Plan that is designed to provide capital finance to upgrade the Council's outdoor facilities and buildings. It covers the refurbishment of pavilions, playgrounds and the miscellaneous facilities within parks. In addition there are Section 106 capital receipts from local house development that can be allocated to both informal and formal leisure facilities within the town.

Revenue Budget – Grounds Maintenance

The budget for the gardens is allocated into three categories of expenditure. These categories are:

- a) Core Scheduled Maintenance.
- b) Core Non-scheduled Maintenance.
- c) Non-core Non-scheduled Maintenance.

Core Scheduled Maintenance accounts for

approximately 85% of the total budget sum, which will be paid to the Grounds Maintenance Contractor. Payments against this sum will be for 1/12th of the annual core sum. The specification for core-scheduled maintenance will include all the horticultural tasks that must be performed each year to maintain the basic appearance and infrastructure of the park. This specification is flexible and will be updated with the addition of developments in horticultural practice and achieving high quality standards.

Core Non-scheduled Maintenance accounts for approximately 10% of the total budget sum. The core non-schedule is made up of tasks that are essential but not considered to be required on a routine basis for the appearance of the site. This could include for example the application of pesticides to bowling greens or leaf sweeping.

Non-core Non-schedule accounts for approximately 5% of the total budget sum. These are tasks which are required on an ad-hoc basis to retain the landscaping objectives in locations of the park i.e. stripping and replanting a shrub border. Projects for non-core non-schedule works are identified each year.

Grounds Maintenance Indicative Costs for 2017/18:

- Core schedule (routine maintenance) - £31,194.00
- Core non-scheduled work (Maintenance of similar nature to core schedule, but is an addition i.e. extra grass cutting) - £4,908.00
- Non-core, non-scheduled work (minor landscaping and improvements) - £3,457.00
- An element of the budget caters for the purchase of material such as plants, seeds etc - £2788.00

Total Allocated Budget - £42,347.00



Section 4: Garden Works Improvement Plan

Update on works programmed for previous period

Improving Biodiversity within the Gardens

Aim	Objective	Comment
Control of <i>Cirsium arvense</i> (Creeping Thistle)	Biological control by mowing twice per year Mid-June	The area has been cut and a plan is being sought to gain public access to this area
Implement an ornamental arboretum along the strip between the new tarmac path and Bolnore Road with scrubby woodland edges.	Prepare planting plan Take out some of the non-native invasive species that have encroached along the strip. Implement planting scheme	Tree planting has been taken place for the first phase of the project
Ornamental Orchard at the rear of the Cottages	Planting fruit bearing trees to form an orchard	A selection of trees have been planted in this area and the existing trees pruned.
Arboretum on the southern boundary	Landscaping plan and implement planting	Phase one completed – 2017
Replace the Bowls Pavilion bedding border with perennial planting	Planting fruit bearing trees to form an orchard	The lack of interest from the community to participate in such a project has caused this to be temporarily postponed. The aim is to try and gain local interest for this initiative.
Replant the border adjacent	Replanting the border following the completion of summer bedding for a more sustainable flower display.	Project completed – spring 2017



Future Works Programmed

Aim	Objective	To be carried out
Divert the spring on the Rhodo Walk and resurface the section to improve year round access.	Locate and divert the course of the spring. Resurface the path	This project has changed as it has proved difficult to identify the source of the spring. The project is now seeking to refurbish this area as a bog planting and divert the path round an alternative route.
Build bridge over miniature railway	Provide public access to the railway picnic space	2018/19
Install new handrails beside steps/ramps	Create attractive, unified iron work across the site	2017/18
Assess the southern boundary for development of a native species hedge behind an ornamental arboretum.	Regenerate the boundary hedge along the southern boundary. Develop an ornamental arboretum that will have dual function for being an attractive feature of the gardens and a screen to the development to the south.	2018/19
Grade the bank from the picnic lawn to integrate the amenity area to the south	Improve access to both locations for informal recreation	2018/19
Refurbish the frontage of the Gardens.	Revise the landscape plan for the borders at the entrance to the Gardens and replant.	2020/21

Appendices

Appendix 01: Cyclical Condition Tree Survey (Refer to page 15)

Appendix 02: Visitor satisfaction surveys (Refer to page 19)

Appendix 03: Health & Safety Policy (Refer to page 25)

Appendix 04: Risk Assessments (Refer to page 26)

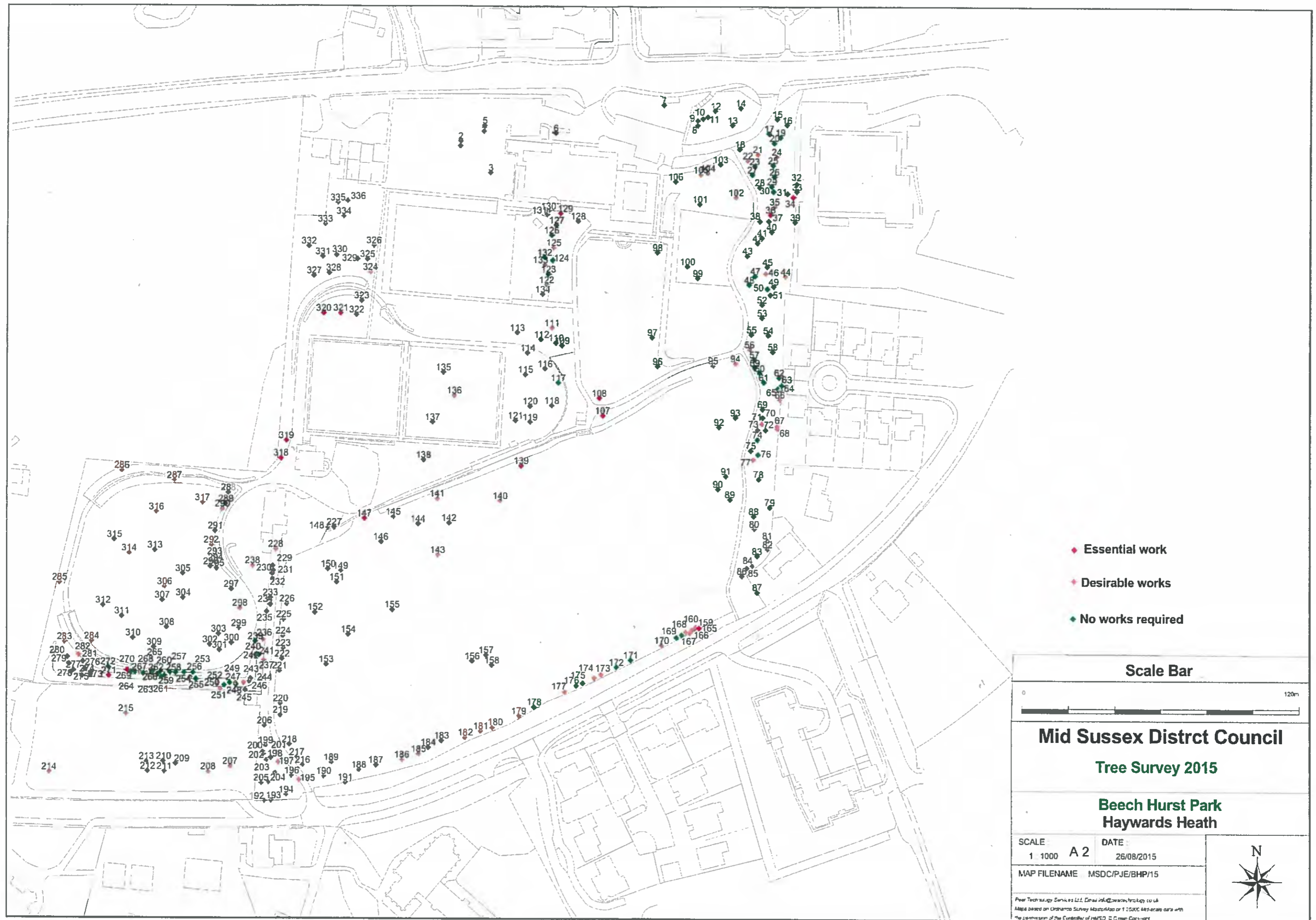
Appendix 05: Relevant Bye-laws - Beech Hurst (Refer to page 28)

Appendix 06: Playground Inspection (Refer to page 41)

Appendix 07: Recent Publicity (Refer to page 47)

Appendix 08: Masterplan (Refer to page 49)

Appendix 01: Cyclical Condition Tree Survey



- ◆ Essential work
- ◆ Desirable works
- ◆ No works required

Scale Bar	
Mid Sussex District Council Tree Survey 2015	
Beech Hurst Park Haywards Heath	
SCALE 1 : 1000	DATE 26/08/2015
MAP FILENAME MSDC/PJE/BHP/15	
<small>Peer Technology Services Ltd, Email info@peertech.co.uk Maps derived from Ordnance Survey MasterMap or 1:25000 A65-scale data with the permission of the Controller of HMSO. © Crown Copyright</small>	



Beech Hurst Park, Haywards Heath, Tree survey 2015

Tree No.	Species	Height	Age	Condition	Comments	Recommendations	Priority	Survey date	Easting	Northing
1	PYRUS CALLERYANA CHANTICLEER~~T221	5-10m~~0510	Mature~~ MATU	Fair/Average~~ ~FAIR	Lamp column in crown	No recommendations	No work required~~NOWR	07.07.15	532306	123898
2	PYRUS CALLERYANA CHANTICLEER~~T221	5-10m~~0510	Mature~~ MATU	Fair/Average~~ ~FAIR	No comment	No recommendations	No work required~~NOWR	07.07.15	532307	123900
3	PYRUS CALLERYANA CHANTICLEER~~T221	0-5m~~LT05	Semi- mature~~S EMI	Poor~~POOR	No comments	No recommendations	No work required~~NOWR	07.07.15	532320	123886
4	PYRUS CALLERYANA CHANTICLEER~~T221	0-5m~~LT05	Mature~~ MATU	Fair/Average~~ ~FAIR	No comments	No recommendations	No work required~~NOWR	07.07.15	532317	123904
5	PYRUS CALLERYANA CHANTICLEER~~T221	5-10m~~0510	Mature~~ MATU	Fair/Average~~ ~FAIR	No commentsp	No recommendations	No work required~~NOWR	07.07.15	532317	123907
6	BETULA JACQUEMONTII~~T059	5-10m~~0510	Mature~~ MATU	Fair/Average~~ ~FAIR	No comments	No recommendations	No work required~~NOWR	07.07.15	532348	123904
7	CHAMAECYPARIS LAWSONIANA CULITIVAR~~T088	5-10m~~0510	Mature~~ MATU	Fair/Average~~ ~FAIR	No comments	No recommendations	No work required~~NOWR	07.07.15	532395	123916
8	PINUS SYLVESTRIS~~T183	10-15m~~1015	Mature~~ MATU	Fair/Average~~ ~FAIR	No comments	No recommendations	No work required~~NOWR	07.07.15	532409	123907
9	THUJA PLICATA~~T285	15-20m~~1520	Mature~~ MATU	Fair/Average~~ ~FAIR	No comments	No recommendations	No work required~~NOWR	07.07.15	532410	123909
10	THUJA PLICATA~~T285	15-20m~~1520	Mature~~ MATU	Fair/Average~~ ~FAIR	No comments	No recommendations	No work required~~NOWR	07.07.15	532412	123910

