



# CASTLE PARK

## GREENSPACE ACTION PLAN

2025 – 2035



Made possible with

**Heritage**  
Fund



**COMMUNITY**  
FUND

*Produced by the Countryside Management Service for East Herts Council and Bishop's Stortford Town Council to support maintenance of the park following the recent completion of the National Lottery funded improvements.*

## OVERVIEW

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### Greenspace Action Plans

Greenspace Actions Plans (GAPs) are map-based management plans which specify activities that should take place on a site over a stated period of time; these activities will help to deliver the agreed aspirations which the site managers and stakeholders have identified for that site.

### Public Engagement

Engagement with stakeholders is at the centre of effective management planning on any site. Public consultation was carried out prior to the recent construction work, and helped to inform the Management & Maintenance Plan, Conservation Plan and Activity Plan which guided the site management until completion of the works.

This draft Greenspace Action Plan is being made available for public comment to enable stakeholders to input on the proposed management actions for the site going forward.

### Adoption Statement

*To be added upon adoption of completed report.*

### Version Control

Version	Issue Date	Details	Author	Reviewed	Approved
0	13.02.25	Initial Draft	GA	AT	IS

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## **1.0 SUMMARY**

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### **1.1 Site Summary**

Site Name: Castle Park

Site Address: Link Road, Bishop's Stortford, CM23 2EL

Grid Reference: TL 49009 21481

Size: 7.5ha

Designations: Scheduled Ancient Monument (Waytemore Castle)  
Grade 1 Listed Building (Waytemore Castle)  
Grade 2 Listed Building (War Memorial)  
Bishop's Stortford Conservation Area (whole site)  
Green Belt (whole site)  
Main River (River Stort)

Owners: East Herts Council & Bishop's Stortford Town Council

### **1.2 Vision Statement**

Castle Park will be maintained as a vibrant and beautiful park in the heart of the town. As an accessible and inclusive space, it will captivate residents of and visitors to Bishop's Stortford as they explore and learn about the town's historical and natural heritage and enjoy the wide variety of formal and informal activities and events available in the park. As a sustainably managed park the facilities and activities will continue to evolve to meet the needs of future generations.

## 2.0 SITE DESCRIPTION

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### 2.1 Introduction

Castle Park is located in the heart of Bishop's Stortford town centre. It is well used by people from across the town and plays host to a number of the town's main events and activities.

The core services of the town and the main high street are in close proximity to the west. To the east and southeast of the park is the residential area of Hockerill, with the train station local several hundred metres to the south of the park along the Stort Navigation.

The river Stort runs through the centre of the park, which historically divided it into Castle Gardens on the right bank and Sworders Field on the left bank, before they were combined together as Castle Park as part of a lottery funded redevelopment completed in 2024.

The river connects Castle Park with a number of other greenspaces to the north, including Grange Paddocks leisure centre and playing fields, the Red White and Blue (also known as Grange Paddocks Meadows), Batwillow Hurst and then the wider countryside.

### 2.2 Ownership



The ownership of Castle Park is divided between East Herts Council (EHC) and Bishop's Stortford Town Council (BSTC). The majority of Castle Gardens is owned by EHC, with the exception of the Splash Pool and part of the Causeway Loop channel which fall under BSTC ownership. Sworder's Field is owned entirely by Bishop's Stortford Town Council, though the Town Meads to the north are owned by East Herts Council and the tennis courts are situated across the ownership boundary.

Some of the BSTC ownership is through the Brazier Trust, which BSTC is the sole trustee of.

## **2.3 Designations**

### **2.3.1 Waytemore Castle Scheduled Ancient Monument**

The scheduled monument designation applies to the castle mound and 2m from its base. The railing around the edge of the mound is outside the scheduled area and for management purposes can mark the boundary. This is except for the gate by the steps and railing immediately adjacent, which are located inside the scheduled monument. Any surveys or works to the scheduled monument except routine vegetation management will require consent from Historic England.

### **2.3.2 Listed Buildings**

Waytemore Castle is also designated as a Grade 1 listed building. The war memorial is a Grade 2 listed building and consent should be obtained before maintenance activities such as repairs or cleaning.

### **2.3.3 Bishop's Stortford Conservation Area and Green Belt**

The entire site falls within Bishop's Stortford Conservation Area and Green Belt. This will need to be considered in planning applications for any future works. Due to the conservation area designation any proposed tree works will require notification to the Local Planning Authority in advance.

### **2.3.4 River Stort – Main River**

The River Stort is classified as a main river, and therefore will require consent from the Environment Agency for works conducted within the channel or within 8m of the banks.

## **2.4 Parks for People Lottery Project**

Between 2016 and 2024 Castle Park underwent a major redevelopment thanks to a grant awarded by the National Lottery Heritage Fund and National Lottery Community Fund, under the Parks for People programme. Funding was also provided from EHC and BSTC, as well as from S106 planning obligations.

The redevelopment project included:

- A new overarching masterplan that delivered a holistic vision for the whole park
- Expansion of the path network, improving accessibility and opening up all areas of the park

