LANDSCAPE MANAGEMENT AND MAINTENANCE PLAN

Pennthorpe School
Church Street
Rudgwick
Horsham
West Sussex

Report 01-523-700 Rev A

Prepared by Enplan
on behalf of Pennthorpe School

March 2025

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PENNTHORPE SCHOOL, Church Street, Rudgwick, Horsham.
Landscape Management and Maintenance Plan

CONTENTS

1.0 Introduction & Background …… *Page 2*

2.0 General Management Aims & Objectives…… *Page 2*

3.0 Management Prescriptions…… *Page 3*

- Existing Vegetation
- Tree Planting
- Native Shrub/Scrub Planting
- Grassed Areas
- Fences and Walls
- Paths, Steps and Paved Areas

4.0 Resources and Monitoring of Management Plan…… *Page 17*

Appendices

A. Landscape Maintenance Plan. Drawing 02-897-600 Rev A

B. Landscape Maintenance Record

C. Proposal Planting Plan. Drawing 02-897-125 Rev B

D. Tree Pit Detail. Drawing 02-897- 400 Rev B

PENNTHORPE SCHOOL - Landscape Management Plan

1.0 Introduction & Background

1.1 This document has been produced by Enplan landscape architects, on behalf of Pennthorpe Preparatory School based in Rudgwick, Horsham.

1.2 The document forms the Landscape Management and Maintenance Plan for use by Pennthorpe School as part of the ongoing maintenance and upkeep of the communal landscaped areas. The following section sets out the general management aims and objectives.

2.0 General Management Aims & Objectives

2.1 Pennthorpe School is located in Rudgwick just to the south west of the village centre and approximately 9km west of Horsham. It is in a predominantly residential area, with a woodland belt to the west. The site is outside the conservation area and there are no listed buildings on the site or nearby. The original building 'Gaskyns' was built in the 19th Century. The school is set in landscaped grounds and comprises the main building, together with a range of school buildings, including sports facilities and outdoor learning/play areas.

2.2 The existing main vehicular access to Pennthorpe School is along Orchard Hill off the B2128 Church Street, north of the A281 Guildford Road.

2.3 The overall aim of the Pennthorpe School Management Plan is to ensure that the existing planting and further landscape proposals are implemented and managed effectively within their setting and to ensure that the grounds are maintained to high standard in the long term.

2.4 The detailed objectives for the Plan are to:

- provide management prescriptions that ensure the successful establishment of the planting mitigation scheme,
- provide management prescriptions that ensure the ongoing maintenance of the planting areas in order that they continue to achieve their desired aim,

- provide the Pennthorpe School management team and their ground staff/contractor with a clear and precise understanding of the required tasks and their frequency,
- offer guidance in a way that can be understood by all those assisting in the school grounds management in the future.
- to avoid direct or indirect impacts to protected species of wildlife

2.5 Appendix A: *Drawing 02-897-600 Rev A Landscape Maintenance Plan* shows the arrangement of landscape areas affected by the Management Plan and codes the maintenance prescription across the site.

2.6 Appendix D*: drawing 02-897-125 Rev B* illustrates the planting plan proposed for Pennthorpe School. This plan supersedes the original proposed planting submission made in early 2024 by incorporating additional tree planting to enhance the scheme. The additional planting follows recommendations made by the ecologist, *Phlorum Ltd* referred to in their Preliminary Ecologists Appraisal Report (September 2024).

3.0 Management Prescriptions

3.1 The following section sets out the requirements for each management prescription listed below. The management prescription codes are illustrated on the *Landscape Maintenance Plan* (refer to Appendix A: *Drawing 02-897-600 Rev A*).

- ***Existing Vegetation (Code EV)***
- ***Tree Planting (Code TP)***
- ***Shrub/Scrub Planting (Code SP)***
- ***Grassed Areas (Code G)***
- ***Fences and Walls (Codes F and W)***
- ***Path Network, Steps and Paved Areas (Code P)***

3.2 Each prescription will list its duration, frequency and any particular requirements, for example where there are issues of safety to consider.

3.3 Duration: Particular actions will continue in perpetuity (On-Going), for example grass cutting, whilst others will cease once the element has fully established or matured, for example the checking of tree sakes and guards.

3.4 Frequency: Some tasks will be regular, others regular but less frequent (i.e. their level of intensity is dependent upon the season), and others will be required only if a problem is identified.