Appendix 02: Visitor satisfaction surveys

Date	Q1 How often do you visit the parks	Q2 Enjoy Open Space	Q2 Exercise	Q2 Just Walking Through	Q2 Walking The dog	Q2 Have a Day Out	Q2 Meet Friends	Q2 Eat Lunch	Q2 Play With Children	Q2 Play Sports	Q2 Quiet Relaxation	Q2 Other	Q3 Planted Areas	Q3 Grass	Q3 Bins and Litter	Q3 Playgrounds	Q3 Sports Facilities	Q3 Woodlands	Q3 Paths	Q3 Cleanliness	Q3 Overall Appearance
17/02/17	Every day									Y			4	3	4	4	4	3	4	4	4
17/02/17	Every day			Y				Y					4	4	4	4	4	4	4	4	4
17/02/17	Every day												3	3	3	4	4	4	4	4	4
17/02/17	Very occasionally		Y		Y								3	3	3	3	3	3	3	4	3
17/02/17	Very occasionally		Y		Y								4	3	3	4	4	3	4	4	4
28/07/17	Most days			Y									3	4	4	4	4	3	4	4	3
28/07/17	Every day				Y								4	4	4	4	4	4	4	4	4
28/07/17	Every day			Y	Y								3	3	4	4	3	4	4	4	3
28/07/17	Every day			Y	Y	Y							4	3	4	4	4	3	4	4	4
28/07/17	Very occasionally		Y							Y		Dinner with friends	4	3	4	3	4	4	4	4	4
28/07/17	Very occasionally												3	4	3	4	4	4	4	4	4
28/07/17	Every day			Y									4	4	3	4	4	4	4	4	3
28/07/17	Most days			Y									3	4	3	4	4	4	4	4	4
28/07/17	Every day				Y								4	4	4	3	4	4	4	4	4
28/07/17	Every day												4	4	4	4	4	4	4	4	4
04/09/17	Most days					Y							4	4	3	4	4	4	4	4	4
04/09/17	Very occasionally							Y					4	4	3	4	4	4	4	4	3
04/09/17	Every day				Y								4	4	3	4	4	4	4	4	4
04/09/17	Most days		Y										4	4	3	4	4	4	4	4	4
04/09/17	Every day				Y								4	4	3	4	4	4	4	4	4
04/09/17	Every day				Y								4	4	3	4	4	4	4	4	4
04/09/17	Every day				Y								4	4	3	4	4	4	4	4	4
05/10/17	Every day				Y			Y					4	3	4	4	4	4	4	4	4
05/10/17	Every day			Y									4	4	3	4	4	4	4	4	4
05/10/17	Every day			Y	Y								3	3	3	3	3	4	4	4	3
05/10/17	Every day		Y		Y								2	4	4	4	3	4	4	4	4

Appendix 03: Health & Safety Policy

MID SUSSEX DISTRICT COUNCIL

HEALTH AND SAFETY POLICY

1 GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

Mid Sussex District Council

- a) Recognises and accepts its responsibilities as an employer for providing a safe and healthy workplace and working environment for all its employees.
- b) Will take all reasonable steps to meet this responsibility, paying particular attention to the provision and maintenance of:
- Plant, equipment and systems of work that are safe.
 - Safe arrangements for the use, handling, storage and transport of articles and substances.
 - To prevent accidents and cases of ill health and provide adequate control of Health and Safety risks arising from work activities.
 - Compliance with the obligations imposed by the Control of Substances Hazardous to Health Regulations.
 - Up-to-date information on the toxicity and/or other potential hazards of all substances issued or used in connection with any work activity.
 - Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
 - A safe place of work with safe access to and egress from such place of work.
 - Provide a healthy working environment for all employees.
 - Provide adequate welfare facilities and first aid arrangements for employees.

Signed:



Date: 25 May 2016

Chief Executive

2 ORGANISATION AND RESPONSIBILITIES

Responsibilities for implementing and reviewing Mid Sussex District Council's Health and Safety Policy are detailed below. Mid Sussex District Council undertakes to carry out all of its activities in such a way so as not to put health and safety of its employees and the public at risk.

2.1 MANAGEMENT STRUCTURE

The **Chief Executive** is responsible to Mid Sussex District Council for securing the full implementation of Mid Sussex District Council's Health and Safety Policy.

The **Corporate Safety Officer** has responsibility as the competent person for advising the Chief Executive in the discharge of responsibilities under the Health and Safety at Work Act and all other relevant Health and Safety legislation. They will report and keep a record of all accidents, certain injuries, incidents and cases of work related diseases. They will arrange regular meetings with the Business Unit Leaders to discuss company accident prevention, performance, and possible improvement areas.

Business Unit Leaders have responsibility for the safety of their employees. They will ensure a safe working environment by completing Workplace Inspections and Accident Investigations and Mid Sussex District Council will provide competent technical advice on health and safety matters where this is necessary to assist line management in its task.

Managers will implement Mid Sussex District Council's Health and Safety Policy by:

- Planning, organising and implementing arrangements to eliminate or control significant risks and to comply with the relevant statutory provisions.
- Determining and documenting policies to implement Mid Sussex District Council's Health and Safety Policy.
- Ensuring that employees are capable, through recruitment, training or otherwise, to carry out their duties for health, safety and welfare.
- Provide clear instruction and information, and adequate training for all employees which is proportionate to their job role.
- Identifying all hazards, recording significant findings of assessments, identifying groups exposed to risks and recording the action taken to protect the health and safety of these groups.
- Ensuring that all employees are familiar with, and comply with, the requirements of Mid Sussex District Council's Health and Safety Policy and that all new employees are inducted into the

requirements of Mid Sussex District Council's Health and Safety Policy.

- Ensuring that contractors and sub-contractors have effective arrangements for health, safety and welfare.
- Monitoring and reviewing all arrangements to ensure that they are working effectively.
- Investigate all accidents and cases of ill health.

2.2 EMPLOYEES

All Employees are responsible for:

- Complying with Mid Sussex District Council's Health and Safety Policy.
- Taking reasonable care of their own health and safety and that of others affected by their acts or omissions.
- Co-operating with their managers in complying with relevant statutory provisions.
- Using all work equipment and substances in accordance with the instruction and training received.
- Not intentionally misusing anything provided in the interests of health, safety and welfare.
- Reporting to their supervisor or manager any health and safety problem they cannot deal with themselves or any shortcomings they find in the health, safety and welfare arrangements.
- Report all accidents and incidents to their Line Manager.

2.3 EMPLOYEE CONSULTATION

There will be full consultation with all employees and Safety Representatives regarding the establishment and implementation of all Mid Sussex District Council's health, safety and welfare arrangements.

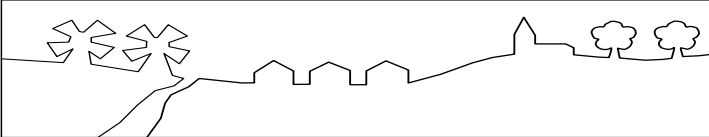
A copy of this statement will be issued to all employees. It will be reviewed, added to, or modified from time to time and may be supplemented in appropriate cases by further amendments relating to the work of particular departments or groups of workers.

2.4 AUDIT AND REVIEW

The principal means used for reviewing Mid Sussex District Council's Health and Safety Policy will be:

- Audits of health and safety management in individual service areas and corporately;
- Regular evaluation and review of Mid Sussex District Council's Health and Safety Policy to ensure that new legislation or other changing circumstances are incorporated and the Policy remains effective;
- Investigations and report of major injuries and occurrences.

Appendix 04: Risk Assessments

		<h2>GENERIC RISK ASSESSMENT</h2> <h3>Informal Leisure Facilities</h3>					
		Last Review: Dec 2016					
		Previous Check Dates: 7/11/97, 12/11/02, 20/09/04, 16/11/12					
Officer: Emily Oakden, Jo Wilson, Katie Chatfield Designation: Park Rangers		Signed: EO, JW, KC					
<p>Generic Risk Assessment: Informal Leisure Facilities (formerly HO 8: Childrens Play Area, HO 39 Skate Parks, HO 9 Paddling Pools) Groups at Risk: Site Users/Public including children, MSDC Staff, Contractors (also subject to company risk assessments & contracts)</p>							
<p>Please refer to MSDC Sites GRA for : General/Site use, site infrastructure, park furniture and site characteristics</p>							
Activity / Process / Operation	Hazards	Risks	Precautions being taken	Risk Level Severity X Likelihood L – Low M – Medium H - High			Additional precautions that could be undertaken
				S	L	Risk SXL	
EQUIPPED PLAY AREAS							
Use of equipment – spinning, swinging, climbing, zip	Equipment (falls from)	Impact injuries, concussion, cuts, broken limbs, fractures, bruising, major injury	<ul style="list-style-type: none"> Installation of safety surfacing to current British standard at time of installation 	3	3	9 M	

wires, jumping, balancing, rockers							
	Equipment (failure)	falls, fractures, strains, abrasions, bruising, major injury, fatality	<ul style="list-style-type: none"> Officer inspections Response to reports from the public – signage on site with contact details Defects reported and rectified as necessary Monthly specialist contractor inspections & maintenance Annual independent inspection 	4	1	4 M	
Misuse of equipment	Unintended use of equipment Excrement on equipment	Falls, major injury Infections	<ul style="list-style-type: none"> Officer inspections Response to reports from the public – signage on site with contact details Defects reported and rectified as necessary Specialist cleaning contractors as required 	3	1	3 L	
Use of slide	Hot metal during summer months	Burns, injury	<ul style="list-style-type: none"> Parent/carer responsibility Not all slides metal Consideration taken in slide position - orientated away from midday sun where site characteristics allow 	3	2	6 L	Signage where there is a known problem
Weather	Rain, frost, ice, snow, hot	Slips, trips, falls – lack of grip on equipment & surfaces, major injury	<ul style="list-style-type: none"> Parent/carer responsibility to judge conditions and use of equipment accordingly 	3	1	3 L	
Use of own equipment/free play – eg scooters and bikes	Collisions with other users and/or play equipment or park furniture	Collisions, trips, falls, major injury	<ul style="list-style-type: none"> Parent/carer responsibility 	3	1	3 L	
Safety Surface	Damaged safety surfacing and gaps	Falls, trips, cuts, strains, broken limbs, major injury, fatality	<ul style="list-style-type: none"> Officer inspections Response to reports from the 	4	1	4 M	

	Leaves, Moss, frost, ice	Slips	<p>public – signage on site with contact details</p> <ul style="list-style-type: none"> • Defects reported and rectified as necessary • Monthly specialist contractor inspections & maintenance • Annual independent inspection • Report defects to landscapers 				
Fencing	<p>Damaged chain link/wire fencing – loose protruding wires</p> <p>Wooden Fencing – rots, collapse</p> <p>Metal railing</p> <p>Fence damage – gaps; Dogs entering,</p> <p>Children escaping</p>	<p>Trips, puncture injury, eye injury</p> <p>Crushing, splinters, major injury</p> <p>Trapped body parts</p> <p>Bites, fouling, attack</p> <p>RTA, lost, abduction</p>	<ul style="list-style-type: none"> • Officer inspections • Response to reports from the public – signage on site with contact details • Defects reported and rectified as necessary • Monthly specialist contractor inspections & maintenance • Annual independent inspection • Dog exclusion signs • Parent/carer responsibility 	3	1	3 L	
Gates	Opening & Closing Gates	Cuts, crushed fingers, collision	<ul style="list-style-type: none"> • Some self closing pedestrian gates, with gravity operation • Officer inspections • Response to reports from the public – signage on site with contact details • Defects reported and rectified as necessary • Monthly specialist contractor inspections & maintenance • Annual independent inspection 	3	1	3 L	New programme to replace old gates
Water Bodies - close proximity	Children coming in contact with water	Slip, trip, fall, drowning, weils disease	<ul style="list-style-type: none"> • Water hazard signs on site • Most play areas fenced 	4	1	4 M	

to play areas	hazard						
OUTDOOR GYM EQUIPMENT							
Use of equipment	Equipment (falls from)	Impact injuries, concussion, cuts, broken limbs, fractures, bruising, major injury	<ul style="list-style-type: none"> • Instructions for use on machines • Signage offering introductory sessions on appropriate use with MSDC Wellbeing 	3	1	3 L	
	Equipment (failure)	falls, fractures, strains, abrasions, bruising, major injury	<ul style="list-style-type: none"> • Officer inspections • Response to reports from the public – signage on site with contact details • Defects reported and rectified as necessary • Monthly specialist contractor inspections & maintenance • Annual independent inspection 	3	1	3 L	
Misuse of equipment	Unintended use of equipment	Falls, major injury	<ul style="list-style-type: none"> • Officer inspections • Response to reports from the public – signage on site with contact details • Defects reported and rectified as necessary • Instructions for use on machines • Signage offering introductory sessions on appropriate use with MSDC Wellbeing 	3	1	3 L	
Use of equipment	Over exertion, exercise beyond ones means	Sprains, strains, injury, heart attack, fatality	<ul style="list-style-type: none"> • Instructions for use on machines • Signage offering introductory sessions on appropriate use with MSDC Wellbeing 	4	1	4 M	
SKATE PARKS							