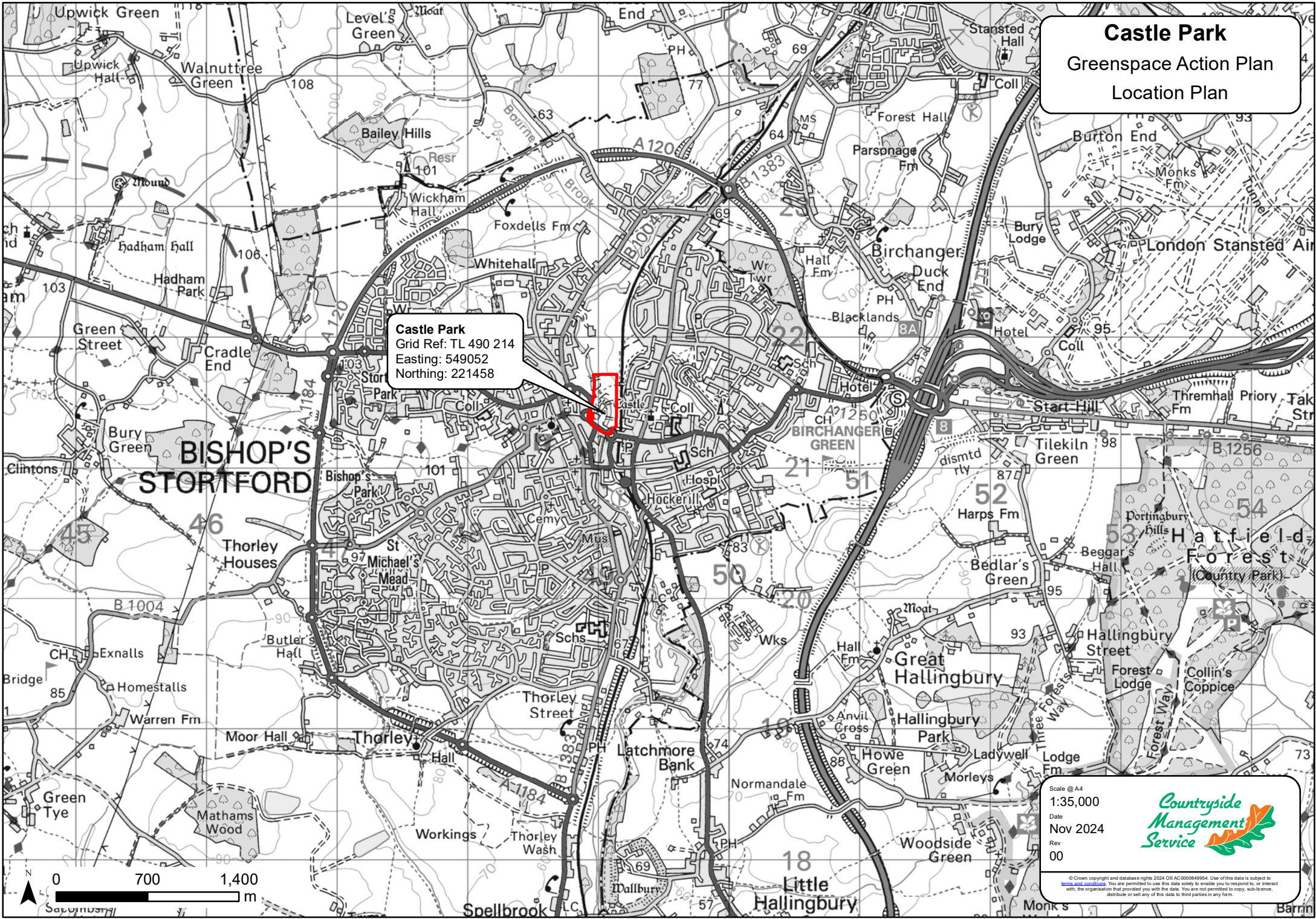
- Repurposing existing buildings into a café, public toilets and community room
- Re-landscaping to improve the setting and visibility of the war memorial
- A new major bridge crossing over the river Stort
- Creating public access and improving visibility of Waytemore Castle
- Habitat improvements along the river Stort and construction of a new viewing platform
- Expansion of the skate park
- Construction of new, relocated tennis courts
- Archaeological investigations
- The establishment of the Friends of Castle Park, who carry out conservation volunteering, events and community archaeology
- Welcoming ParkRun and Hertfordshire Health Walks to the park

Contract rectification periods run for 12 months following practical completion. These will operate until:

- Building works (Markwell Studio) – completed
- Building works (café and toilets) – 05 June 2025
- Hard landscaping works including bridge – 14 November 2025
- Soft landscaping works – completed
- Tennis courts – completed
- Skate park – completed

A summary of the project can be found in Appendix A

# Castle Park Greenspace Action Plan Location Plan



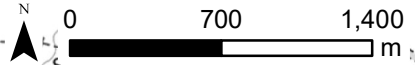
Castle Park  
Grid Ref: TL 490 214  
Easting: 549052  
Northing: 221458

## BISHOP'S STORTFORD



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Nov 2024  
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# Castle Park Greenspace Action Plan Site Description

## Legend

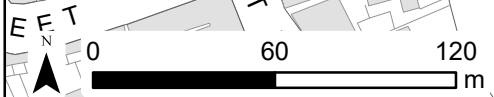
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- Asphalt
- Bridge
- Building
- Concrete
- Crushed Stone
- Grass with Bulbs
- Hedgerow
- Heritage Feature
- Paving
- Recreation
- River Bank
- Scrub
- Shrub Bed
- Sports and Play Equipment
- Utility
- Wall
- Watercourse
- Wildflower Grass
- Woodland
- Bench
- Bike Stands
- Bin
- Commando Socket
- Dog Bin
- Flag Pole
- Lighting Column
- Newly Planted Tree
- Picnic Bench
- Signage and Interpretation
- Signpost
- Tree