Health and Safety

3.5 With any task outlined in the landscape management plan the health and safety implications to both users of the site and those undertaking the work must be assessed prior to instructing someone to undertake work. The professional landscape contractor to be employed to carry out work must have sufficient experience, qualification and affiliations to carry out the work and up to date indemnity insurance to protect themselves and their own employees and anyone else in attendance from accidents whilst the works are being carried out. The landowner must also seek professional health and safety/liability advice upon undertaking risk assessments for each element of work they instruct a contractor to undertake.

Existing Vegetation (Code EV)

3.6 The overall management principles to be followed for existing trees, hedges and scrub planting are:

- ensure removal of any dangerous, dead, dying or diseased trees or limbs,
- ensure that work adheres to BS:3998 'Recommendations for Tree Works',
- ensure the nature and timing of works to trees, hedgerow and scrub do not cause an offence to be committed against the Wildlife and Countryside Act 1981 (as amended) or the Habitat Regulations 1994 (as amended), with regards to the protection of bats and their roosts, and breeding birds. Where appropriate advice should be sought from a qualified ecologist,
- ensure that arisings resulting from tree works, instead of burning or removal from site are composted, chipped, or stacked on site as habitat piles.

3.7 Existing Trees

Title / Code	Description	Duration	Frequency per year
EV1 Existing specimen trees and trees in wooded areas	Tree felling or appropriate tree surgery to any specimens or limbs posing a potential danger to users of the site following a 'Tree Hazard Assessment' by a qualified arboricultural contractor. *Permission to carry out tree work must be sort from the local Borough Council prior to work if the site is within a Conservation Area*	On Going	Undertake assessment every 2 years and after significant storms
	Bi-annually check woodland ground cover for invasive species e.g. bramble, nettle. If encountered carry out necessary treatment: Uproot or cut below the lowest node/or at soil level and remove arisings.	On Going Repeat annually until no more regrowth occurs	2 visits (May, Oct) Do not cut earlier as this promotes greater seed production in regrowth.
-Consider bird nesting season (March-July/August) and existing bat roosts. Before felling trees, check for nests (if in the breeding season) or bat roosting potential by a suitably experienced ecologist.			

3.8 Existing Native Shrubs/Scrub and Hedgerows

Title / Code	Description	Duration	Frequency per year
EV2 Existing Shrub/Scrub and Hedgerows	Formative pruning of dead/ diseased limbs to encourage healthy growth. Occasional hard pruning to control the more vigorous species (e.g. bramble and elder) to ensure maintenance of the desired composition. Remove litter and debris.	On Going	2 visits (Apr/May, & Sept/ Oct)
	Regular clipping of existing hedgerows, pruning out shoots, trimming of tops, and control of vigorous species. Remove litter and debris.	On Going	2 visits (Apr/May, & Sept/ Oct)

3.9 Leaf Clearance

Title / Code	Description	Duration	Frequency per year
EV3 Leaf Blowing and Leaf Clearance	Leaf blow woodland edges to maintain and define grassed edge. Leaf blow, collect and dispose of leaf fall from planting areas and paved areas/walkways	On Going	3 visits (Nov, Dec, Jan/Feb)

Tree Planting (Code TP)

3.10 Newly Planted Trees

Title / Code	Description	Duration	Frequency per year
TP1 Management to Aid Establishment of New Tree Planting	Management works will be required to aid establishment of the tree planting carried out during the initial works. This includes; -checking that tree stakes and guards remain secure, tightening / loosening of tree ties, -maintenance of weed free circles surrounding planting and topping up 50mm of mulch (once a year) clearing a 120mm mulch free collar around the base of trees, -watering in times of prolonged drought (see detailed notes on watering recommendations below), -formative restorative pruning as necessary for the health of tree and safety of site users	Years 1-5 Years 5-10	4 visits (Feb, May, Aug, Nov) 2 Visits (May, Nov)
	Removal of tree stakes and tree guards are recommended between 6-10 years dependent on whether the stakes/guards are interfering with the healthy growth of the tree	Years 6-10	
-Between years 1-5 all planted trees that are dead, dying, diseased or considered defective shall be replaced in accordance with the original landscape details			
-The amount of watering a tree needs is dependent on the age of tree, the soil, weather conditions and the tree species, however the following general recommendations for trees planted in the open ground for less than a year and have not yet experienced a full growing season are: <200cm 3 to 5 litres per day 200 - 400cm 5 to 15 litres per day 400 - 600cm 10-25 litres per day Note: the above water amount is only an indication and may differ in practice. No rights can be derived from these water indications. (Data extracted from GREENMAX *connecting green and infrastructure,* Email: INFO@GREENMAX.EU)			

Shrub/Scrub Planting (Code SP)