Movement of Ramps	Youths trying to unbolt/ move ramps around area	Structure collapse; major injury	<ul style="list-style-type: none"> • Tamper-proof bolts. • Ramps bolted to concrete foundations. 	3	2	6 L	
Design/Materials used for equipment	Strength of structure, susceptibility to vandalism and arson.	Structure collapse and injuries from this. Structures burning down, injuries from this.	<ul style="list-style-type: none"> • Equipment complies with safety standards at time of installation and is updated as necessary. • Current standard is BSEN 14974:2006. • Officer inspections • Response to reports from the public – signage on site with contact details • Defects reported and rectified as necessary • Monthly specialist contractor inspections & maintenance • Annual independent inspection • Site signage gives phone number for reporting faults. • Skatelite and metal surface is fire resistant. • Wooden surface and timber beams are treated to improve fire resistance. 	3	2	6 L	
Use of Ramps	<p>Sport related injuries/accidents.</p> <p>Young people not wearing protective safety gear.</p> <p>Conflict between users.</p>	<p>Falls, cuts, sprains, broken bones, head injuries, fatality.</p> <p>Head or major injury, broken bones, fatality</p> <p>Collisions, fights, bullying, cuts, bruises, broken bones, major injury</p>	<ul style="list-style-type: none"> • Signage at some skate parks advising users to wear protective gear, and informing that the facility is unsupervised and used at own risk. • Officer inspections • Response to reports from the public – signage on site with contact details 	4	1	4 M	

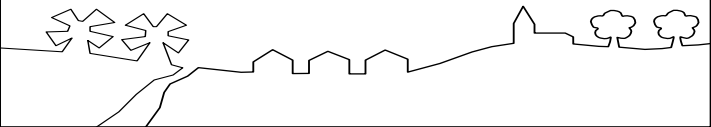
	<p>Damage to ramps by user's equipment e.g. BMX pegs and scooters not designed for extreme use</p> <p>Users equipment not suitable for skate park use</p> <p>Damage to ramps over time – lack of grip on the ramps</p>	<p>Repairs to ramp needed. Dangerous ruts in ramp surface could cause accidents and injury.</p> <p>Equipment failure, cuts, broken bones, head injury, fatality</p> <p>Slips, falls, injury</p>	<ul style="list-style-type: none"> Defects reported and rectified as necessary Monthly specialist contractor inspections & maintenance Annual independent inspection Site signage gives phone number for reporting faults. 				
Skate Facility	Location of equipment.	Collision, injury	<ul style="list-style-type: none"> Facility designed by specialist company adhering to safety guidelines and distances. 	3	1	3 L	
Misuse of equipment	Unintended use of equipment	Falls, major injury	<ul style="list-style-type: none"> Officer inspections Response to reports from the public – signage on site with contact details Defects reported and rectified as necessary 	3	1	3 L	
Weather	Rain, frost, ice, snow, hot – lack of grip on ramps	Slips, trips, falls – lack of grip on equipment & surfaces, major injury	<ul style="list-style-type: none"> User/parent/carer responsibility to judge conditions and use of equipment accordingly 	3	1	3 L	
BMX & PUMP TRACK							
Use of Track	<p>Sport related injuries/accidents.</p> <p>Young people not wearing protective safety gear.</p>	<p>Falls, cuts, sprains, broken bones, head injuries, fatality.</p> <p>Head or major injury, broken bones, fatality</p>	<ul style="list-style-type: none"> Signage at some skate park advising users to wear protective gear, and informing that the facility is unsupervised and used at own risk. Signage on site informs that 	4	1	4 M	

	<p>Conflict between users.</p> <p>Damage to track by user's own equipment</p> <p>Users own equipment not suitable for use</p> <p>Damage to track over time – erosion, gullys</p>	<p>Collisions, fights, bullying, cuts, bruises, broken bones, major injury</p> <p>Repairs to ramp needed. Dangerous ruts in ramp surface could cause accidents and injury.</p> <p>Equipment failure, cuts, broken bones, head injury, fatality</p> <p>Slips, falls, injury</p>	<p>the facility is unsupervised and used at own risk.</p> <ul style="list-style-type: none"> • Officer inspections • Response to reports from the public – signage on site with contact details • Defects reported and rectified as necessary • Monthly specialist contractor inspections & maintenance • Annual independent inspection • Site signage gives phone number for reporting faults. 				
Track Facility	Location of track and ramps.	Collision, injury	<ul style="list-style-type: none"> • Facility designed by specialist company adhering to safety guidelines and distances. 	3	1	3 L	
Misuse of equipment	<p>Unintended use of equipment</p> <p>Alterations to track and jumps</p>	Falls, major injury	<ul style="list-style-type: none"> • Officer inspections • Response to reports from the public – signage on site with contact details • Defects reported and rectified as necessary 	3	1	3 L	
Weather	Rain, frost, ice, snow, hot – lack of grip on ramps	Slips, trips, falls – lack of grip on equipment & surfaces, major injury	<ul style="list-style-type: none"> • User/parent/carer responsibility to judge conditions and use of equipment accordingly 	3	1	3 L	
MULTI USE GAMES AREA							
Use of facility	<p>Sport related injuries/accidents.</p> <p>Conflict between users, users own</p>	<p>Falls, cuts, sprains, broken bones, major injury</p> <p>Collisions, fights, bullying, cuts, bruises, broken bones, major</p>	<ul style="list-style-type: none"> • Officer inspections • Response to reports from the public – signage on site with contact details & gives phone 	3	1	3 L	

	equipment e.g scooters Damage to facility/equipment unintended use of equipment	injury Falls, crush, impact injury, major injury	number for reporting faults. <ul style="list-style-type: none"> Defects reported and rectified as necessary Monthly specialist contractor inspections & maintenance Annual independent inspection 				
Other unauthorised sports/activities e.g. drones, remote controlled vehicles, hover boards, power hard ball sports, BBQs, fires	Obstruction or injury to site users, MSDC staff or contractors	First aid or major injury	<ul style="list-style-type: none"> Ranger patrols Response to reports from the public/contractor Byelaw enforcement by Rangers 112 call to Police or Fire Brigade or liaison with Police as necessary Signage prohibiting activity displayed as necessary 	3	1	3 L	
Surface	Damage or wear, uneven, potholes, moss, slippery leaves, frost & ice	Slips, trips, falls, major injury	<ul style="list-style-type: none"> Officer inspections Response to reports from the public – signage on site with contact details & gives phone number for reporting faults. Defects reported and rectified as necessary Monthly specialist contractor inspections & maintenance Annual independent inspection 	3	1	3 L	
WATER PLAY FACILITIES							
Use of facility - Paddling Pools and Splash Pad	Water/general use Wet surfacing surround	Infection, Weils disease, drowning, fatality, hair,body or clothing trapped in inlet/outlet Slips, trips, falls, major injury, drowning, fatality	<ul style="list-style-type: none"> Sites within fenced play areas Parental/carer supervision Officer inspections Response to reports from the public – signage on site with contact details 	4	1	4 M	

	<p>Unintended use of facility</p> <p>Damage to facility/equipment</p> <p>Conflict between users</p> <p>Litter, broken glass</p> <p>Dogs</p>	<p>Slips, trips, falls, major injury, drowning, fatality</p> <p>Slips, trips, falls, cuts, crush, traps, impact, major injury, drowning, fatality</p> <p>Collisions, fights, bullying, cuts, bruises, broken bones, major injury</p> <p>Slips, trips, falls, cuts, major injury</p> <p>Bites, attack, fouling, toxocariasis</p>	<ul style="list-style-type: none"> • Defects reported and rectified as necessary • Managed and inspected daily during operational season by specialist contractor – Places for People. • Dogs excluded from play areas and signage displayed 				
Sexual crime	Unwanted attention from third parties	Sexual assault, abduction, major injury	<ul style="list-style-type: none"> • Sites within fenced play areas • Parental/carer supervision • Officer inspections • Response to reports from the public – signage on site with contact details • Liaison with ASB Team & Police as necessary 	3	1	3 L	
Maintenance and Provision of Paddling Pools and Splash Pad facility	<p>Water quality</p> <p>Plant room</p> <p>Pump failure</p> <p>Chemicals</p>	<p>Infection, Weils disease, Legionella, fatality</p> <p>Electrocution, poisoning, fire</p> <p>Infection from non-chlorinated water</p> <p>Burns, poisoning, major injury</p>	<ul style="list-style-type: none"> • Managed and inspected daily by specialist contractor – Places for People. • Annual electrical inspection • Management of plant through specialist contractor • Plant room kept padlocked • Pump servicing • Water chlorination system • Periodic water quality tests by E.H.O and external company • Specialist non-slip paint used 	4	1	4 M	

			<ul style="list-style-type: none"> • Regular daily inspection of the condition of surround surfacing, tiling and wet pour surfacing to splash pad • Pre and post season inspection for tiling on surrounds by contracts section • Daily check for broken glass during busy periods • Water emptied after season closes (September of each year) 				
GENERAL							
Targeting of facility for illegal activity	Drug dealers. paedophiles targeting young people	Assaults, rape, drug overdose, abduction, fatality.	<ul style="list-style-type: none"> • Officer patrols • Liaison with ASB Team & Police in response to concerns 	4	1	4 M	
Using own equipment in rest of park e.g. arriving/leaving on bicycles, skateboards, scooters	User conflict	Collision with site users, cuts, broken bones, major injury	<ul style="list-style-type: none"> • Officer patrols • Response to reports from the public 	3	1	3 L	

 <p>MID SUSSEX DISTRICT COUNCIL</p>	<p>GENERIC RISK ASSESSMENT</p> <p>MSDC Sites</p>
<p>Previous Check Dates:</p>	<p>Last Review: Nov 2016</p>
<p>Officer: Jo Wilson, Katie Chatfield, Emily Oakden Designation: Park Rangers</p>	<p>Signed: JW, KC, EO</p>

<p>Generic Risk Assessment: MSDC Sites (formerly HO 3 Public Open Spaces, HO 4 Sports Grounds, HO 5 Leisure Parks & Gardens, HO 6 Conservation Sites) Groups at risk: Site Users/Public including children, MSDC Staff, Contractors (also subject to company risk assessments & contracts)</p>							
Activity / Process / Operation	Hazards	Risks	Precautions being taken	Risk Level Severity x Likelihood L – Low M – Medium H - High			Additional precautions that could be undertaken
				S	L	Risk SxL	
General/Site Use							
Site information – useful in emergency situations in order to summon prompt assistance from emergency	Deterioration or vandalism of signage – sharp edges, structure collapse and obstruction	First aid or major injury	<ul style="list-style-type: none"> Site signage & information displayed at sites according to site type/usage/size, including MSDC ownership & contact details, hazard warnings, byelaw info, dog control 	3	1	3 L	

services and for Accident/incident /defect reporting			<ul style="list-style-type: none"> orders etc. Officer inspections Defects reported & rectified as necessary 				
Access/egress	Obstruction, constriction or congestion at entrance, entrance onto highway, RTA	First aid or major injury	<ul style="list-style-type: none"> Particular attention paid to site entrances e.g. welcoming, well maintained path surfaces, clear sightlines, vegetation cut back as per grounds maintenance schedule etc. Barriers, fences or gates where sites open onto roads, signage as necessary Defects reported & rectified as necessary Separation between pedestrian and vehicular access where necessary 	3	1	3 L	
	Disabled access	First aid or major injury	<ul style="list-style-type: none"> Sites made as accessible to all as practicably possible given varying terrain, site security issues & financial constraints Some sites e.g Bedelands LNR & Eastern Rd LNR have RADAR locks on entrance gates to allow access to registered disabled visitors in wheelchairs 	3	1	3 L	
Security	Site security breaches,	First aid or major injury	<ul style="list-style-type: none"> Sites & buildings kept 	3	1	3 L	

	unauthorised site access by people/vehicles, attack on person or property		<p>secure with locked height restrictor barriers & gates, lockable bollards, fences, bunding etc as appropriate</p> <ul style="list-style-type: none"> • CCTV used for specific issues at particular sites • Clear sight lines maintained across sites where possible/appropriate • Officer inspections • Defects reported and rectified as necessary • ASB reported & police liaison • Byelaw enforcement by rangers 				
Maintenance	Lack of site maintenance leading to deterioration of site, soft or hard landscaping or property	First aid or major injury	<ul style="list-style-type: none"> • Scheduled grounds maintenance according to contract and monitored by officer inspections • Parks infrastructure defects reported to Property Maintenance Team following officer inspections or response to contractor or site user reports • Play equipment subject to monthly inspections by specialist contractor and annual independent inspection 	3	1	3 L	
Emergency vehicles	Need access to sites in emergency	First aid or major injury or fatality	<ul style="list-style-type: none"> • Many sites kept locked to vehicles for security reasons. 	4	1	4 M	