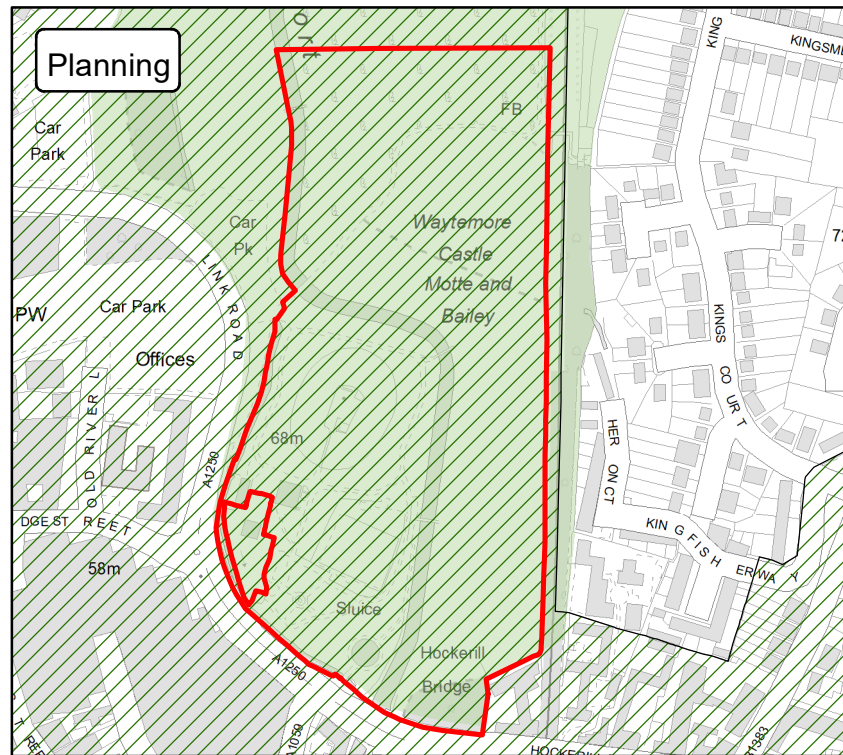
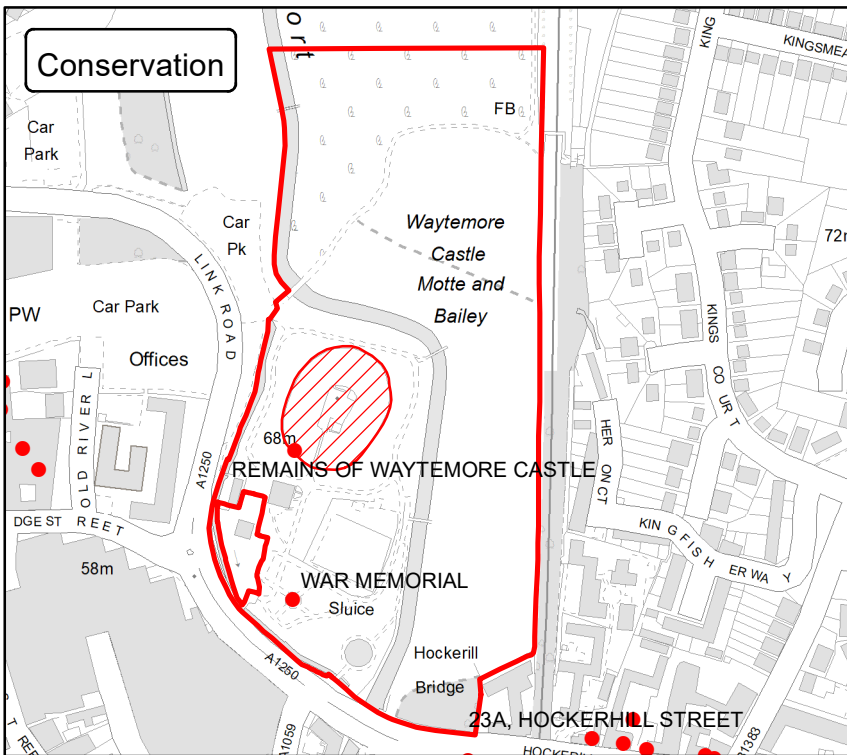
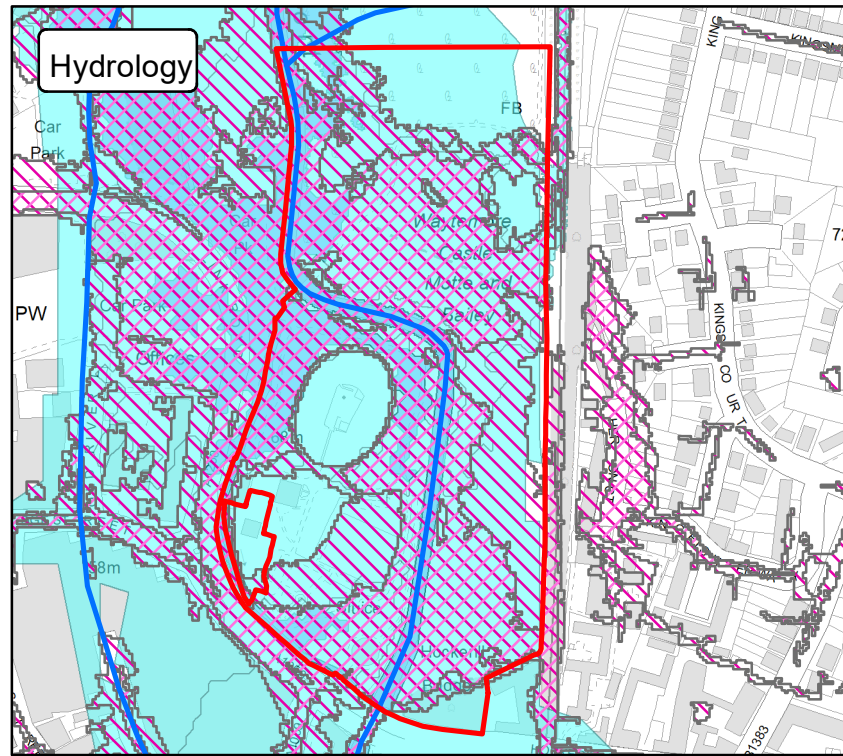
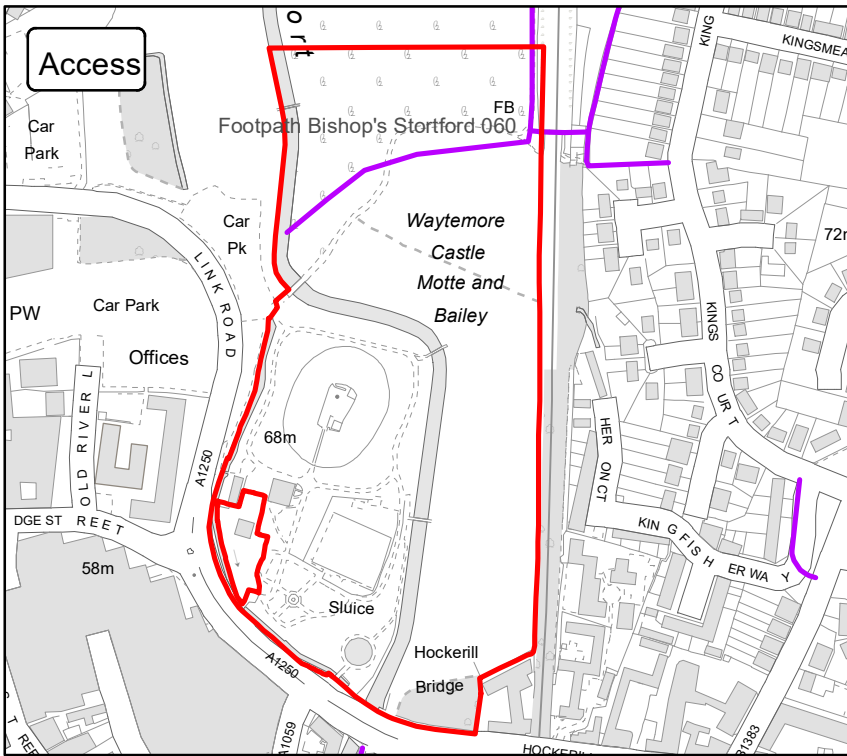
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Date  
Nov 2024  
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# Castle Park Greenspace Action Plan Constraints Plan