3.11 New Scrub Planting

Title / Code	Description	Duration	Frequency per year
SP1 Management of native shrub/scrub planting	Management of works will be required for years 1-2 to aid establishment of the shrub/scrub planting. This includes -maintaining a weed free area beneath all new planting, -watering in times of prolonged drought, -formative and restorative pruning as necessary -checking stakes, ties and shelters for secureness. Replace when broken or decayed	Years 1-2	4 Visits (Apr, Jun, Aug & Oct)
SP2 Ongoing maintenance of native shrub/scrub	Continued management works will be required for years 3-5 to aid establishment of the shrub planting. This includes, -maintaining a weed free area beneath planting, -watering in times of prolonged drought, -formative and restorative pruning as necessary -checking stakes, ties and shelters for secureness. Replace when broken or decayed.	Years 3-5	3 Visits (Apr, July & Sep)
SP3 Ongoing maintenance of native shrub/scrub	Formative pruning of dead/ diseased limbs to encourage healthy growth. Occasional hard pruning to control the more vigorous species to ensure maintenance of the desired composition	Years 6-10 Ongoing	2 Visits (Apr & Sep)
-Proposed shrub areas are also planted with intermittent tree stock. These should remain separate from the works outlined in this prescription and, instead accord to TP1 -Between years 1-5 all planted shrub stock that are dead, dying, diseased or considered defective shall be replaced in accordance with the original landscape details -Removal of shelters, stakes ties and mats should take place between years 6-10, when it is considered that the guards are becoming a hindrance to the growth of the plant stock			

Grassed Areas (Code G)

Lawn/Playing Field Areas and Long Grass

3.12 A standard, low maintenance, grass seed mix is intended to be cast to make good around the All Weather Pitch and playing field/lawn areas over-seeded where necessary e.g. footpath fringes along the site. Areas around tree/scrub planting may be maintained as long grass areas with a low cutting/strimming regime to suppress weeds and promote individual plant growth. In addition, it is advised that a mown, scalloped edge (i.e. not a clean, straight line), is cut around the perimeter of the newly planted area to provide a semi-sheltered corridor along which bats can commute and forage.

3.13 entrance.

Title / Code	Description	Duration	Frequency per year
G1 Mowing of established grass seeded/turfed area	Maintain lawn areas/playing field margins and mown paths with cylinder mower to height of 25-50mm and collect arisings. Uproot any pernicious weeds (do not use herbicides). Strim around obstructions – taking care not to damage tree stems or structures	1st year and On Going	8 to 14 Visits in the growing season (Mar to Oct) or as required
G2 Low maintenance, grass areas around tree/scrub planting	Strim longer grass around tree and shrub planting to 50mm-75mm, taking care not to damage tree stems or scrub planting. Remove arisings. Hand-pull persistent, perennial weeds prior to strimming. Do not use herbicide.	1-3 Years until scrub cover has screened out grass growth	As required (up to three visits)
- Strim around obstructions, taking care not to damage tree stems or structures - Use of herbicide near water course is forbidden			

Fences and Walls (Coded F & W)

3.14 Security and boundary fence lines should be checked annually for damage or decay for planned maintenance.

Title / Code	Description	Duration	Frequency per year
F1 Fences	Report overall condition of fence lines, pay particular attention to secureness of joints and base fixings for decay	1st year - On Going	1 visit (Mar)
Where problem found seek approval of Management Company to organise repairs			

3.15 The brick wall along the western boundary of the *All Weather Pitch* should be checked annually for damage or deterioration in order to plan maintenance.

Title / Code	Description	Duration	Frequency per year
W1 Brick Wall	Check for loose copings and bricks. Inspect condition of pointing and excessive brick spalling after winter frosts	1st year - On Going	1 visit (Mar)
Where problem found seek approval of Management Company to organise repairs			

Path Network, Steps and Paved Areas (Code P)

3.16 Standard Prescriptions

Title / Code	Description	Duration	Frequency per year
P1 Control of Weeds within paved /surfaced areas	Uproot by hand any weeds growing within paths, steps or paved areas	1st year - On Going	4 Visits (Apr, Jun, Aug, Oct)
P2 Hard surface damage	Check all paths for damage, loose units or cracks that may lead to unsafe conditions or longer-term damage	1st year - On Going	2 Visits (Mar, Oct)
- If damage is found then management company needs to be promptly informed - If the use or herbicides is considered necessary, a risk assessment for use of herbicides must be carried out prior to works. Use of herbicide near water course is forbidden.			