			<ul style="list-style-type: none"> • Expected that emergency services would park up & attend scene on foot, or cut through locks if required. • Use of air ambulance on suitable sites • Emergency services work under their own risk assessments & safe working practices 				
Animals	Wild animals - deer, rats, insects	Weils Disease, Lyme Disease, infection, bites, stings, allergic reactions, anaphylactic shock	<ul style="list-style-type: none"> • Pest control contractor as necessary • Officer inspection • Response to reports from the public/contractor • Staff training, protective wound dressings & PPE for staff & contractors working in or near water • Children's water play facilities come under management of Places for People & water tested daily • Epipens carried on medical advice by anyone with known severe allergic reactions 	3	1	3 L	
	Dogs	Bites, infections, toxocariasis from contact with faeces, first aid or major injury	<ul style="list-style-type: none"> • Ranger enforcement of Dog Control Orders/Public Space Protection Orders • Targeted Ranger dog fouling patrols • Dog bin provision • Contractor on call during office hours for stray 	3	1	3 L	Install additional dog bins at problem sites as budgets allow

			<p>dogs found on MSDC land</p> <ul style="list-style-type: none"> • Rangers trained in First Aid at Work • First Aid Kit carried in Ranger vehicles • Mobile phone 				
	Livestock – authorised and unauthorised grazing	Notifiable diseases e.g. foot and mouth	<ul style="list-style-type: none"> • Advice taken from DEFRA 	3	1	3 L	
Pesticides	Contamination, poisoning, burns, leaks, spills	First aid injury, major injury	<ul style="list-style-type: none"> • Legislative controls for operators (COSHH, Control of Pesticides Regulations) • For use by trained staff only following safe working practices • Pesticide policy for selection and application 	3	1	3 L	
Machinery or power tools	Operation on site, malfunction, misuse	First aid, major injury, fatality	<ul style="list-style-type: none"> • Trained authorised operators only • Machinery to be maintained and repaired as necessary • PPE to be worn • Risk assessments & safe working practices for MSDC staff & contractors e.g. maintain safe working distances • Use of banksman, hazard tape, signage as necessary 	4	1	4 M	
Vehicles on site (apart from car park areas)	Collision, damage e.g.park furniture, property or trees/vegetation	First aid injury, major injury, fatality	<ul style="list-style-type: none"> • No unauthorised vehicles on site – signage displayed where necessary • Locked height barriers, 	4	1	4 M	

	Deep ruts left across site	Slips, trips, falls, first aid or major injury	<p>bollards, gates or fences to limit vehicle access onto most sites</p> <ul style="list-style-type: none"> • Contractor vehicles operated according to agreed contract specs e.g. TLG contract specifies 10 mph speed limit on site with hazard lights & warning beacons activated • Privately owned vehicles driven on site for events adhere to booking regs • Officer inspections • Response to reports from the public/contractor • Police liaison where necessary <p>• Officer site inspections</p> <p>• Dangerous ruts reported to Landscapes for reinstatement</p> <p>• All sports pitches inspected prior to use by MSDC staff & sports official</p>	3	1	3 L	
Motorbikes/quad bikes	Dangerous driving at speed - rider falls from bike, or collision between riders, or with site user, or with authorised vehicle, or with site fittings or buildings	First aid or major injury, fatality	<ul style="list-style-type: none"> • No unauthorised vehicles on site – signage displayed at some locations • Motorbike/quadbike barriers installed at problem sites, but allowing disabled access with RADAR key • Ranger patrols 	4	2	8 M	

	Deep ruts left across site	Slips, trips, falls, first aid or major injury	<ul style="list-style-type: none"> • Response to reports from the public/contractor • Police liaison where necessary • Damage to park fittings or buildings reported as necessary • Officer site inspections • Dangerous ruts reported to Landscapes for reinstatement • All sports pitches inspected prior to use by MSDC staff & sports official 	3	1	3 L	
Cycling	Dangerous cycling at speed – rider falls from bike, or collision between riders, or with site user, or with authorised vehicle, or with site fittings or buildings	First aid or major injury	<ul style="list-style-type: none"> • Cycling on sites restricted to Public Bridleways & Byways • No cycling signs displayed where problems occur • Ranger patrols • Response to reports from the public • Byelaw enforcement by Rangers • Damage to park fittings or buildings reported as necessary 	3	2	6 L	
Horse-riding	Dangerous riding at speed – rider falls from horse, or collision between riders, or with site user, or with authorised vehicle, or with site fittings or buildings	First aid or major injury	<ul style="list-style-type: none"> • Horse-riding on sites restricted to Public Bridleways & Byways • No Horse-riding signs displayed where problems occur • Ranger patrols • Response to reports from 	3	1	3 L	

	Damage to ground/grass areas from deep hoof prints	Slips, trips, falls, sprains, first aid or major injury	<ul style="list-style-type: none"> the public Byelaw enforcement by Rangers Officer site inspections Dangerous hoof prints reported to Landscapes for reinstatement as necessary All sports pitches inspected prior to use by MSDC staff & sports official 	3	1	3 L	
Other unauthorised sports/activities e.g. BBQs, fires, drones, remote controlled vehicles, golf, hover boards, power kites, kite boarding, hard ball sports, advertising boards/signs	Obstruction or injury to site users, MSDC staff or contractors	First aid or major injury	<ul style="list-style-type: none"> Ranger patrols Response to reports from the public/contractor Byelaw enforcement by Rangers 112 call to Police or Fire Brigade or liaison with Police as necessary Signage prohibiting activity displayed as necessary 	3	3	9 M	
Anti-Social Behaviour (ASB)	Lone person or groups of people/youths gathering on site, alcohol or drug abuse and associated hazardous litter or injury. General litter, graffiti, vandalism, noise or disturbance to other site users or local residents. Personal attack.	First aid or major injury, fatality.	<ul style="list-style-type: none"> Ranger patrols Response to reports from the public Byelaw enforcement by Rangers Liaison with MSDC ASB officer 112 call to Police or liaison with Police as necessary 	4	1	4 L	
Traveller	Moving vehicles (see above)						

incursions	ASB, associated fly-tipping, human waste, vandalism or damage to park fittings or buildings, damage to ground areas, fire, noise, disturbance, personal attack	First aid or major injury	<ul style="list-style-type: none"> Respond to reports from the public/contracts Liaison with Police Procedure to evict travellers followed with help from Legal Sites made secure as possible e.g. with height restrictor barriers, fencing, ditches and bunds, locked gates & bollards etc. Specialist contractor to clean site after eviction as necessary 	3	2	6 L	
Camping/rough sleeping	Obstruction, ASB, drug or alcohol abuse & associated hazardous litter or injury, noise, disturbance, personal attack, low overnight temperature	First aid or major injury, hypothermia, drug overdose, fatality	<ul style="list-style-type: none"> Byelaw enforcement by Rangers Regular monitoring by council officer Legal process to evict rough sleeper Liaison with MSDC Housing Needs Team Partnership working with MSDC ASB officer & local Police PPE to be worn as necessary e.g. safety boots to protect from sharps 	4	1	4 L	
Volunteer activities	Practical habitat management tasks carried out on sites using hand & power tools	First aid or major injury, fatality	<ul style="list-style-type: none"> Volunteer activities e.g. Friends Groups, managed by Landscapes Team who are responsible for checking risk assessments, public 	4	1	4 L	

			liability insurance and authorising use of power tools etc				
Contractors working on site	Contractor operations including use of vehicles (see above), power tools and machinery (see above) Use of hand tools, work on buildings and park fittings & infrastructure and grounds maintenance works etc	First aid or major injury	<ul style="list-style-type: none"> MSDC contractors & external companies subject to their own risk assessments & have public liability insurance. 	3	1	3 L	
Site Infrastructure							
General amenity grass area	Slopes, banks, uneven ground, animal burrows, molehills, ruts, holes	Slips, trips, falls, first aid injury, major injury	<ul style="list-style-type: none"> Officer inspections Response to reports from the public/contractor Defects reported & rectified as necessary Scheduled contractor inspection & maintenance Tree/hedge planting or fences to restrict access to problem areas 	3	1	3 L	
General amenity hard surface areas	Wear, uneven or damaged surfaces, potholes	Slips, trips, falls, first aid injury, major injury	<ul style="list-style-type: none"> Officer inspections Response to reports from the public/contractor Defects reported & rectified as necessary Scheduled contractor inspection & maintenance 	3	1	3 L	
Trees	Falling trees or branches, hanging trees, basal growth, exposed roots, overhanging vegetation, obstruction	Slips, trips, falls, first aid injury, major injury, fatality, allergic reaction, infection	<ul style="list-style-type: none"> MSDC Tree & Woodland Management Guidelines All MSDC trees & woodlands have a 	4	1	4 M	

			<p>condition survey on a 4 year cycle by an independent arboricultural consultant</p> <ul style="list-style-type: none"> • Works arising from surveys are graded according to priority • Officer inspections and maintenance • Careful choice of species in new planting schemes to reduce risks to staff/public • Response to reports from the public • Defects reported & rectified as necessary 				
Trees	Tree climbing and rope swings.	Fall from height or other injury.	<ul style="list-style-type: none"> • Regular ranger patrols. • Rope swings reported to Landscapes for removal when seen or reported. • Children visiting site should be under adult supervision. 	3	2	6 L	
Shrubs, herbaceous borders, flowerbeds	Overhanging vegetation, exposed roots, obstruction, poisonous, thorny, prickly or stinging plants	Slips, trips, falls, first aid injury, major injury, allergic reaction, infection	<ul style="list-style-type: none"> • Officer inspections and maintenance • Careful choice of species in new planting schemes to reduce risks to staff/public • Response to reports from the public • Defects reported & rectified as necessary 	2	1	2 L	

			<ul style="list-style-type: none"> • Spraying & eradication programme for controlled species e.g. Japanese knotweed 				
Naturally occurring vegetation	Overhanging vegetation, exposed roots, obstruction, poisonous plants & fungi, thorny, prickly or stinging plants	Slips, trips, falls, first aid injury, major injury, fatality, allergic reaction, infection	<ul style="list-style-type: none"> • Officer inspections and maintenance • Response to reports from the public • Defects reported & rectified as necessary • Spraying & eradication programme for controlled species e.g. Japanese knotweed 	4	1	4 M	
Car Parks	Moving vehicles, collisions, damage, uneven surfaces, potholes	Slips, trips, falls, first aid injury, major injury, fatality	<ul style="list-style-type: none"> • Officer inspections • Response to reports from the public • Defects reported and rectified as necessary • Contractor maintenance • Line markings and marked parking bays, including disabled, in some car parks • Speed limit signs, safety signage, speed humps and passing places on some car park access roads • Signs prohibiting learner driver practice displayed where necessary 	4	1	4 M	
	Learner driver practice – collisions, damage	First aid injury, major injury, fatality		4	1	4 M	
Footpaths, steps, stiles, boardwalks & bridges	Structural collapse, damage, vandalism, uneven surfaces, potholes, mesh damage	Slips, trips, falls, first aid injury, major injury	<ul style="list-style-type: none"> • Officer inspections • Response to reports from the public • Defects reported and rectified as necessary 	3	2	6 L	
	Leaf build up on paths, hidden hazards						

	Moss, slippery surface		<ul style="list-style-type: none"> • Contractor maintenance • Non-slip mesh fitted to boardwalks • PROW issues reported to WSCC • Leaves/moss reported to landscapes to remove/clear 				
Steep gradients & falls from sheer drops	Slips on steep gradients & falls from sheer drops or banks, particularly where there is a high drop &/or into water	Slips, trips, falls, first aid injury, major injury, fatality	<ul style="list-style-type: none"> • Officer inspections • Response to reports from the public • Changes to slopes and bank profiles reported to Landscapes as necessary • Signage and fencing as necessary 	4	1	4 M	
Fencing, gates & bollards	Structural collapse, damage, vandalism, finger-traps, manual handling of heavy bollards	Slips, trips, falls, first aid injury, major injury	<ul style="list-style-type: none"> • Officer inspections • Response to reports from the public/contractor • Defects reported and rectified as necessary • Contractor maintenance 	3	1	3 L	
Height barriers	Structural collapse, damage, vandalism, unsecured barrier swinging in wind	Slips, trips, falls, first aid injury, major injury	<ul style="list-style-type: none"> • Officer inspections • Barriers kept locked shut when not in use or locked open when in use • Response to reports from the public • Defects reported and rectified as necessary • Contractor maintenance 	3	1	3 L	
Signs	Structural collapse, damage, vandalism	Slips, trips, falls, first aid injury, major injury	<ul style="list-style-type: none"> • Officer inspections • Response to reports from the public/contractor • Defects reported and 	3	1	3 L	