## Legend

- Site Boundary
- Footpath
- Flood Zone 3
- Flood Zone 2
- Surface Water Flooding - 1 in 100
- Surface Water Flooding - 1 in 1000
- Listed Building
- Scheduled Monument
- Conservation Area
- Greenbelt

N.B. Background OS mapping pre-dates recent construction works



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## 2.5 History and Archaeology

### 2.5.1 Waytemore Castle

Waytemore Castle was a Norman motte and bailey castle. Such castles were characterised by a keep constructed on a mound (motte) and surrounded by other supporting buildings and trades (bailey).

Remnant walls of the Waytemore Castle keep are present on top of the mound, as are two sunken chambers and a capped off well.

Waytemore Castle is defining feature of great significance to the history of the park and of the town. The key stages of the castle's history and development:

- Likely built around 1080 following the Norman invasion as an administrative site to help them control the town and surrounding area. It would have originally been constructed in timber.
- First flint and mortar structures likely added to create a more habitable base sometime around the Anarchy in the 12<sup>th</sup> century.
- Demolished during the Interdict in the early 13<sup>th</sup> century, with King John later forced to rebuild it. The remnant walls evident today likely date back to this time.
- Likely expansion of the bailey and crenelation of the keep and tower as Waytemore Castle reached its most developed phase in the 13<sup>th</sup> and 14<sup>th</sup> centuries.
- The castle declined from the mid-14<sup>th</sup> century and was in a ruinous state by 1549 when it was pulled down.

Further information on the history of the castle can be found on the website of the Friends of Castle Park - [www.friendsofcastlepark.org](http://www.friendsofcastlepark.org)



*Castle uplighters (left) and roboflail mowing (right)*

The mound is approximately 84m long, 64m wide and 12m high, making it a distinct part of the landscape. A series of uplighters placed around the base of the mound give it a subtle green glow at night, with the option of different colours that can be used during events, campaigns or celebrations.

Black, curved top estate railing runs around the perimeter of the castle mound, with a set of steps running up the southern elevation providing access to the castle remnants. Prior to 2023 a key for the gate had to be obtained from the Tourist Information Office, resulting in high volumes of unauthorised access involving scrambling up the northern elevation, producing an erosion scar. The permanent opening of the steps should allow this erosion scar to grass over.

Risks associated with accessing the mound are outlined on an information sign on the gate at the base of the steps.

Grass is cut on the mound by Roboflail at the start and at the end of summer. This management regime has allowed a diverse vegetation mix to establish on the sides of the mound, with areas of spring flowering bulbs also present. Vegetation at the top of the mound, including self-set tree growth and ivy, is managed manually by grounds staff and volunteers.

A harness system is being installed on the outer edge of the remnant masonry at the time of this reports production, which will be used by grounds team and volunteers to control vegetation growth. The grounds team will carry out any necessary herbicide treatments, whilst volunteers can carry out manual removals.

## **2.5.2 War Memorial Garden**



The war memorial garden is located at the southern end of Castle Gardens. It was relandscaped between 2022 and 2024 and is defined by a structured and ornate

layout, with 11 cherry trees (symbolising remembrance) and a yew hedge around the boundary. There are three heritage structures that are featured within this space:

- War Memorial for the First and Second World Wars:

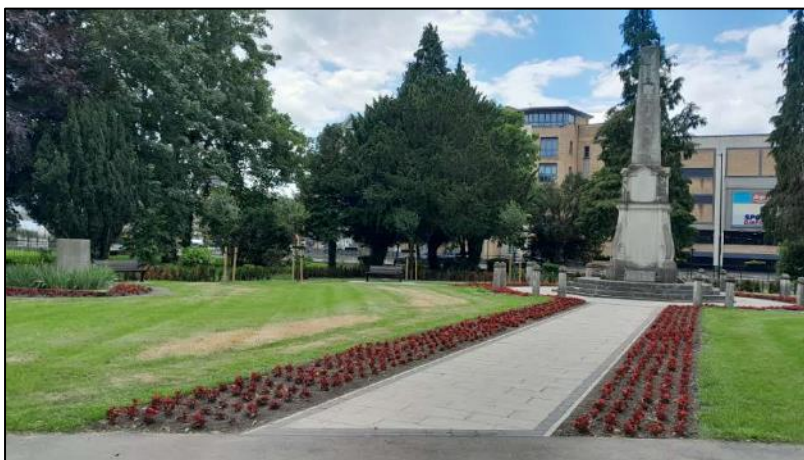
A Yorkstone memorial for 207 people from the town that died in World War One was unveiled in the park in April 1921. Reflecting the location of Bishop's Stortford, it features the emblems of both Hertfordshire and Essex. A further 107 names of those that died in World War Two were added in the early 1960s. This memorial was listed as a Grade II structure in 2001.

- Masonic Memorial (details courtesy of Colin Woodward)

This smaller memorial is close to the main war memorial, and commemorates a former member of the Masons, William M Smith, who lived between 1843 and 1927. The triangular structure reflects the 'all seeing eye' in Masonic symbology, representing a connection with God. Smith was a prominent wine merchant and member of the Masonic Lodge 'Royal Arch 409'. He was due to be elevated to a senior role within the Lodge in 1928 before his death in 1927. His fellow members deemed the memorial a fitting and lasting way to commend him.