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4.0 Resources and Monitoring of Management Plan

4.1 Any original construction/planting work that is deemed defective after it's installation will fall under the responsibility of the original contractor to replace or repair. No immediate concerns have been raised with the principle of planting woodland as a means for earth bank retention, however, given the steep gradients in certain areas, if there is a significant loss of plant stock it may be considered necessary to install a natural, biodegradable stabilisation blanket in key areas to improve planting establishment.

4.2 To provide guarantee against plant stock failure the Contractor will often require control of the initial year's maintenance. The Contractor should therefore be aware of this Management Plan together with the *Landscape Maintenance Plan Drawing 02-897-600 Rev A* (see Appendix A) and its prescriptions at the stage of pricing for the overall work.

4.3 At the end of the Contractor's *defects liability period,* responsibility for the management of the planted areas are handed over to the Pennthorpe School Management Team. Work carried out during maintenance visits should be recorded on the *Landscape Maintenance Record* (see Appendix B) and checked on completion to ensure it has been undertaken satisfactorily.

4.4 The planning conditions state that the approved landscaping scheme shall be fully implemented in accordance with the approved details within the first planting season following the first occupation/use of any part of the development. Unless otherwise agreed as part of the approved landscaping no trees or hedges on the site shall be damaged or uprooted, felled/removed, topped or lopped without the previous written consent of the Local Planning Authority until 5 years after completion of the development. Any proposed planting, which within a period of 5 years, dies, is removed, or becomes seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species unless the Local Planning Authority gives written consent to any variation.

4.5 The contact details for the Pennthorpe School Management Team representing the upkeep of the annual landscape maintenance are:
Telephone 01403 822391 or email enquiries@pennthorpe.com

4.6 Landscape management plans by their nature require periodic checks and re-assessments. This ensures that the original objectives for the site are being met; that good standards of maintenance are sustained; that an assessment of the success of the particular prescriptions can be made, taking into account any significant change in circumstances. An assessment of the Landscape Management and Maintenance Plans will be necessary at the end of each five-year period.

Appendix A

Landscape Maintenance Plan (Enplan 2025)

Drawing No. 02-287-600 Rev A



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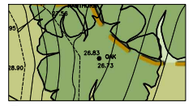
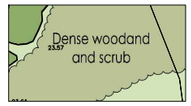
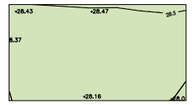
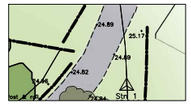

Existing trees


Retaining Wall



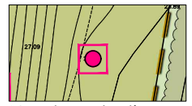
Existing dense scrub


Grassed areas


Footpath


New scrub planting


Fence line


New tree planting


All weather pitch

G2
SP1,2&3
* Maintenance prescriptions

* Note: Refer to Report No. 02-897-700 Rev A Landscape Management and Miantenance Plan (2025) for prescription detail and annual maintenance regimes.

Rev A Text update LMMP 02-897-700 Rev A 28.03.25 MD
revision / date / description / drawn

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Pennthorpe School	1:500 @ A3
Rudgwick, Horsham	date: Feb 25
title: Landscape Maintenance Plan	drawn: MD
	checked: MC
drawing number: 02-897-600	revision: A
issue: Planning	

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Appendix B

Landscape Maintenance Record

SITE: **Pennthorpe School, Rudgwick, Horsham**

DATE:

Operations Carried Out	**Contractor Comments**	**Client Comments**
Existing Vegetation (Code EV): *e.g. woodland condition, pruning requirements, weed control, removal of litter and debris etc.*		
Tree Planting (Code TP): *e.g. watering, weed control, pruning, replacement of damaged stakes, replacement planting etc.*		
Shrub/Scrub Planting (Codes SP) *e.g. plant disease, watering requirement, mulch top up etc.*		
Grass Areas (Code G)*: e.g. watering, weed control, mowing etc.*		
Path, Fence & Wall Maintenance (Codes P, F & W) *e.g. fence condition, litter pick requirement etc.*		
Additional Operations/Comments:		

SIGNED (Contractor): ……...

PRINT NAME: ……...