			<ul style="list-style-type: none"> rectified as necessary Contractor maintenance for MSDC signs 				
Drains & sewer or services inspection covers	Structural collapse, damage, vandalism, raised edge	Slips, trips, falls, major injury or first aid injury, leaks, floods, contamination	<ul style="list-style-type: none"> Officer inspections Defects e.g. unsecured or missing covers, reported and rectified as necessary Contractor maintenance or responsibility of external utility co. 	3	1	3 L	
Buildings - external	Structural collapse, damage, break-in, vandalism, arson, secluded zones, ASB	First aid or major injury, fatality	<ul style="list-style-type: none"> Officer inspections Response to report from contractor or user group or public Defects reported for repair Liaison with ASB Officer &/or Police as necessary 	4	1	4 M	Building & lighting improvements to design out secluded zones.
Overhead wires, telegraph poles or pylons & hidden underground services	Structural collapse, falling debris, damage, vandalism, electricity, gas	Electrocution, flood, explosion, contamination, fire, poisoning, infection, fatality, major injury, first aid injury, trips over cables	<ul style="list-style-type: none"> Statutory Undertaker Responsibility (signage displayed) Ranger patrols Defects reported as necessary 	4	1	4 M	
Electrical substations	Structural collapse, falling debris, damage, vandalism, security breach	Electrocution, major injury, first aid injury or fatality	<ul style="list-style-type: none"> Statutory Undertaker Responsibility (signage displayed) Ranger patrols Defects reported as necessary 	4	1	4 M	
Weather & ground conditions	Ice, snow, torrential rain, high winds, flooding, prolonged dry weather	Slips, trips, falls, weather related major injury or first aid injury	<ul style="list-style-type: none"> PPE for MSDC staff & contractors Weather forecasts monitored Watercourse screens cleared as per grounds 	3	1	3 L	

			<ul style="list-style-type: none"> • maintenance contract • When ice/snow forecast for prolonged periods of more than 2 – 3 days, snow clearance and/or gritting on main thoroughfares at high profile sites 				
Park Furniture							
Litter bins	Structural collapse, damage or vandalism, hazardous litter	Major injury or first aid injury, sharps, cuts, infection from contaminated litter, fire, rats, animal/bird/insect stings or bites, anaphylactic shock	<ul style="list-style-type: none"> • Purpose-designed bins • Specialist contractor to empty bins and remove/dispose of litter • PPE, sharps kits, procedure and training for staff • Officer inspections • Response to reports from the public • Defects reported and rectified as necessary 	3	1	3 L	Old bins replaced with new covered litter bins as budgets allow
Litter & fly-tipping	Obstruction, hazardous waste, controlled waste	Major injury or first aid injury, sharps, cuts, infection from contaminated litter, fire, rats, animal/bird/insect stings or bites, anaphylactic shock	<ul style="list-style-type: none"> • Most sites have litter bins • Scheduled contractor litter-picks according to site designation e.g. high, medium & low profile • Officer inspections • Response to reports from the public • PPE, sharps kits, procedure and training for staff • Problems reported to Landscapes to be dealt with as necessary • Fly-tipping reported, 	3	1	3 L	

			<ul style="list-style-type: none"> removed & investigated as necessary Officers able to issue litter FPNs where appropriate 				
Dog bins	Structural collapse, damage, vandalism	Major injury or first aid injury, infection (e.g. Toxocariasis) contracted from use, emptying or disposal, insects & invertebrates, contaminated waste	<ul style="list-style-type: none"> Purpose-designed bins specialist contractor scheduled to empty bins and dispose of contents Officer inspections Response to reports from the public Defects reported To Waste and rectified as necessary 	3	1	3 L	
Benches, picnic tables	Structural collapse, damage, vandalism	Trips, falls, major injury or first aid injury e.g. splinters, scratches	<ul style="list-style-type: none"> Officer inspections Response to reports from the public Defects reported to Corporate Estates & Facilities to be rectified as necessary Contractor maintenance Most benches and picnic tables securely fixed to the ground 	3	1	3 L	All benches and picnic tables to be secured to ground
Street lamps or floodlights	Structural collapse, falling debris, damage, vandalism, exposed electrical wires	First aid injury, major injury, electrocution, fatality	<ul style="list-style-type: none"> Officer inspections Response to reports from the public/contractor Defects reported and rectified as necessary Contractor maintenance for MSDC street lamps Contractor maintenance for floodlights, game & club regulations Floodlighting regulations 	4	1	4 M	

Site Characteristics							
Remote locations	Delay in getting/unable to summon assistance, personal attack, ASB	Fatality, major injury or first aid injury, illness	<ul style="list-style-type: none"> Lone Working Procedure & training for MSDC staff PPE for MSDC staff Mobile phones for MSDC staff & widely carried by the public to summon emergency services Some staff trained in First Aid at Work and carry First Aid Kit in vehicles 	4	1	4 M	
Area illumination	Lack of lighting in all or some areas of site during hours of darkness	Fatality, major injury or first aid injury, personal assault	<ul style="list-style-type: none"> Some sites have street lighting along main footpaths or timer-controlled floodlights at skateparks Some sites/parts of sites may benefit from lighting installed along nearby roadways/pavements Limited use of most sites after dark 	4	1	4 M	Consider installing (additional) lighting where recognised need
Bookable Non-sporting Events			<ul style="list-style-type: none"> Events booked with Outdoor Services & subject to booking conditions 				
Land adjacent to railway lines	Trains travelling at high speed, collisions	Fatality, major injury, electrocution, slips, trips, falls	<ul style="list-style-type: none"> Network Rail responsible for railside fencing and signage Officer inspections Defects reported Liaison with Network Rail & British Transport Police as appropriate 	4	1	4 M	

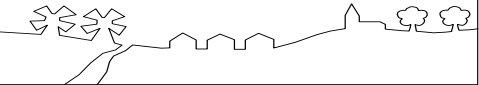
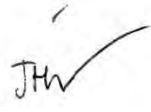
	Level crossings	Fatality, major injury, electrocution, slips, trips, falls	<ul style="list-style-type: none"> • Network Rail responsible for railside fencing, gates, barriers & signage • Officer inspections • Defects reported • Liaison with British Transport Police & Network Rail as appropriate 	4	1	4 M	
Land adjacent to highways	Traffic-related incidents, collisions	Traffic-related injuries, fatality, major injury, first aid injury	<ul style="list-style-type: none"> • Gates, fences, knee rails, bollards & barriers where site is adjacent to major highways • Officer inspections • Defects reported 	4	1	4 M	
Former landfill sites	Subsidence, escape of decomposition gases, combustion, contamination, pollution, exposure of landfill items	Slips, trips, falls, major injury, first aid injury, infection	<ul style="list-style-type: none"> • Officer inspections • Defects reported • Fencing, barriers & signage as appropriate 	3	1	3 L	
Sports	Activities risk assessed for site users not covered by Sports Booking. Each Sports Booking subject to booking conditions.						
Bowls	Sport related injury, moving bowling balls, bowls infrastructure defects.	First aid or major injury to bowler or third party, loss or damage to personal or Council property.	<ul style="list-style-type: none"> • Site fit for intended purpose • Conformance to sport governing body specifications as individual sites allow • Site hire or lease Ts & Cs • Specialist contractor maintenance • Site user reports • Officer inspection and defects reported 	3	1	3 L	
Tennis	Sport related injury, tennis balls flying at speed through the air, tennis court	First aid or major injury to tennis player or third party, loss or damage to	<ul style="list-style-type: none"> • Site fit for intended purpose • Conformance to sport 	3	1	3 L	

	<p>infrastructure defects.</p> <p>Slippery surface, moss, ice, frost, leaves</p>	<p>personal or Council property.</p> <p>Slips, falls, injury</p>	<p>governing body specifications as individual sites allow</p> <ul style="list-style-type: none"> • Site hire or lease Ts & Cs • Specialist contractor maintenance • Site user reports • Officer inspection and defects reported • Standard 4 metre high ball stop fencing on all courts • Report defects to landscapers 				
Football	<p>Sport related injury, football flying at speed through the air, football pitch defects</p>	<p>First aid or major injury to footballer or third party, loss or damage to personal or Council property.</p>	<ul style="list-style-type: none"> • Site fit for intended purpose • Conformance to sport governing body specifications as individual sites allow • Site hire or lease Ts & Cs • Specialist contractor maintenance • Site user reports • Officer inspection and defects reported • Careful location of facilities within site and fencing where appropriate 	3	1	3 L	
Rugby	<p>Sport related injury, rugby ball flying at speed through the air, pitch defects</p>	<p>First aid or major injury to rugby player or third party, loss or damage to personal or Council property.</p>	<ul style="list-style-type: none"> • Site fit for intended purpose • Conformance to sport governing body specifications as 	3	1	3 L	

			<ul style="list-style-type: none"> • individual sites allow • Site hire or lease Ts & Cs • Specialist contractor maintenance • Site user reports • Officer inspection and defects reported • Careful location of facilities within site and fencing where appropriate 				
Cricket	Sport related injury, cricket balls flying at speed through the air, cricket infrastructure defects	Sport related injury, injury, fatality to third party, loss or damage to personal, private or Council property.	<ul style="list-style-type: none"> • Site fit for intended purpose • Conformance to sport governing body specifications as individual sites allow • Site hire or lease Ts & Cs • Specialist contractor maintenance • Site user reports • Officer inspection and defects reported • Careful location of facilities within site 	4	1	4 M	
Petanque	Sport related injury, hard ball flying at speed through the air, terrain defects	Sport related injury, injury to third party, loss or damage to personal, private or Council property.	<ul style="list-style-type: none"> • Site fit for intended purpose • Conformance to sport governing body specifications as individual sites allow • Site hire or lease Ts & Cs • Specialist contractor maintenance 	3	1	3 L	

			<ul style="list-style-type: none"> • Site user reports • Officer inspection and defects reported • Careful location of facilities within site 				
Stoolball	Sport related injury, hard ball flying through the air at speed, pitch defects	Sport related injury, injury, fatality to third party, loss or damage to personal, private or Council property.	<ul style="list-style-type: none"> • Site fit for intended purpose • Conformance to sport governing body specifications as individual sites allow • Specialist contractor maintenance • Site user reports • Officer inspection and defects reported • Careful location of facilities within site and fencing where appropriate 	4	1	4 M	
Athletics	Sport related injury, discus/javelin flying through the air at speed, track defects	Sport related injury, injury, fatality to third party, loss or damage to personal, private or Council property.	<ul style="list-style-type: none"> • Site fit for intended purpose • Conformance to sport governing body specifications as individual sites allow • Specialist contractor maintenance • Site user reports • Officer inspection and defects reported • Careful location of facilities within site and fencing where appropriate 	4	1	4 M	
Outdoor Fitness Training	Sport related injury, defects to surfacing, fitness	First aid or major injury to participant or third party,	<ul style="list-style-type: none"> • Site fit for intended purpose 	3	1	3 L	

	equipment	loss or damage to personal or Council property.	<ul style="list-style-type: none"> • Site hire or lease Ts & Cs • Site user reports • Officer inspection and defects reported • Careful location of classes within site agreed at booking time 				
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 <p>MID SUSSEX DISTRICT COUNCIL</p>	SITE RISK ASSESSMENT	
	Site: Beech Hurst Gardens	
	Type: Leisure Park	
Location: Butlers Green Rd, Haywards Heath		
Last Review Date: 02/02/17	Previous Review Dates: 17/12/16, 01/12/15, 07/10/14, 07/09/13, 26/08/12, 11/07/11	
Officer: Jo Wilson Park Ranger	Signed: 	
Generic Risk Assessments relating to stie: MSDC Sites, Informal Leisure Facilities		
Groups at risk: Site Users/Public including children, MSDC Staff, Contractors (also subject to company risk assessments & contracts)		

Activity / Process / Operation	Hazards	Risks	Precautions being taken	Risk Level Severity x Likelihood L – Low M – Medium H - High			Additional precautions that could be undertaken
				S	L	Risk SxL	
Shelter by tennis courts	Wooden structure, vandalism, arson, anti-social behaviour, smoking, drugs & associated litter.	Cuts, bruises, splinters, slip, trip, fall, injury associated with drug abuse or litter.	<ul style="list-style-type: none"> Ranger patrols. Defects/sweeping reported as necessary. Liaison with local police or HHTC warden as necessary. 	3	1	3 L	Remove hut from site
Access roads, car parks & vehicles	Vehicle movement – collision, damage to ground e.g. ruts or park furniture.	Persons being hit by moving vehicles, injury, trips slips, falls, injury.	<ul style="list-style-type: none"> CCTV and lighting around main restaurant car park layout. Parking monitored by Civil Enforcement Officers. Speed humps are in place to limit speed of vehicles entering main car park off Butlers Green Rd. Access road from Bolnore Rd entrance used by club members or authorised 	3	2	6 L	Authorised vehicle & speed restriction signage for driveway & car park off Bolnore Rd vehicle entrance.

