

# **Estate Management Plan 2023/24**

The plan aims to ensure that Town Council's land and buildings are kept in good order and will be used as part of the future budgeting processes.

This plan covers the following land and properties owned by Newent Town Council;

- Arboretum set in 9 acres
- Holts Road Allotments
- Library car park
- Newent Cemetery including the Chapel and Lodge
- Newent Lake including play areas set in a total of 19 acres

## **Arboretum**

### **Boundaries**

Hedges – Cut back between September and October

Fences and gates – Inspected annually in October and undertake repairs as necessary

### **Seating**

14 memorial benches, 4 benches and 2 picnic benches inspected twice per year and repairs undertaken as necessary

Remove, as benches are all pressure treated

### **Litter and Dog Bins**

Litter pick of whole area twice per week

4 dog bins emptied three times per week

3 litter bins emptied three times per week

1 dog or litterbin to be replaced on a rolling programme, as required. See plan attached

### **Trees/Shrubs**

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

Trees to be dead wooded annually between December and February

Trees located next to pathways to be crown lifted annually between October and February

Regrowth to be cut back between October and December

Remove ivy from tree trunks throughout the year as time allows

Tree management plan to be implemented

Cut back shrubs as required

### **Paths**

Inspect annually

### **Car Park**

Inspect annually and top up stone as required

Weed spraying twelve times per year as required

## Grass

Mow fortnightly or as and when required between March and September (depending on weather conditions) and at other times if directed by the Town Clerk. Areas not to be cut, see map below. Amongst the trees, area A bank behind dog bin near large oak tree, area B main drainage ditch, in centre of site, area C ditch along south west boundary

## Signage and Noticeboard

Inspected annually and repair if necessary

Signs to be washed in March and at other times as required

Unsolicited notices to be removed from noticeboard as required

## Bird Boxes

Inspect annually and replace as necessary



## **Holts Road Allotments**

### **Boundaries**

Hedges – Cut back between September and January

Fences and gates – Inspected annually in October and undertake repairs as necessary. Any issues relating to third party hedges and fences to be reported to the Town Clerk

Boundaries to be inspected weekly to ensure areas of 1 m are kept clear and report any issues to Town Clerk. Strim annually in October due to protection of slow worms

### **Paths**

Inspect quarterly and make safety repairs to any paths deemed dangerous or which pose a potential hazard

Grassed paths to be mown fortnightly during March and September (depending on weather conditions) and at other times if directed by the Town Clerk

### **Unattended Areas**

Un-let plots to be strimmed as required

'Tree creche' to be maintained throughout year to ensure good growth and does not cause a nuisance to neighbouring plot holders

Plots to be divided as instructed by the Town Clerk

### **Water Supplies**

Taps and pipes to be checked on a monthly basis for leaks. Repairs to be carried out as required

Taps to be turned on in March and turned off at the end of October

### **Posts and Signs**

Allotment markers replaced in 2017. Markers to be checked on a quarterly basis and missing numbers reported to the Town Clerk

### **Parking area**

Inspected annually and repair if necessary. Larger maintenance issues to be reported to Town Clerk

### **General**

General inspection of site on a weekly basis and report any issues to Town Clerk

### **Library Car Park**

#### **Trees**

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

Regrowth to be cut back between December and February

#### **Signage**

Inspected annually and repair if necessary

Signs to be washed in March and at other times as required

### **Boundaries**

Hedges – Cut back between September and January

Brook to be inspected monthly and cleared as necessary

## **Surface**

Inspect weekly and report any maintenance needs to the Town Clerk  
Top up type one stone annually or as required

## **Cemetery**

### **Trees**

Inspect throughout the year and report damage/disease to Town Clerk  
Trees to be dead wooded annually between October and December  
Trees located next to pathways to be crown lifted annually between October and February  
Regrowth to be cut back between October and December  
Remove ivy from tree trunks throughout the year as time allows  
Works recommended in the tree survey to be undertaken as required

### **Boundaries**

Hedges – Adjacent roadway cut back annually by contractor. Laurel hedges adjacent residential area to be cut back in April, August and October as required  
Fences and gates – Inspected annually in October and undertake repairs as necessary  
Walls – To be inspected on a fortnightly basis. Ivy to be removed during quiet periods  
Gates/Bars/Fencing – Inspected annually and painted as required. Gate to be locked for one day on 1<sup>st</sup> September