SIGNED (Client representative): ……

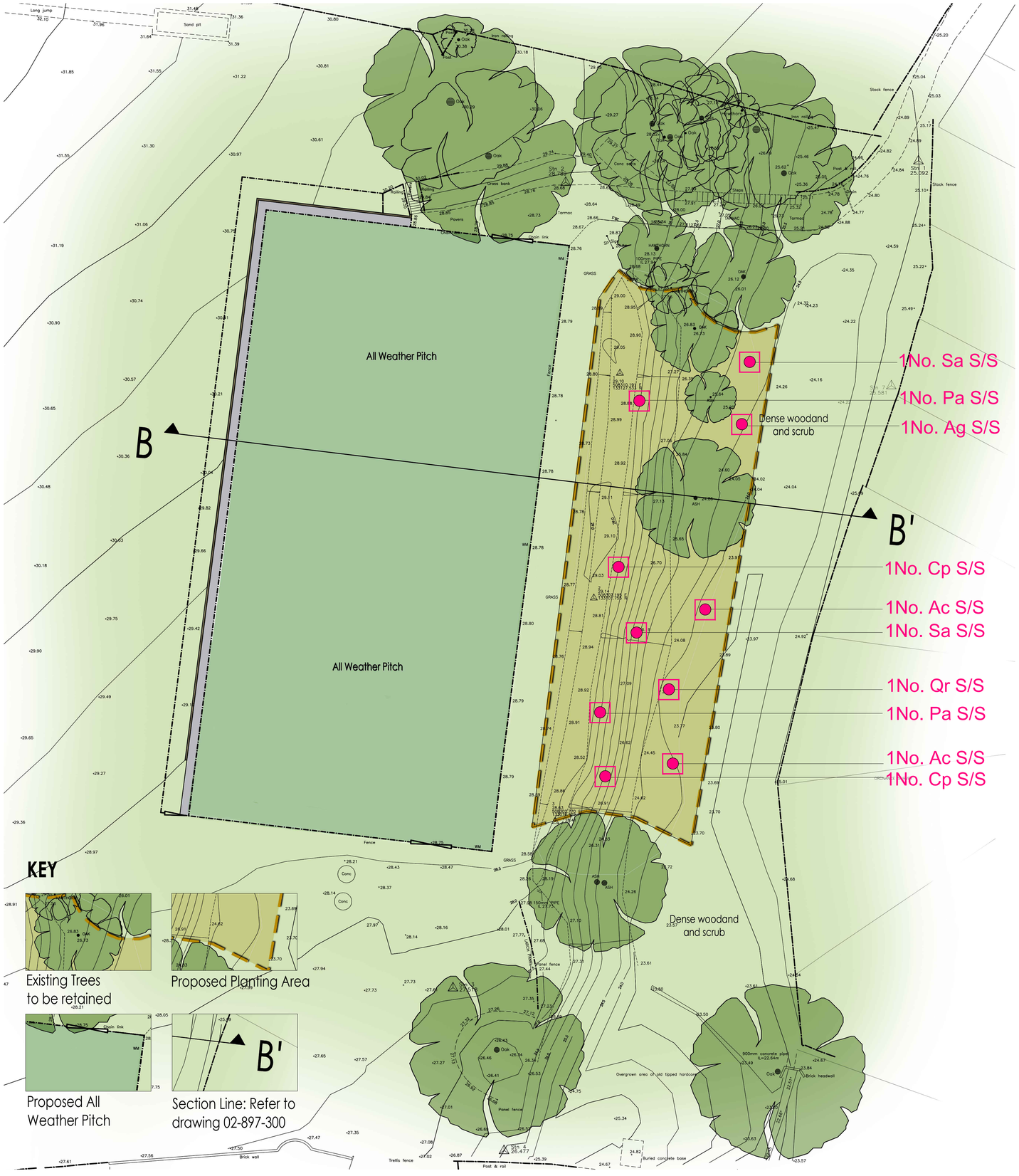
PRINT NAME: ……

Date of Next Visit:

Appendix C

Landscape Proposed Planting Plan (Enplan 2024)

Drawing No. 02-897-125 Rev B



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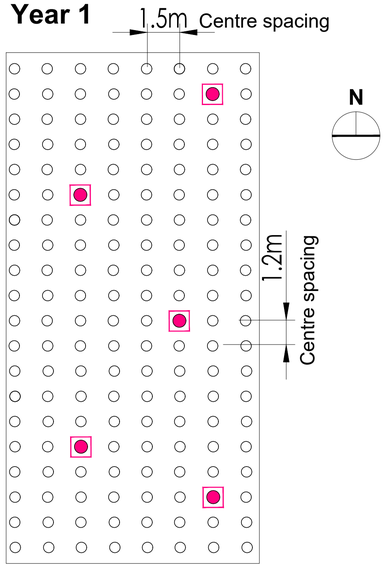
Planting Schedule (Planting Area: 1180m²)