			<p>vehicles only. Car park sign here states authorised use only. Vehicle gate can be locked if necessary.</p> <ul style="list-style-type: none"> • Locked bollards to grass areas restrict vehicle movement across site to authorised vehicles only. • Ranger patrols. • Defects reported e.g. ruts for reinstatement as necessary. 				
Petanque terrains	Uneven surfaces	Slips, trips, falls, injury	<ul style="list-style-type: none"> • Scheduled surface maintenance by contractors. • Frayed and loose edging rope reported to Landscapes as necessary. 	2	2	4 L	
Tennis courts	Steep grass banks with benches around tennis courts	Slips, trips, falls, injury	<ul style="list-style-type: none"> • Area attracts limited use. • No reported accidents. • Ranger patrols. 	2	1	2 L	
Miniature Railway (run by Sussex Miniature Locomotive Soc SMLS)	Steep slopes leading down to areas of railway track and steep grass bank alongside path between mini railway station area & meadow below	Slips, trips, falls, injury	<ul style="list-style-type: none"> • Railings installed along steepest & highest sections i.e.at top of slope near station where people queue to buy tickets & on both sides of the tunnel nr the west end of the pergola. Otherwise, slopes are clearly visible and away from paths. 	3	2	6 L	Extend fencing along full length of top of slope nr ticket booth.
	Access to wild flower meadow, tunnel, bridge or track to back of SMLS building	Slips, trips, falls including falls from height, injury	<ul style="list-style-type: none"> • Area mostly fenced off, away from path network & 'No Public Access' signs displayed. 	3	2	6 L	
Path network	Steps of different heights in flight down from bowling green area to Petanque.	Slips, trips, falls, injury	<ul style="list-style-type: none"> • Previously reported to Property Maintenance. No reported accidents. 	3	2	6 L	Replace steps when budget available.
	Loose scaffolding style hand rails on steps, scaffolding design	Slips, trips, falls, injury	<ul style="list-style-type: none"> • No reported accidents. 	3	2	6 L	Replace railings when budget available.
	Fallen leaf build up, particularly on steps down from terrace to play area in autumn	Slips, trips, falls, injury.	<ul style="list-style-type: none"> • Leaves cleared by grounds maintenance contractors as per works schedule. Extra sweeps requested as necessary. 	3	2	6 L	
	Rabbit holes at bottom of steps down to picnic area from kiosk	Slips, trips, falls, injury.	<ul style="list-style-type: none"> • Regular Ranger patrols. • Defects reported to Landscapes as necessary. 	3	2	6 L	

Pergola	Structural collapse or damage, loose wires protruding	Trip, fall, scratch, splinter, crush or eye poke injury	<ul style="list-style-type: none"> Kept in good order. Refurbished in 2016. Ranger patrols. Defects reported to Landscapes or Property Maintenance as required. 	3	2	6 L	
Hosepipe near to bowls green	Trip hazard	Slip, trip, fall injury	<ul style="list-style-type: none"> When in use, hosepipe runs along edge of wall (not across path). Bright yellow, so clearly visible. 	2	2	4 L	
SMLS, HH Bowls, Bella's Pantry (Kiosk), Model Engineering, Harvester restaurant operate under individual leases from MSDC, with their own risk assessments & public liability insurance.							

Appendix 05: Relevant Bye-laws - Beech Hurst

MID SUSSEX DISTRICT COUNCIL

PARKS, PLEASURE GROUNDS AND RECREATION GROUNDS BYELAWS 1989

These byelaws relate to: BEECH HURST GARDENS by virtue of part 2 of the Schedule

Made under section 164 of the Public Health Act, 1875, sections 12 and 15 of the Open Spaces Act 1906, and Section 15 of the Open Spaces Act, 1906 by the Mid Sussex District Council with respect to the pleasure grounds named in the Schedule hereto:

1. Throughout these byelaws the expression "the Council" means the Mid Sussex District Council and the expression "the pleasure ground" means any of the pleasure grounds named in the Schedule hereto.
2. An act necessary to the proper execution of his duty in the pleasure ground by an Officer of the Council or any act, which is necessary to the proper execution of any contract with the Council, shall not be an offence under these byelaws.
3. A person shall not in the pleasure ground without reasonable excuse:
 - (a) climb any wall or fence in or enclosing the pleasure ground, or any tree, barrier, railing, post, or other erection therein;
 - (b) remove or displace any part of any barrier, railing, post, seat, erection, or ornament in the pleasure ground, or any implement provided for use in the laying out or maintenance thereof.
4. A person shall not in the pleasure ground walk, run, stand, sit or lie upon
 - (a) any grass, turf or cither place where adequate notice to keep off such grass, turf or other place is exhibited;
Provided that such notice shall not apply to more than one fifth of the area of the pleasure ground
 - (b) any flower bed, shrub or plant, or any ground in course of preparation as a flowerbed, or for the growth of any tree, shrub or plant.
5. A person shall not in the pleasure ground;
 - (a) bathe, wade or wash in any ornamental lake, pond, stream or other water;
 - (b) without reasonable excuse foul or pollute any such water.

6. A person shall not without lawful excuse or authority in the pleasure ground, kill, molest, or intentionally disturb any animal, or fish or engage in hunting, shooting or fishing or the setting of traps or nets or the laying of snares.
This byelaw shall not prohibit any fishing, which may be authorised by the Council.
7. A person shall not in the pleasure ground
 - (a) Except as hereinafter provided erect any post, rail, fence, pole, tent, booth, stands, building or other structure;
Provided that this prohibition shall not apply where upon an application to the Council they grant permission to erect any post, rail, fence, pole, tent, booth, stand, building or other structure, upon such occasion and for such purpose as are specified in the application;
 - (b) Sell, or offer or expose for sale, or let to hire, or offer or expose for letting to hire, any commodity or article, unless, in pursuance of an agreement with the Council, or otherwise in the exercise of any lawful right or privilege, he is authorised to sell or let to hire in the pleasure ground such commodity or article.
8. A person shall not in the pleasure ground remove or displace any soil or plant.
8. A person shall not in the pleasure ground:
 - (a) Intentionally obstruct any officer of the Council in the proper execution of his duties;
 - (b) Intentionally obstruct any person carrying out an act, which is necessary to the proper execution of any contract with the Council;
 - (c) Intentionally obstruct any other person in the proper use of the pleasure ground, or behave so as to give reasonable grounds for annoyance to other persons in the pleasure ground.
10. A person shall not except in the exercise of any lawful right or privilege have in his possession while he is in the pleasure ground any firearm unless it is so covered with a securely fastened gun cover so that it cannot be fired.
In this byelaw the expression firearm means any lethal barreled weapon of any description from which any shot, bullet or other missile can be discharged.
This byelaw shall apply to all parts of the pleasure ground except any thereof which is a public right of way.
11. A person shall not in the pleasure ground drive, chip or pitch a hard golf ball except on land set aside by the Council for use as a golf course, golf driving range, golf practice area or putting course.
12. A person shall not except in pursuance of a lawful agreement with the Council or otherwise in the exercise of any lawful right or privilege, bring or cause to be brought into the pleasure ground any cattle, sheep, goats or pigs or any beast of draught or burden.

- 13.(i) A person shall not, except in the exercise of any lawful right or privilege, bring or cause to be brought into the pleasure ground any barrow, truck, machine or vehicle other than –
- (a) a wheeled bicycle or other similar machine;
 - (b) a wheel chair or perambulator drawn or propelled by hand and used for the conveyance of a child or children or an invalid; Provided that where the Council set apart a space in the pleasure ground for the use of any class of vehicle, this byelaw shall not be deemed to prohibit the driving in or to that space by a direct route from the entrance to the pleasure ground of any vehicle of the class for which it is set apart.
- (ii) A person shall not except in the exercise of any lawful, right or privilege ride any bicycle or other similar machine in any part of the pleasure ground.
14. A person who brings a vehicle into the pleasure ground shall not wheel or station it over or upon:-
- (a) any flower bed, shrub, or plant, or any ground in course of preparation as a flowerbed, or for the growth of any tree, shrub, or plant;
 - (b) any part of the pleasure ground where the Council by a notice board affixed or set up in some conspicuous position in the pleasure ground prohibit its being wheeled or stationed.
15. Where the Council set apart any part of the pleasure ground as may be fixed by the Council and may be described in a notice board affixed or set up in some conspicuous position in the pleasure ground for the purpose of any game specified in the notice board, which, by reason of the rules or manner of playing, or for the prevention of damage, danger, or discomfort to any person in the pleasure ground may necessitate the exclusive use by the player or players of any space in such part of the pleasure ground - a person shall not in any space elsewhere in the pleasure ground play or take part in any game so specified in such a manner as to exclude persons not playing or taking part in the game from the use of such a space.
16. A person using the pleasure ground and playing or taking part in any game for which the exclusive use of any space in the pleasure ground has been set apart shall -
- (a) not play on the space any game other than the game for which it is set apart;
 - (b) in preparing for playing and in playing, use reasonable care to prevent undue interference with the proper use of the pleasure ground by other persons;
 - (c) when the space is already occupied by other players do not begin to play thereon without their permission;
 - (d) where the exclusive use of the space has been granted by the Council for the playing of a match, not play on that space later than a quarter of an hour before the time fixed for the beginning of the match unless he is taking part therein;
 - (e) except where the exclusive use of the space has been granted by the Council for the playing of a match in which he is taking part, not use the space for a longer time than two hours continuously, if any other player or players make known to him a wish to use the space .

17. A person shall not in any part of the pleasure ground which may have been set apart by the Council for any game, play or take part in any game' where the state of the ground or other cause makes it unfit for use and a notice is set up in some conspicuous position prohibiting play in that part of the pleasure ground.
18. A person who has attained the age specified in such notice shall not use any apparatus on the pleasure ground which by a notice affixed or set upon or near thereto has been set apart by the Council for the exclusive use of persons under that age.
19. Any person offending against any of these byelaws may be removed from the ground by an officer of the Council, or any constable.
20. Every person who shall be offend against any of these byelaws shall lie liable on summary conviction to a fine not exceeding level 2 on the standard scale.

Appendix 06: Playground Inspection



the **play inspection** company
the safest hands around playgrounds

Annual Inspection

Mid Sussex District Council

Beech Hurst Gardens

Off Butler's Green Road, Haywards Heath, West Sussex, RH16
4BB



Unit 5 Glenmore Business Park, Blackhill Road, Poole, Dorset, BH16 6NL

t - 01202 590675 f - 0870 428 3942 e - info@playinspections.co.uk

www.playinspections.co.uk

Powered by:

the play ▶
inspection app

by the play inspection company

Risk Assessment Matrix

Probability>>	5	Very High	VL	L	M	H	VH
	4	High	VL	L	M	H	H
	3	Moderate	VL	L	L	M	M
	2	Low	VL	L	L	L	L
	1	Very Low	VL	VL	VL	VL	VL
		Very Low	Low	Moderate	High	Very High	
		1	2	3	4	5	

Severity>>

Probability Score	Probability of Occurrence
1 – Very Low	No significant probability; lightning Strike
2 – Low	Minimal probability of occurrence. Requires significant factor or combination of factors to take place. Significant increase in intensity of use.
3 – Moderate	Moderate probability. An added factor is needed to cause an accident. Designed use is unlikely to be problematic, additional factor is required. Covers or guards loose, removed or vandalised. Absent guard rail or barrier at high levels
4 – High	High probability. Accident is probable without any added factor. Glass contaminant in loose fill surface. Exposed sharp edges on equipment.
5 – Very High	Very High probability. If the situation is not addressed an accident is almost certain. Severely worn chains/shackles. Severely damaged surfacing within impact area

Severity Score	Severity of injury
1 – Very Low	No injury likely e.g. damaged or soiled clothing, minor bruising
2 – Low	Minor injury – Laceration or bruising requiring first aid only
3 – Moderate	Injury requiring medical intervention e.g. laceration requiring stitches, sprain, fracture of small bones of hand or foot.
4 – High	Serious injury including hospitalisation for observation e.g. concussion, fracture of long bones of leg/arm, back/neck injuries, fractured skull.
5 – Very High	Severe injury involving the potential for permanent disability e.g. amputation, loss of sight, spinal injury, fatality.