- Hockerill Drinking Fountain

A granite drinking fountain, set on a Yorkstone plinth, was donated to the town in 1872 by Etra and Elisa Eyre. It was originally located at a crossroads within the nearby residential area of Hockerill. With the arrival of motorised vehicles the fountain became a hazard in its original location and was moved to the park to the west of the castle mound in the 1920s. It was moved to its current location in the War Memorial Garden in 2023 to give it greater prominence, when it was also restored to working order.



### **2.5.3 Hertfordshire Puddingstone**

A piece of Hertfordshire Puddingstone was brought into the park in 2024, having previously been displayed elsewhere within the town. It was sited on a path corner in proximity to other heritage features in Castle Gardens, with an explanatory interpretation plaque.



### **2.5.4 Archaeology**

#### *2.5.4.1 Castle Bailey*

Substantial sections of the park could potentially have formed part of the bailey of Waytemore Castle, and therefore have the potential for archaeological finds. This is particularly the case within Castle Gardens, with notably sensitive locations to the south of the castle mound. Due to the addition of made ground, likely in the late 19<sup>th</sup> or early 20<sup>th</sup> century, the upper layers within Sworders Field and some locations immediately around the castle mound are less likely to be archaeologically interesting. Nevertheless, archaeological input should be sought ahead of any works within the park that will require digging.

#### *2.5.4.2 Saxon Burial Site*

An archaeological dig was carried out on the area immediately to the south of the café between 2022 and 2024, ahead of planned re-landscaping. This uncovered significant human burials. It is likely these were connected with a chapel, with initial dating suggesting these are from the Saxon period. The finds are of significant interest, with further investigations and assessments proposed. Landscaping of the area will be re-designed following completion of the archaeological investigations.

Although no works are planned ahead of these further investigations, a geotextile membrane and gravel layer were placed at the base of the excavated extents. In

future this will provide a warning layer to grounds workers to stop and not proceed deeper without archaeological advice.

#### *2.5.4.3 Castle Gardens Events Space (former tennis courts)*

Upon removal of the former tennis courts the lower part of the sub-base was left intact to ensure no disturbance of the archaeology.

It is thought that investigations into this area could give rise to better understanding of the history of the site, including the nature of the castle bailey. It is therefore a potential location for future Community Archaeology.

### **2.5.5 Development of the Park**

Following the decline of Waytemore Castle in the 16<sup>th</sup> century the site was largely used for pasture, before being sold by the Bishopric of London to a private owner in 1849.

Castle Gardens was purchased by the Urban District Council in 1907 to create a public park and was set out with ornate shrub planting and pathways, as well as a bandstand and glasshouses. Sworders Field was later donated by councillor Joe Brazier in 1928.

The park developed in a piecemeal manner over the rest of the 20<sup>th</sup> century, with notably changes including the installation of the war memorial, construction of tennis courts within Castle Gardens, the construction of the Markwell Pavilion community rooms (now used as the café) and the re-routing of the River Stort through the park in the 1960s to allow for redevelopment works in the town centre. This re-routing of the river made use of old drainage channels that were deepened and widened, and connected to an arm of the Stort Navigation.

The recent redevelopment (2022-2024) was the first time the whole park had been developed with a unified plan.

## **2.6 Habitats and Wildlife**

### **2.6.1 River Stort**

#### *2.6.1.1 River Habitat*

The River Stort is a globally rare chalk river, with the majority of these located in southern and eastern Britain. Although the course of the Stort through Castle Park is not the original route of the river, the reach furthest north does have characteristics typical of chalk rivers including clear, shallow riffle waters over a gravel bed. These are ideal habitat for insects including caddisfly and mayfly, and breeding ground for fish.

Further to the south within the park the River Stort becomes increasingly impounded by the Stort Navigation, which is located immediately to the south of the park.

Habitat works carried out in the recent redevelopment project focussed on increasing the marginal riverbank vegetation by coppicing and pollarding trees to de-shade the river, scraping back the steep sided river banks in two locations and constructing brush berms to encourage in-channel vegetation and flow diversity. Berms were constructed by volunteers, and maintenance and top up of brush may be required until vegetated areas fully establish.

A viewing platform was installed by volunteers in 2024, enabling people to get right up to the edge of the water to enjoy and appreciate the river.

### 2.6.1.2 Fauna

The river is an important foraging corridor for bats, with recorded species including common pipistrelle (*Pipistrellus pipistrellus*), soprano pipistrelle (*Pipistrellus pygmaeus*) and Daubenton's (*Myotis daubentoniid*). Serotine bats (*Eptesicus serotinus*) have also been recorded within the park. As well as the river, bats are frequent along the northern boundary of Sworders Field beside the Town Meads.

Water voles (*Arvicola amphibius*) were found to be present in large numbers in pre-commencement checks ahead of works done to the river in 2023, having been absent in previous years' surveys. This reflects the expanding population on the Stort following their successful reintroduction that began in 2015. As a result, banks on the reprofiled sections were kept steep to ensure water voles can continue to burrow into these, and they will benefit from the expanded areas of marginal vegetation.

Eleven fish species were recorded in a survey in 2017, with roach (*Rutilus*), dace (*Leuciscus leuciscus*), minnow (*Cyprinidae* family) and bullhead (*Cottus gobio*) the most prevalent. Perch (*Perca fluviatilis*), chub (*Leuciscus cephalus*), pike (*Esox lucius*), brown trout (*Salmo trutta*), stone loach (*Barbatula barbatula*), three spined stickleback (*Gasterosteus aculeatus*) and nine spined stickleback (*Pungitius pungitius*) were also present at lower numbers.

Kingfishers (*Alcedo atthis*) are often seen within the park and otter (*Lutra lutra*) spraint has also previously been found.

### 2.6.1.3 Invasive Non-Native Species

#### 2.6.1.3.1 Himalayan Balsam

Himalayan Balsam can smother out native plants from a river bank, reducing biodiversity and making it more susceptible to erosion. The plant is present along much of the River Stort, and had previously been prevalent in locations throughout Castle Park.