SPECIES	Common Name	Code	Form	Size	cs (see matrix)	Number
Acer campestre	Field Maple	Ac S/S	S/Standard	10-12cm BR	AS SHOWN	2
Alnus glutinosa	Alder	Ag S/S	S/Standard	10-12cm BR	AS SHOWN	1
Quercus robur	Oak	Qr S/S	S/Standard	10-12cm BR	AS SHOWN	1
Sorbus aucuparia	Rowan	Sa S/S	S/Standard	10-12cm BR	AS SHOWN	2
Crateagus prunifolia	Broad-leaved Hawthorn	Cp S/S	S/Standard	10-12cm BR	AS SHOWN	2
Prunus avium	Wild cherry	Pa S/S	S/Standard	10-12cm BR	AS SHOWN	2
Alnus glutinosa	Alder	Ag	Transplant (1+1)	60-80 cm BR	1.5mx1.2m c/s	25
Betula pendula	Silver Birch	Bp	Transplant (1+1)	60-80 cm BR	1.5mx1.2m c/s	50
Carpinus betulus	Hornbeam	Cb	Transplant (1+1)	60-80 cm BR	1.5mx1.2m c/s	25
Cornus sanguinea	Common Dogwood	Cs	Transplant (1+1)	60-80 cm BR	1.5mx1.2m c/s	100
Corylus avellana	Hazel	Ca	Transplant (1+1)	60-80 cm BR	1.5mx1.2m c/s	100
Crateagus monogyna	Hawthorn	Cm	Transplant (1+1)	60-80 cm BR	1.5mx1.2m c/s	100
Prunus avium	Wild Cherry	Pa	Transplant (1+1)	60-80 cm BR	1.5mx1.2m c/s	50
Prunus cerasifera	Wild Cherry Plum	Pc	Transplant (1+1)	60-80 cm BR	1.5mx1.2m c/s	25
Prunus spinosa	Blackthorn	Ps	Transplant (1+1)	60-80 cm BR	1.5mx1.2m c/s	25
Salix cinerea	Grey Willow	Sc	Transplant (1+1)	60-80 cm BR	1.5mx1.2m c/s	25
Sambucus nigra	Elderberry	Sn	Transplant (1+1)	60-80 cm BR	1.5mx1.2m c/s	25
Sorbus aucuparia	Rowan	Sa	Transplant (1+1)	60-80 cm BR	1.5mx1.2m c/s	50

Planting Specification

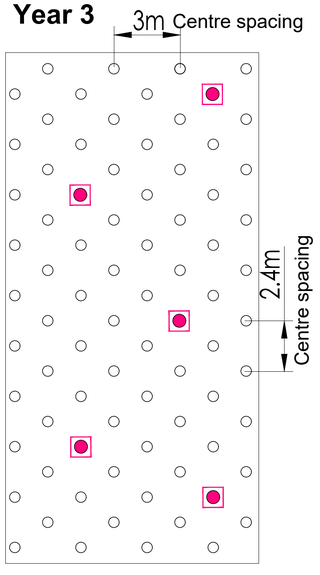
Year 1: Pit Plant Selected Standard trees (refer to drawings 02-897-400 and 02-897-401 for Treepit Details). Notch plant Transplant stock in groups of 3, 5 qnd 7 of the same species in a grid, 1.5m x 1.2m as per Matrix 1.
Year 3: Thin out area of Transplants by removing every other plant as per Matrix 2 to allow healthy spread and growth of established plants. Remove and replace dead plants with spare, healthy stock already removed preferably within the dormant season (mid November through to mid Febraury). Pit plant replacements reusing excavated soil as backfill in pits large enough to accommodate root system. Top up 500-600mm dia, weed-free circles around standard trees with a layer of medium sized bark mulch to a depth of 50mm leaving a 120mm mulch free collar around the base of each tree.

Planting Matrix 1
Year 1



○ Transplant Planting (grid).
● Selected Standard Tree 10-12cm girth Position randomly as shown on plan

Planting Matrix 2
Year 3



○ Established plants (staggered rows).
● Selected Standard Tree 10-12cm girth Position randomly as shown on plan

NTS. Diagramatic only

Rev B Planting Schedule/Spec amendments 28.03.25 MD
Rev A Selected Standard trees added 15.10.24 MD
revision / date / description / drawn

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Pennthorpe School Rudgwick, Horsham	1:250 @ A1
	date: Apr 24
title: Proposed Planting Plan	drawn: MD
	checked: MC
drawing number: 02-897-125	revision: B
issue: Planning	