NB: When we inspect we only see a snapshot of the current condition of the equipment. It is the operator's responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.

BS EN 1176:2008 Parts 1-11 (Playground equipment and surfacing)
 BS EN 14974 (Facilities for users of roller sports equipment)
 BS EN 15312 (Free access multi-sports equipment)
 BS 10075 (Specification for Parkour Equipment)

Site Information

Inspection Ref: 391072

Site Ref: 24825

Customer Order No: None

Annual Inspection - 24 April 2017 at 09:37 Inspector: Robert Baldock (RPII Annual Inspector)

Risk Assessment: **8 - Low Risk**



Location: Not Overlooked

Disabled Access: Some



8 - Low Risk

Item: Ancillary Items - Gate
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 3



Finding 1

The gate is not a contrasting colour to the fencing making it difficult for users with impaired sight to distinguish it from the fence - We would recommend that the gates are painted a distinguishable colour to that of the fence

Finding 2

There is or are fixings missing on the item - Replace all missing fixings

Finding 3

The opening between the gate and the post is less than 12mm and could trap users fingers - Adjust gate to ensure a 12mm opening all around



4 - Very Low Risk

Item: Ancillary Items - Gate - Self Closing
Manufacturer: Mono Gate Ltd
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



4 - Very Low Risk

Item: Ancillary Items - Maintenance Gate
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



6 - Low Risk

Item: Ancillary Items - Fence - Bow Top
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

There are a number of post caps missing from the fence - Replace missing post caps



8 - Low Risk

Item: Ancillary Items - Fence - Timber & Mesh Infill
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 2



Finding 1

A number of posts have rotted - Replace all affected timbers

Finding 2

Fungus was found on site (see photos) - Identify fungus type and remove if poisonous; if classified as non-harmful leave on site



6 - Low Risk

Item: Ancillary Items - Palisade Logs
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

There is some evidence of rot in the timber - Monitor for any further deterioration and replace as required



4 - Very Low Risk

Item: Ancillary Items - Sign
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



8 - Low Risk

Item: Ancillary Items - Bench
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet. - Lift and relay the mats



8 - Low Risk

Item: Ancillary Items - Picnic Table
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

The area around the item has eroded and may become slippery - Reinstate eroded area



8 - Low Risk

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

There are trip hazards at the edges of the surface - Reinstate surrounding surface levels to remove the trip points



8 - Low Risk

Item: Swings - 1 Bay 2 Seat (Cradle)
Manufacturer: Record RSS
Surface Type: Rubber Tiles
Equipment Compliance: No
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 4
Life Expectancy: 5 -10 Years



Finding 1

The chain openings are in excess of the 8.6mm as recommended by BS EN 1176 - Monitor use and replace with compliant chains during next maintenance cycle.

Finding 2

The surface is lifting at the edges and creating trip points - Repair perimeter of surfacing to remove trip points

Finding 3

The bushes are showing signs of wear - Monitor for any further deterioration and replace as required

Finding 4

There is some chain wear - Monitor for any further deterioration and replace when 40% worn



4 - Very Low Risk

Item: Ancillary Items - Toadstools & Table
Manufacturer: Not Identified
Surface Type: Grass
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



8 - Low Risk

Item: Activity Equipment - Train
Manufacturer: Kompan Ltd
Surface Type: Bark Mulch
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 4
Life Expectancy: 3 - 5 Years



Finding 1

The roof panels have rotted - Replace all affected timbers

Finding 2

Parts of the timber are rough or splintered - Remove all rough or sharp edges

Finding 3

The plywood has delaminated in some places - Remove all rough or splintered edges.

Finding 4

There is some evidence of rot in the timber - Monitor for any further deterioration and replace as required



6 - Low Risk

Item: Rocking Equipment - Spring Cat
Manufacturer: Kompan Ltd
Surface Type: Bark Mulch
Equipment Compliance: No
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 3
Life Expectancy: 1 - 3 Years



Finding 1

There is/are bolt cap covers missing or damaged on the item - Replace missing or damaged bolt cap covers

Finding 2

The end of handgrips and/or footrests have a cross section of less than 15cm² and fail to meet the requirements of BS EN 1176:2008 Part 6 - This is a relatively low risk failure and no remedial action is recommended

Finding 3

A number of fixing(s) have worked loose at the base of the spring - Secure all loose fixings



6 - Low Risk

Item: Rocking Equipment - Four Way Springer
Manufacturer: Hags SMP
Surface Type: Bark Mulch
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 2
Life Expectancy: 3 - 5 Years



Finding 1

A number of fixing(s) have worked loose at the base of the spring - Secure all loose fixings

Finding 2

The paintwork on the spring has been damaged or worn exposing the metal underneath which is rusting - Treat any rusting components and repaint



4 - Very Low Risk

Item: Other - Misc Item
Manufacturer: Kompan Ltd
Surface Type: Bark Mulch
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



6 - Low Risk

Item: Activity Equipment - Playhouse
Manufacturer: Kompan Ltd
Surface Type: Bark Mulch
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1
Life Expectancy: 3 - 5 Years



Finding 1

There is some evidence of rot in the timber - Monitor for any further deterioration and replace as required



6 - Low Risk

Item: Other - Free Standing Slide
Manufacturer: S M P (Playgrounds Ltd)
Surface Type: Wet Pour
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 2
Life Expectancy: 5 -10 Years



Finding 1

There are gaps opening between the surfacing and the edging surround or between the joints in the surfacing - Monitor for any further deterioration and repair as required

Finding 2

There are weeds/vegetation growth between or around the edges of the surfacing - Remove weeds/vegetation growth



8 - Low Risk

Item: Rotor Play - Roundabout
Manufacturer: S M P (Playgrounds Ltd)
Surface Type: Wet Pour
Equipment Compliance: Yes
Surface Area Compliance: No
Ref/Part Number:
Total Findings: 3
Life Expectancy: 3 - 5 Years



Finding 1

The surfacing dimensions do not meet with the requirements of BS EN 1176 - We consider this to be a low risk finding and no remedial action is recommended - monitor use

Finding 2

The surfacing around the item is damaged - Repair the damaged areas of surfacing

Finding 3

The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting - Treat any rusting components and repaint



8 - Low Risk

Item: Activity Equipment - Climbing Frame
Manufacturer: Playdale Playgrounds Ltd
Surface Type: Grass Matrix Tiles
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1
Life Expectancy: 5 -10 Years



Finding 1

The grass mats are silted up and the soil is compacted; this may have an effect on the impact absorbing properties of the surface - Lift and relay mats or test impact absorbing properties to ensure the correct surface qualities are maintained for the equipment



8 - Low Risk

Item: Swings - Single Point Swing - Type 3
Manufacturer: Not Identified
Surface Type: Grass Matrix Tiles
Equipment Compliance: No
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 3
Life Expectancy: 5 -10 Years



Finding 1

The openings between the slots in the Basket Seat form finger entrapments; we consider this to be a low risk failure and no remedial action is recommended - Monitor use

Finding 2



The grass mats are silted up and the soil is compacted; this may have an effect on the impact absorbing properties of the surface - Lift and relay mats or test impact absorbing properties to ensure the correct surface qualities are maintained for the equipment

Finding 3

The connecting links are in excess of 8.6mm and less than 12mm and fail the requirements of BS EN 1176: 2008 Part 1; clause 4.2.13, Chains - Monitor use and replace with compliant connectors at the next maintenance cycle

Findings Information

6 - Low Risk (Finding 1)				
Item:	Ancillary Items - Gate	Risk Level:	L - Low Risk	
Manufacturer:	Owner/Operator	Surface:	N/A	
				
Finding:	The gate is not a contrasting colour to the fencing making it difficult for users with impaired sight to distinguish it from the fence		Action:	We would recommend that the gates are painted a distinguishable colour to that of the fence

6 - Low Risk (Finding 2)				
Item:	Ancillary Items - Gate	Risk Level:	L - Low Risk	
Manufacturer:	Owner/Operator	Surface:	N/A	
				
Finding:	There is or are fixings missing on the item		Action:	Replace all missing fixings



8 - Low Risk (Finding 3)

Item: Ancillary Items - Gate
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: N/A



Finding: The opening between the gate and the post is less than 12mm and could trap users fingers
Action: Adjust gate to ensure a 12mm opening all around



6 - Low Risk (Finding 1)

Item: Ancillary Items - Fence - Bow Top
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: N/A



Finding: There are a number of post caps missing from the fence
Action: Replace missing post caps



8 - Low Risk (Finding 1)

Item: Ancillary Items - Fence - Timber & Mesh Infill

Risk Level: L - Low Risk

Manufacturer: Owner/Operator

Surface: N/A



Finding: A number of posts have rotted

Action: Replace all affected timbers



5 - Very Low Risk (Finding 2)

Item: Ancillary Items - Fence - Timber & Mesh Infill

Risk Level: V - Very Low Risk

Manufacturer: Owner/Operator

Surface: N/A



Finding: Fungus was found on site (see photos)

Action: Identify fungus type and remove if poisonous; if classified as non-harmful leave on site



6 - Low Risk (Finding 1)

Item: Ancillary Items - Palisade Logs
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: N/A



Finding: There is some evidence of rot in the timber

Action: Monitor for any further deterioration and replace as required



8 - Low Risk (Finding 1)

Item: Ancillary Items - Bench
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: N/A



Finding: The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet.

Action: Lift and relay the mats



8 - Low Risk (Finding 1)

Item: Ancillary Items - Picnic Table
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: N/A



Finding: The area around the item has eroded and may become slippery

Action: Reinststate eroded area



8 - Low Risk (Finding 1)

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: N/A



Finding: There are trip hazards at the edges of the surface

Action: Reinststate surrounding surface levels to remove the trip points

i 4 - Very Low Risk (Finding 1)

Item: Swings - 1 Bay 2 Seat (Cradle) **Risk Level:** V - Very Low Risk
Manufacturer: Record RSS **Surface:** Rubber Tiles



Finding: The chain openings are in excess of the 8.6mm as recommended by BS EN 1176 **Action:** Monitor use and replace with compliant chains during next maintenance cycle.

i 8 - Low Risk (Finding 2)

Item: Swings - 1 Bay 2 Seat (Cradle) **Risk Level:** L - Low Risk
Manufacturer: Record RSS **Surface:** Rubber Tiles



Finding: The surface is lifting at the edges and creating trip points **Action:** Repair perimeter of surfacing to remove trip points



4 - Very Low Risk (Finding 3)

Item: Swings - 1 Bay 2 Seat (Cradle)
Manufacturer: Record RSS

Risk Level: V - Very Low Risk
Surface: Rubber Tiles



Finding: The bushes are showing signs of wear

Action: Monitor for any further deterioration and replace as required



6 - Low Risk (Finding 4)

Item: Swings - 1 Bay 2 Seat (Cradle)
Manufacturer: Record RSS

Risk Level: L - Low Risk
Surface: Rubber Tiles



Finding: There is some chain wear

Action: Monitor for any further deterioration and replace when 40% worn



8 - Low Risk (Finding 1)

Item: Activity Equipment - Train
Manufacturer: Kompan Ltd

Risk Level: L - Low Risk
Surface: Bark Mulch



Finding: The roof panels have rotted

Action: Replace all affected timbers



6 - Low Risk (Finding 2)

Item: Activity Equipment - Train
Manufacturer: Kompan Ltd

Risk Level: L - Low Risk
Surface: Bark Mulch



Finding: Parts of the timber are rough or splintered

Action: Remove all rough or sharp edges



6 - Low Risk (Finding 3)

Item: Activity Equipment - Train
Manufacturer: Kompan Ltd

Risk Level: L - Low Risk
Surface: Bark Mulch



Finding: The plywood has delaminated in some places **Action:** Remove all rough or splintered edges.