Regular clearances by volunteers from the Friends of Castle Park, Countryside Management Service and Whoosh Canoe Club have taken place since 2017. During this time the abundance of the plant has greatly decreased. Himalayan Balsam remains present within Castle Park, but is significantly reduced in number to individual specimens. The volunteers have continued their efforts upstream, removing Balsam beside the Town Meads and in Grange Paddocks.

The Whoosh Canoe Club launched an initiative in 2020 to rid the whole Stort catchment of Himalayan Balsam, bringing together different landowners and volunteer groups. With Castle Park relatively high up within the catchment, the efforts to rid Castle Park of Himalayan Balsam are important not just to the park, but also the areas downstream where eradication measures are being implemented.

#### *2.6.1.3.2 Signal Crayfish*

Signal crayfish, native to North America, have a detrimental impact upon populations of the native white-clawed crayfish through the spread of diseases and by out-competing them. They also have significant fish and invertebrate predation impacts and can excavate extensive burrow networks that contribute to bank erosion. Signal crayfish are present at Castle Park. However, due to their presence throughout the river Stort control measures in Castle Park alone would be impractical.

#### *2.6.1.4 Wider Strategies*

##### *2.6.1.4.1 The River Stort Catchment Partnership*

The partnership was formed in 2012 from local groups and people, including community groups, charities, council and government agencies that aim to improve the Stort for wildlife and for people.

From this partnership the River Stort Catchment Management Plan was developed, which identified a number of projects that work towards to the four aims of:

- Maintaining sufficient flow to support a healthy river ecosystem
- Achieving water quality that is good enough to support a healthy aquatic ecology
- Maintaining and enhancing the river's natural habitats and wildlife
- Increasing people's awareness, appreciation, education and involvement

#### 2.6.1.4.2 Waterside Stortford

An initiative led by Bishop's Stortford Town Council and the Environment Agency to enhance the river as it runs through the town. The project has engaged key stakeholders as it developed an overall vision and identified enhancement projects. One major achievement has been the establishment of a promoted walk alongside the river, with signage and interpretation along the route.

### 2.6.2 Causeway Loop Channel

The Causeway Loop Channel is located around the western and southern boundary of the park, and is a characteristic feature of most of the park entrances. The northern end of the channel is fed directly from the River Stort. A pump located near to the Markwell Studio then lifts the water into an elevated part of the channel.

This pumping is done under an Extraction Licence from the Environment Agency and is sometimes instructed to be switched off, particularly during long dry spells.

The channel was slow flowing and near stagnant at times, often appearing unattractive. Native marginal river plants were introduced along the edges of the channel to create an attractive and biodiverse environment. These also act to narrow the channel, increasing the velocity of the water passing through.

### 2.6.3 Wildflower Grassland

Wildflower grasses have been sown surrounding the castle mound, providing a stunning display as well as a habitat for insects and source of pollen. Due to its ornamental location the mix includes both native and non-native (but non-invasive) species. The castle mound rises out from the wildflowers, with this contrast giving it a greater standing in the landscape.

Further wildflowers have been planted in the following locations:

- The right bank of the river Stort to the north and to the east of Waytemore Castle. Due to the tree cover the mix used here was for shaded locations.
- Alongside the Causeway loop channel in front of the Markwell Studio using a wetland mix
- To the north of the children's playground in Sworders Field

### 2.6.4 Bulbs

Spring flowering bulbs providing an early source of pollen and wild daffodils (*Narcissus pseudonarcissus*) have been mass planted throughout the war memorial

garden, to provide a stunning display early on in the year. Some sections of bulb planting have taken better than others, with additional bulb planting required to fill empty sections.

The first grass cut is done in June when the bulbs have finished. Bulbs have not been planted within 1m of the path edges to enable amenity grass strips to be maintained throughout spring and keep paths clear.



On one of the mounds in the skate park further wild daffodil planting was completed by volunteers from Bishop's House adult day centre, under supervision of Groundwork, in 2024. These will contribute to an attractive entranceway from the northeast of the park, and further bulb planting within these mounds can be continued.

### **2.6.5 Trees, Hedges and Woodland**

A small woodland exists at the southern end of Sworders Field on the site of a former school, comprised largely of Sycamore. To the north of the park are the Town Meads, characterised by scrub and secondary woodland, in which badgers are present. In recent years the tree lined boundary of the railway line has been strengthened with the addition of hedge plants, largely by volunteers, which will provide greater connectivity between these two habitats. It will also offer visual screening of the railway line and create a habitat in and of itself.

Around the park are numerous individual trees. Whilst many are mature and of a similar age, recent tree planting will add a greater age diversity.

## **2.7 Access, Facilities and Infrastructure**

### **2.7.1 Terrace Park Café and Kitchen**

The café and kitchen opened in summer 2024 in a building previously used as a community room. It has an associated terrace to the north that overlooks the castle mound, on which the café has placed a number of picnic tables.

The café building is on a long term lease from EHC to BSTC, and sub-leased to external operators. They can use the terrace under licence.

### **2.7.2 Public Toilets**

As part of the lease agreement the café operators maintain public toilets on behalf of the council. These include three standard cubicles, a disabled toilet and a Changing Places unit.

### **2.7.3 Markwell Studio**

The Markwell Studio is a community room available to hire that was opened in 2023, having been converted from a former disused toilet block. The room has a number of regular hirers, including the University of the Third Age (U3A), tai chi and yoga classes. Inside there is a disabled and a standard toilet and a kitchenette. Tables and chairs are stored inside which are available to hirers.

It is owned by East Herts Council and leased to Bishop's Stortford Town Council, who operate the room including daily cleaning through an external supplier, day to day maintenance, provision of Wi-Fi and taking bookings.

A space is located immediately to the north of the building that can be used for drop off of materials by hirers. This is not intended for use as a parking space. When driving through the park hirers should drive slowly at 5mph whilst displaying hazard lights.



*The Markwell Studio, with toilets and café behind*

#### **2.7.4 Splash Pool**

The Splash Pool features a large paddling area for children, having been renovated in 2014. It is one of the highest use parts of the park during operational months of May to September.

A toilet is housed within the pumping container, which is open during the operational months.