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Appendix D

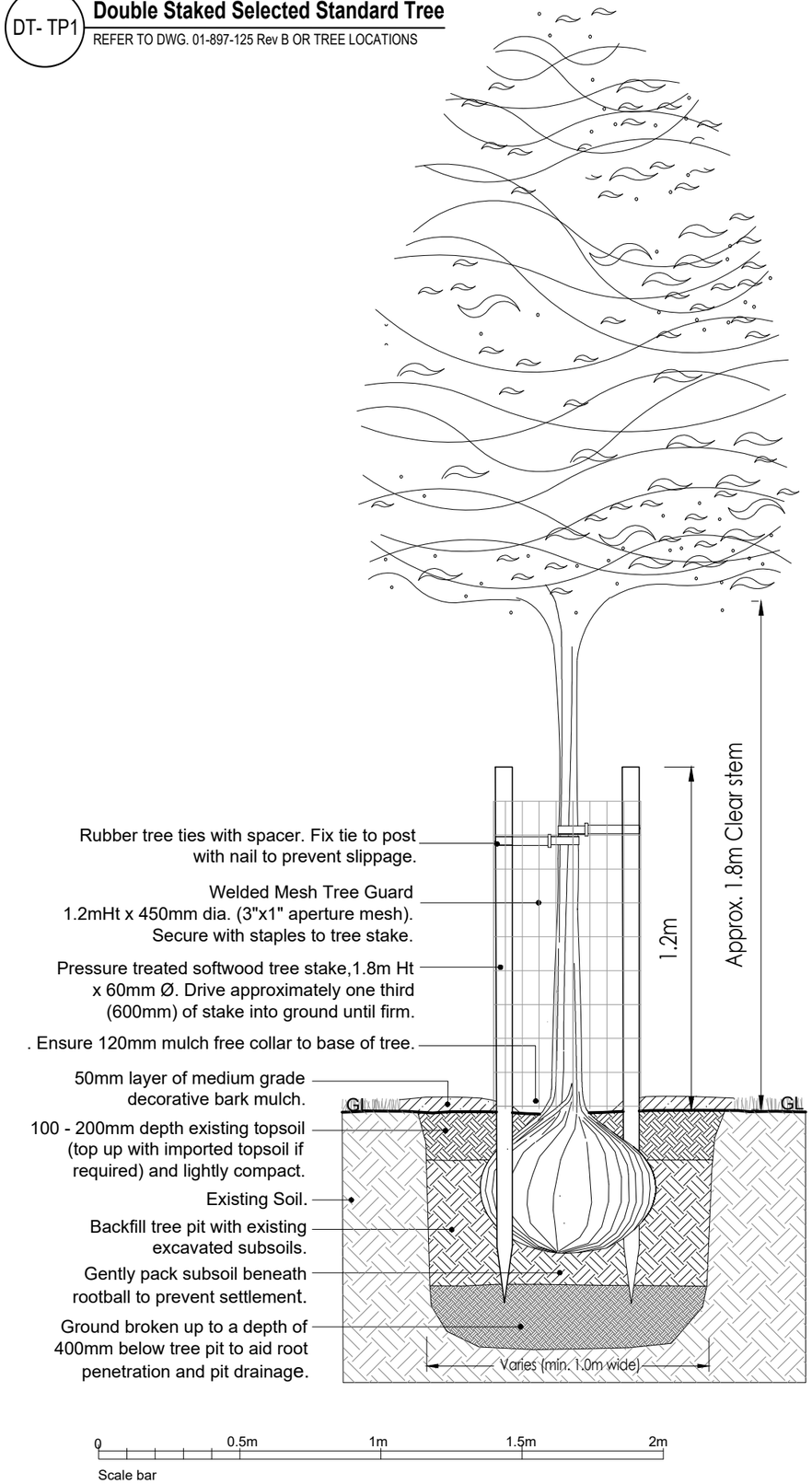
Tree Pit Details (Enplan 2024)