6 - Low Risk (Finding 4)

Item: Activity Equipment - Train
Manufacturer: Kompan Ltd

Risk Level: L - Low Risk
Surface: Bark Mulch



Finding: There is some evidence of rot in the timber

Action: Monitor for any further deterioration and replace as required



6 - Low Risk (Finding 1)

Item: Rocking Equipment - Spring Cat
Manufacturer: Kompan Ltd

Risk Level: L - Low Risk
Surface: Bark Mulch



Finding: There is/are bolt cap covers missing or damaged on the item

Action: Replace missing or damaged bolt cap covers



4 - Very Low Risk (Finding 2)

Item: Rocking Equipment - Spring Cat
Manufacturer: Kompan Ltd

Risk Level: V - Very Low Risk
Surface: Bark Mulch



Finding: The end of handgrips and/or footrests have a cross section of less than 15cm² and fail to meet the requirements of BS EN 1176:2008 Part 6

Action: This is a relatively low risk failure and no remedial action is recommended



6 - Low Risk (Finding 3)

Item: Rocking Equipment - Spring Cat
Manufacturer: Kompan Ltd

Risk Level: L - Low Risk
Surface: Bark Mulch



Finding: A number of fixing(s) have worked loose at the base of the spring

Action: Secure all loose fixings



6 - Low Risk (Finding 1)

Item: Rocking Equipment - Four Way Springer

Risk Level: L - Low Risk

Manufacturer: Hags SMP

Surface: Bark Mulch



Finding: A number of fixing(s) have worked loose at the base of the spring

Action: Secure all loose fixings



6 - Low Risk (Finding 2)

Item: Rocking Equipment - Four Way Springer

Risk Level: L - Low Risk

Manufacturer: Hags SMP

Surface: Bark Mulch



Finding: The paintwork on the spring has been damaged or worn exposing the metal underneath which is rusting

Action: Treat any rusting components and repaint



6 - Low Risk (Finding 1)

Item: Activity Equipment - Playhouse
Manufacturer: Kompan Ltd

Risk Level: L - Low Risk
Surface: Bark Mulch



Finding: There is some evidence of rot in the timber

Action: Monitor for any further deterioration and replace as required



6 - Low Risk (Finding 1)

Item: Other - Free Standing Slide
Manufacturer: S M P (Playgrounds Ltd)

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: There are gaps opening between the surfacing and the edging surround or between the joints in the surfacing

Action: Monitor for any further deterioration and repair as required



6 - Low Risk (Finding 2)

Item: Other - Free Standing Slide
Manufacturer: S M P (Playgrounds Ltd)

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: There are weeds/vegetation growth between or around the edges of the surfacing

Action: Remove weeds/vegetation growth



8 - Low Risk (Finding 1)

Item: Rotor Play - Roundabout
Manufacturer: S M P (Playgrounds Ltd)

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: The surfacing dimensions do not meet with the requirements of BS EN 1176

Action: We consider this to be a low risk finding and no remedial action is recommended - monitor use



8 - Low Risk (Finding 2)

Item: Rotor Play - Roundabout
Manufacturer: S M P (Playgrounds Ltd)

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: The surfacing around the item is damaged

Action: Repair the damaged areas of surfacing



6 - Low Risk (Finding 3)

Item: Rotor Play - Roundabout
Manufacturer: S M P (Playgrounds Ltd)

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting

Action: Treat any rusting components and repaint



8 - Low Risk (Finding 1)

Item: Activity Equipment - Climbing Frame
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The grass mats are silted up and the soil is compacted; this may have an effect on the impact absorbing properties of the surface

Action: Lift and relay mats or test impact absorbing properties to ensure the correct surface qualities are maintained for the equipment



5 - Very Low Risk (Finding 1)

Item: Swings - Single Point Swing - Type 3
Manufacturer: Not Identified

Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



Finding: The openings between the slots in the Basket Seat form finger entrapments; we consider this to be a low risk failure and no remedial action is recommended

Action: Monitor use



8 - Low Risk (Finding 2)

Item: Swings - Single Point Swing - Type 3
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The grass mats are silted up and the soil is compacted; this may have an effect on the impact absorbing properties of the surface

Action: Lift and relay mats or test impact absorbing properties to ensure the correct surface qualities are maintained for the equipment



5 - Very Low Risk (Finding 3)

Item: Swings - Single Point Swing - Type 3
Manufacturer: Not Identified

Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



Finding: The connecting links are in excess of 8.6mm and less than 12mm and fail the requirements of BS EN 1176: 2008 Part 1; clause 4.2.13, Chains

Action: Monitor use and replace with compliant connectors at the next maintenance cycle

Appendix 07: Recent Publicity



Contact: Martin Faulconbridge
E-mail: Martin.Faulconbridge@midsussex.gov.uk
Direct line: 01444 477478
Out of hours: 0845 602 1035

Your ref:
Our ref: PR2118/DT/MF
Date: 24 July 2017

PRESS RELEASE

Beech Hurst Gardens is flying the flag as one of the UK's very best green spaces

Beech Hurst Gardens in Haywards Heath has been recognised by the Green Flag Award Scheme as one of the very best in the world.

The public open space is among a record-breaking 1,797 UK parks and green spaces to receive a prestigious Green Flag Award this year – the mark of a quality park or green space.

This international award, now into its third decade, is a sign to the public that the space boasts the highest possible environmental standards, is beautifully maintained and has excellent visitor facilities.

Situated on the western edge of Haywards Heath, Beech Hurst is a six-hectare garden with stunning views of the South Downs and some spectacular flora and fauna. The gardens boast a wide range of community and sports facilities, including lawn green bowling, petanque, croquet, a children's play area and a miniature railway.

Councillor Gary Marsh, Mid Sussex District Council Cabinet Member for Service Delivery said:

“We are absolutely delighted to receive a Green Flag Award for the 11th consecutive year.

“We know how much quality green spaces matter to our residents and visitors to Mid Sussex, and this award celebrates the dedication that goes into maintaining Beech Hurst Gardens to such a high standard.”

International Green Flag Award scheme manager Paul Todd said:

“We are delighted to be celebrating another record-breaking year for the Green Flag Award scheme.

“Each flag is a celebration of the thousands of staff and volunteers around the UK who work tirelessly to maintain the high standards demanded by the Green Flag Award. The success of the scheme, especially in these challenging times, demonstrates just how much parks matter to people.”

ENDS

For more information please contact **Martin Faulconbridge on 01444 477478** or Martin.Faulconbridge@midsussex.gov.uk

Notes to Editors

The Green Flag Awards Scheme (<http://greenflagaward.org/>) is run by the environmental charity Keep Britain Tidy, under licence from the Department of Communities and Local Government, in partnership with Keep Scotland Beautiful, Keep Wales Tidy and Keep Northern Ireland Beautiful, the Federation of City Farms and Community Gardens and the National Housing Federation.

Keep Britain Tidy is a leading environmental charity. We campaign for quality parks and green spaces for everyone, inspire people to be litter-free, to waste less and to live more. We are run programmes including Eco-Schools, the Green Flag Award for parks and green spaces and the Blue Flag/ Seaside Awards for beaches. To find out more about Keep Britain Tidy, our programmes and campaigns visit www.keepbritaintidy.org.

Any green space that is accessible to the public is eligible to enter for a Green Flag Award. Awards are given on an annual basis and winners must apply each year to renew their Green Flag status. A Green Flag Community Award recognises quality sites managed by voluntary and community groups. Green Heritage Site accreditation is judged on the treatment of the site's historic features and the standard of conservation.

Social Media



MSDC Park Rangers @MSDCrangers · Nov 13

It's a cold start to the week, but the sun is shining at [#BeechHurstGardens](#) [#HaywardsHeath](#) [#parkrangeronpatrol](#)



0 2 3

MSDC Park Rangers Retweeted



idverde_GDT @idverde_GDT · Nov 6

Great to meet Mid Sussex District Council Parks Team to discuss [@GreenFlagAward](#) Management Plan for St. Johns Park [@idverdeUK](#) [@MSDCrangers](#)



4 8



MSDC Park Rangers @MSDCrangers · Oct 6

Beautiful day for a [@healthywalks](#) [@AgeUKnews](#) . Check our new winter program for further walks



🗨️ 1 ❤️ 3 ✉️



MSDC Park Rangers @MSDCrangers · Aug 29

Lovely late summer colour at Beech Hurst Gardens today [#haywardsheath](#)
[#Flowers](#) [#parkrangeronpatrol](#)



🗨️ 1 ❤️ 4 ✉️



MSDC Park Rangers @MSDCrangers · Jul 18

Beech Hurst Gardens is a wonderful place for healthy walking! @healthywalks #HaywardsHeath #LoveParks @KeepBritainTidy



1 3 3



MSDC Park Rangers @MSDCrangers · Jul 18

Beech Hurst Gardens is also brilliant for bowls #LoveParks @KeepBritainTidy #HaywardsHeath



3 5



MSDC Park Rangers @MSDCrangers · Jul 18

Or you could give pétanque a go at Beech Hurst Gardens #LoveParks
#HaywardsHeath @KeepBritainTidy



🗨️ 🔄 1 📧



MSDC Park Rangers @MSDCrangers · Jul 14

It's #loveparks week at #BeechHurstGardens #HaywardsHeath



🗨️ 🔄 2 ❤️ 3 📧



MSDC Park Rangers @MSDCrangers · Jul 14

#LoveParks #BeechHurstGardens #HaywardsHeath @KeepBritainTidy



MSDC Park Rangers @MSDCrangers · Jul 14

Thank you to our little friend who enjoys playing on the train! #LoveParks @KeepBritainTidy #BeechHurstGardens





MSDC Park Rangers @MSDCrangers · Jun 21

Parks are looking great in the sun, stay safe, remember the sun cream. Surfaces can get very hot, dogs can easily burn their pads.



🗨️ 1 ❤️ 3 ✉️



MSDC Park Rangers @MSDCrangers · May 14

Beautiful spring colours today & new planting promises colour for the future at [#BeechHurstGardens](#) Always worth a visit. [#HaywardsHeath](#)



🗨️ 1 ❤️ 1 ✉️



MSDC Park Rangers @MSDCrangers · Apr 2



Bare patches may look drastic now, but new landscaping & planting will rejuvenate these areas of [#BeechHurstGardens](#) [#HaywardsHeath](#)



MSDC Park Rangers @MSDCrangers · Jan 23









Foggy day for patrolling at Beech Hurst Gardens! [#HaywardsHeath](#)



Appendix 08: Masterplan

KEY

-  MSDC site boundary
-  Commissioned Artwork
-  Building
-  Tarmac Path
-  Crushed stone path
-  Miniature railway

Additional wishlist items

- 21- A Grounds person Part/Full time , to work on site, on a daily basis.
- 22- Augmented reality trail around the Site, with interactive features.
- 23- Consider installation of volleyball net
- 24- Repair and replace handrails on steps throughout the site
- 25- Temporary ice rink in winter

14- Miniature railway and Engineering hub including new education centre, moved station, limited parking and access to railway picnic space behind, currently inaccessible.

- 10- Actively plant up **wildflower meadow**. Include items of commissioned **environmental art**
- 11- **Control vehicle** movements to authorised access only
- 12- Consider **boundary** to open up views/acesibility to railway picnic space
- 13- Enhance **railway picnic space**
- 15- Enhance paths to create an **accessible loop**. To include widening and resurfacing where needed. Provide seating at regular intervals.
- 16- Planting to enhance railway safety fencing
- 17- Consider removal of tennis courts to replace with alternative activity
- 18- Enhance community **garden** - fruit and vegetables; chess tables
- 19- Install **outdoor gym** equipment to expand fitness offer. Renovate existing shelter.

20- Commission artist to create depiction of **views of park** to show what is behind the wall

IMPROVE LEGIBILITY

BUTLERS GREEN ROAD



1- Consider **planting and signage** to improve welcome eg. archway feature signage, block off unused path

2- Expand play offer to increase inclusivity and age range

3- Improve **connection** between these spaces to increase the leisure area, including re grading the bank

4- Take advantage of natural spring and create **bog garden**

5- Enhance **planting and seating** around cafe kiosk

6- Consider planting treatment to reduce anti-social behaviour

8- Reinforced turf vehicle to provide access to the cafe for the hirer.

9- Remove non-native plants and manage boundary as a **hedge**. Plant specimen trees to create mini **arboretum** around site