Having previously been in an isolated corner within the park, recently constructed pathways link the splash pool to the war memorial, towards the café, and via the new bridge to Sworders Field and the children's play area.

#### **2.7.5 Childrens Play Area**

The childrens play area at the south of Sworders Field is aimed at younger children, and features a wide range of different play equipment, as well as bins and benches.

Several items of play equipment have been replaced in recent years.

Bishop's Stortford Town Council carry out regular inspections of the equipment, with full annual inspections.

#### **2.7.6 Skate Park and Adventure Playground**

Situated at the northern end of Sworders Field, the area features a triangular street skate park, a skate ramp, basketball net and several pieces of standalone equipment. Much of the area was upgraded in 2022-2023, including an expansion of the skate park. The area is primarily focussed on more active sport and play. It is popular with teenagers and young adults, but is used by a wide age profile.



In close proximity to the skate park is a memorial tree and plaque to Jordan Trowsdale, who tragically lost his life in the park in 2009. It is often decorated by those wishing to respect and remember him.

### 2.7.7 Tennis Courts



Following the removal of the old courts to the north of the war memorial, new tennis courts were constructed at the northern end of Sworders Field. These are more appropriately located in proximity to other recreational features including the adjacent skate park and Grange Paddocks Leisure Centre to the north. The courts can be accessed easily from Link Road car park.

The access gate is a Smart Gate that was installed thanks to grant funding from the Lawn Tennis Association (LTA). This enables people to book courts via the LTA's online booking system, and generates data on usage.

The courts are managed through a service agreement by Bishop's Stortford Lawn Tennis Club. As part of this agreement the tennis club provide coaching sessions and free play sessions. They also carry out day to day maintenance, including keeping the courts under regular inspection. This maintenance is supported by the EHC grounds team that provide leaf clearance in winter and carry out ad hoc repairs.

This agreement ensures that the courts contribute to the wider network of tennis provision within Bishop's Stortford. As well as providing a place to play for regular users, the courts offer somewhere for new or infrequent players, with the potential for them to progress to the club should they wish to further pursue their interest in the sport.

Japanese Knotweed was present in the area prior to the construction of the tennis courts. This was excavated and stockpiled to the north of the courts. The stockpiled area is subject to ongoing treatments as part of the original removals contract. This treatment programme will end in February 2026, after which the area should be monitored and treatment arranged if required.

## 2.7.8 Bridges

### 2.7.8.1 River Stort Bridges

There are three bridges across the river Stort:

- Vehicular and pedestrian bridge from Link Road car park – this is the main access point for Sworders Field for vehicles. The specific weight limit is not known however it has regularly taken heavy loads both during the recent construction works and for regular events such as carnival and the circus.
- Footbridge northeast of Waytemore Castle – connects the northern end of the park and links to the recently constructed path across Sworders Field in the direction of the railway crossing to Hockerill. The bridge is not a recent construction, and although ramps and steps have recently been improved it does not provide full disabled accessibility. The bridge is narrow allowing for only one person to pass at a time. It has simple metal utilitarian railings.
- Footbridge at southern end of park – constructed between 2023 and 2024 to replace another narrow footbridge, this offers functional connectivity between the events spaces on Sworders Field and Castle Gardens as well as the play area and the splash pool. Its 4m wide construction allows for comfortable movement of large numbers of people, particularly during events. It is fully accessible with ramps and steps on either side. The bridge and railings feature timber balustrading that reflects the style of the café and community building cladding.



There had previously been aspirations to incorporate a pontoon structure into the new bridge across the Stort, which would enable direct access to the river and location to launch canoes, kayaks or paddleboards. This was not progressed due to the costs involved, however could be explored again if funds allow.

### *2.7.8.2 Causeway Loop Channel Bridges*

There are three footbridges at park entrances over the Causeway loop channel:

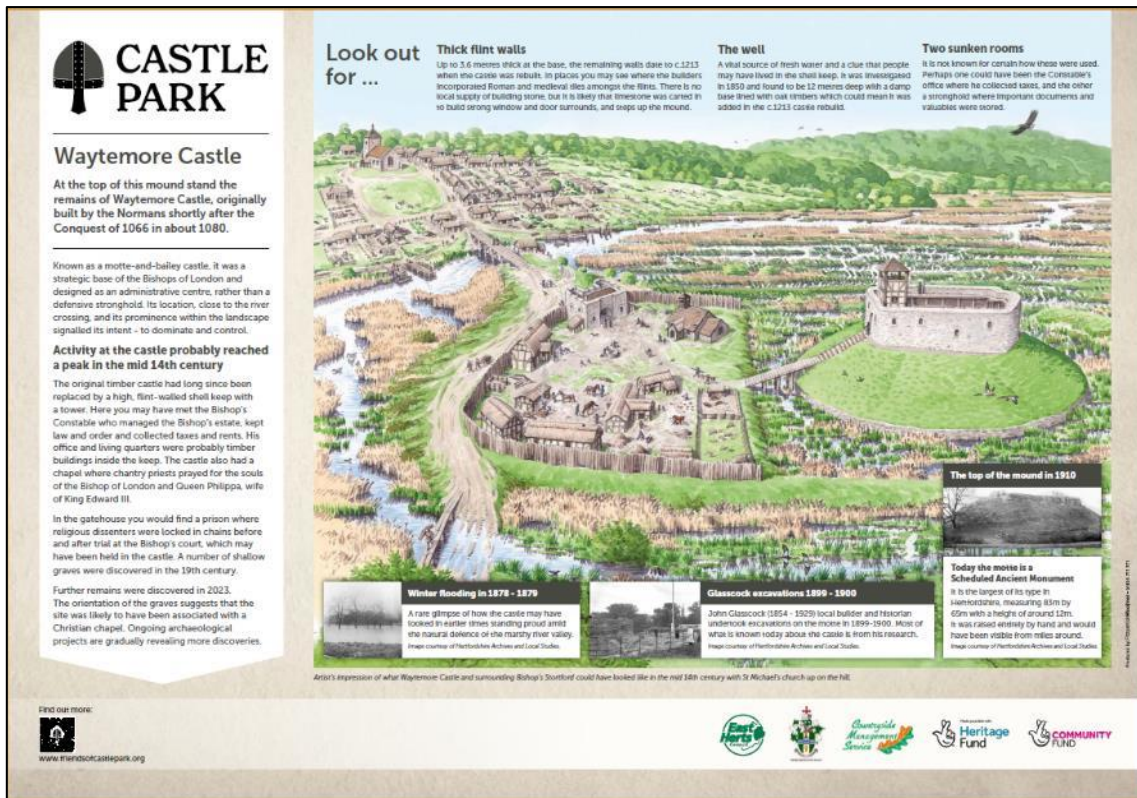
- Footbridge beside Markwell Studio – constructed in 2023, the bridge replaced two other poorly sited and unattractive bridges. The style matches the new footbridge over the Stort with timber balustrading.
- Vehicular and footbridge beside war memorial – provides vehicle access to Castle Cottage and to the war memorial. It has a simple metal railing.
- Vehicular and footbridge to splash pool – similar in style to the bridge beside the war memorial, with gated access to secure the splash pool.