Drawing No. 02-897-400 Rev B

DT- TP1

Typical Tree Pit Detail: Double Staked Selected Standard Tree

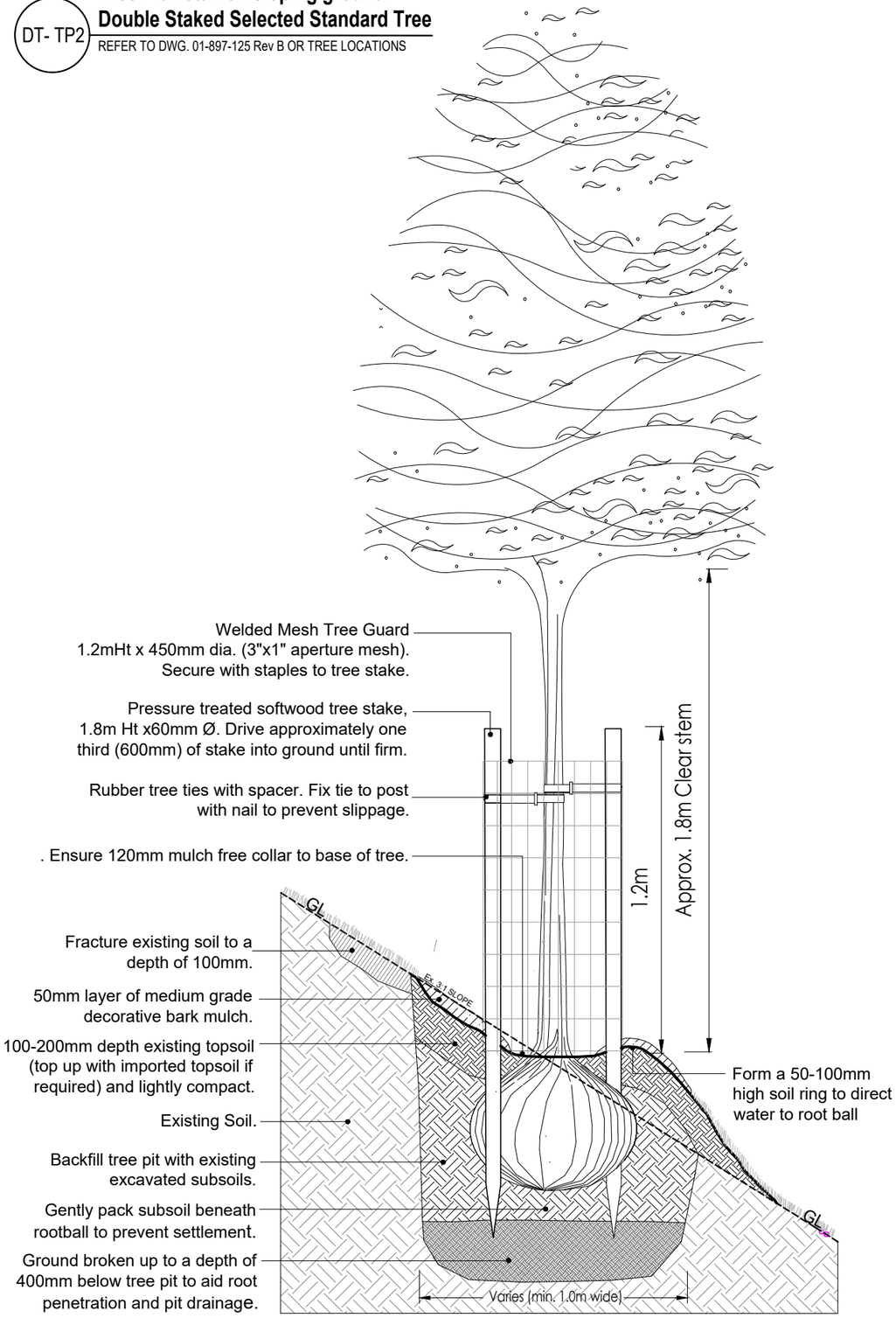
REFER TO DWG. 01-897-125 Rev B OR TREE LOCATIONS



DT- TP2

Tree Pit Detail on sloping ground: Double Staked Selected Standard Tree

REFER TO DWG. 01-897-125 Rev B OR TREE LOCATIONS



IMPORTED TOPSOIL SPECIFICATION
All topsoils that are to be considered for use in this scheme are to be sampled and analysed in accordance with **BS3882:2015** *Specification for Topsoil and requirements for use*
Sample Description: a dark brown friable loamy sand with a single grain structure, gree of perrenial weeds and virtually stone free.

WATERING
Immediately after planting and proir to application of mulch layer, wet full depth of topsoil evenly around the rootball area. Spread medium grade bark mulch to a depth of 50mm to aid moisture retention. Watering frequency: as necessary to ensure establishment and continued thriving of tree.

Notes:
1. All measurements are in millimeters, unless stated otherwise.
2. Double staked tree fixing applicable to trees with boles 10-12cm girth and/or smaller.
3. See Dwg 02-897-125 Rev B for position and detail of trees.

Rev B Tree Pit on sloping ground added 31.03.25 MD
Rev A Scale bar added 28.02.25 MD
revision / date / description / drawn

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title: Tree Pit Detail
drawn: MD
checked: MC
drawing number: 02-897-400
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