### **Grass**

Mow fortnightly between March and September (depending on weather conditions) and at other times if directed by the Town Clerk

### **Litter Bins**

4 litter bins emptied two times per week  
Green waste bins licences to be renewed annually

### **Headstones**

Safety check to be carried out annually in August

### **Garden of Remembrance**

General tidy up of area on a fortnightly basis  
Replacement of plants as required in consultation with the Town Clerk  
Top up of compost as required in consultation with the Town Clerk

### **Water Supplies**

Taps checked on a weekly basis for leaks. Repairs to be carried out as required

### **Seating**

4 memorial benches inspected twice per year and repairs undertaken as necessary  
Painting preservative on memorial benches during quiet periods on a rolling programme. See plan attached

### **Storage Area**

Tidy up area annually and hire skip to remove all waste

## **Signage**

Inspected annually and repair if necessary

Signs to be washed in March and at other times as required

Notices to be checked monthly

## **Paths**

Weed spray monthly or as required

## **Lake Area**

### **Playground**

Play equipment – Undertake safety inspections on a daily basis and repair/replace/decommission as required

Fences and gates - Regular visual checks and repair as necessary

Top up soil/sand in play area annually

Top up stoned area with 6 mm dust as required

Annual RoSPA inspections are carried out

### **Adult Gym**

Gym equipment – Undertake monthly safety inspections and repair/replace/decommission as required

Use blower on concrete pad on a fortnightly basis

Annual RoSPA inspections are carried out

Clean gym equipment on a quarterly basis

### **Litter and Dog Bins**

Litter pick of whole area daily and in hedges on a monthly basis

4 dog bins emptied three times per week

11 litter bins emptied three times per week

2 dog or litterbins to be replaced on a rolling programme, as required. See plan attached

### **Grass**

Mow fortnightly between March and October (depending on weather conditions) and at other times if directed by the Town Clerk. Areas not to be cut, see map below.

Area A along south boundary adjacent to brook, area B the triangle at the end of the lake before the turning to Toby's Hole, which will cut back in the Autumn.

### **Seating**

38 memorial benches and 11 benches inspected twice per year and picnic tables inspected daily with repairs undertaken as necessary

Painting preservative on memorial benches and picnic tables during quiet periods on a rolling programme. See plan attached

### **Trees**

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

Trees to be dead wooded annually between October and December

Trees located next to pathways and mown areas to be crown lifted annually between October and February

Regrowth to be cut back between October and December except for fenced off areas

Fishing platforms inspection and growth cut back annually  
Remove ivy from tree trunks throughout the year as time allows  
Newly planted trees to be watered as required  
Works recommended in the tree survey to be undertaken as required  
Also refer to Memorial Tree policy

### **Pathways**

Visually check on a daily basis and top up as required  
Redress paths annually and fill holes as required  
Weed spray monthly or as required

### **Bridges**

Visually check on a weekly basis and repaired as required

### **Signage**

Inspected annually and repair if necessary  
Signs to be washed in March and at other times as required

### **The Lake - Water and banks**

Oxygen levels taken on a daily basis during May to the end of September and then as required  
Aerators to be serviced and cleaned annually  
Fountain - Cleaned three monthly during usage period  
Fish health check to be reviewed annually  
Excalibur or equivalent alternative to be added to the water between April and end of July or as required  
Chalking to be reviewed annually  
Reed removal - Carried out annually on a rolling programme throughout the year  
Island – Cut back on an annual basis  
Revetments – Installation of 14 metres of bank support on an annual basis on a rolling programme  
Overflow – Cleaned out on a weekly basis. Inlets regularly monitored  
Brook – To be inspected monthly and cleared out as required  
Fencing (near by-pass) to be checked on a weekly basis and repaired as required  
Duck houses to be inspected and cleaned annually

### **Fishing Platforms**

Inspected on a weekly basis  
Wooden platform not replaced in 2022. To be replaced as a matter of urgency.  
Becoming unsuitable for use.

### **Wildflower Area**

Cut back at the end of September/early October. Cuttings to be raked and removed  
Cut low in early Spring. Cuttings to be raked and removed  
Area to be rotavated and reseeded annually in March

### **Bird Boxes/Bat Boxes**

Inspect annually and replace as necessary