## **2.7.9 Site Furniture**

### *2.7.9.1 Interpretation Boards*

New interpretation and site entrance boards were installed in summer 2024 by volunteers. They are constructed from timber, with many featuring a Norman helmet that is widely used as a logo for the park. The signage includes:

- Entrance boards and notice boards. At the entrance beside the Markwell Studio this is combined with the History Timeline interpretation board. Where located by the river these are combined with signage from the Waterside Stortford walk which passes through the park
- Interpretation of the park's history and nature (History Timeline, River Stort, Waytemore Castle)
- Welcome and instructional signage at recreational facilities (Childrens Playground, Skate Park and Adventure Playground, Splash Pool, Tennis Courts, Waytemore Castle access)
- Small interpretation panels at individual heritage features (Hockerill Fountain, Puddingstone, Waytemore Castle remnants, War Memorial, William Smith Masonic Memorial)
- Welcome signs to go on railings at less prominent entrances
- Signage for toilets and the Markwell Studio



*Interpretation panel displayed at the base of the castle mound, displaying an illustration of how the castle and bailey could have looked*



*Volunteers from the Countryside Management Service and Friends of Castle Park installing the interpretation panels*

In addition, within the park there are two interpretation boards from the Waterside Stortford riverside walk that explore the natural river corridor. These are in simple black lectern frames that reflect the style used along the rest of the trail. Due to the contrasting styles care was taken to ensure they were positioned away from the timber interpretation boards so they do not clash or create a cluttered appearance.

### 2.7.9.2 Bins and Benches

A number of different bins and benches have been used across the park historically, resulting in a non-uniform appearance. This was compounded by having two separate land ownerships.

Agreed styles of bins and benches were established during the lottery redevelopment project, which now represent over half of the furniture on site. As and when remaining old styles of bins and benches require replacement these should be done using the following products:

- Picnic benches: Earth Anchors Surrey 1.5m Table. Where in an accessible location to be Earth Anchors Surrey Wheelchair Accessible 1.5m Table. Colour brown.
- Standard benches: Earth Anchors Evergreen Seat. Frame colour black.
- Bins: Wybone RLA/5 Timber Fronted Litter Bin. Finish textured, colour slate grey, slat finish shiplap recycled plastic, aperture standard, artwork standard tidyman.



A space has been left beside many of the benches to allow for a wheelchair to be placed alongside them.

### 2.7.9.3 Commando Sockets

There are several commando sockets located around the park that can be used for electricity supply during events.

## 2.8 Community and Events

### 2.8.1 Volunteer Led Activity

#### 2.8.1.1 Friends of Castle Park



The Friends of Castle Park are an independent group, separate from EHC and BSTC. They were established in 2017 and now carry out monthly conservation activities and arrange community archaeology digs. Their website, [www.friendsofcastlepark.org](http://www.friendsofcastlepark.org), provides information on their activities as well as wider information on the park and its history.

Conservation tasks include activities such as Himalayan Balsam pulling, tree planting and litter picking, as well as activities such as bat walks. These small events provide an opportunity for income for the group through small charges or donations.

There have been four community archaeology digs, during which volunteers have been given training to support them in developing and leading on further digs in the future. These have the ability to continue to uncover and learn more about the history of the site.

CMS works on behalf of East Herts Council on various other parks and greenspaces across the district. CMS is nationally accredited with the Investing in Volunteers standard and has considerable experience of supporting friends groups, currently working with over 25 groups across Hertfordshire. Through these arrangements with EHC they agree an annual task programme with the Friends of Castle Park and complete a 'health check', involving a review of procedures such as health and safety.

The Friends of Castle Park are covered by the council's insurance provided activities have been agreed and approved beforehand.

#### *2.8.1.2 Countryside Management Service Volunteers*

The Countryside Management Service volunteers carry out conservation tasks on sites across the county, with East Herts served by the Tuesday group. They will carry out tasks, often jointly with the Friends of Castle Park, where larger numbers are required or where particular skill sets are required, such as construction projects.

The CMS volunteers were notably involved in the construction of the viewing platform on the river.

#### *2.8.1.3 Hertfordshire Health Walks*

Health Walks are led by trained volunteer walk leaders, administered and supported by Hertfordshire County Council. Walks in Castle Park take place weekly and include a First Steps, Grade 1 and Grade 2 walk. Further information is available at [www.hertfordshire.gov.uk/healthwalks](http://www.hertfordshire.gov.uk/healthwalks)

#### *2.8.1.4 Parkrun*

Castle Park Parkrun is held every Saturday and is well attended, often getting 300-400 participants, and supported by around 30 volunteers. They typically start and end in Sworders Field, going via Grange Paddocks to the north.

On days where there are clashes with other events the Councils will work as flexibly as possible with Parkrun. This may sometimes require the course route to be altered or where unavoidable for individual weeks to be cancelled.

#### *2.8.1.5 Community Payback*

Support from Community Payback workers is occasionally made available, although not to a regular or planned routine. This will typically involve activities such as an additional litter pick to those already scheduled.

## **2.8.2 Concessions**

There are two ice cream concessions within the park, arranged through BSTC. One is located at the Splash Pool and the other beside the skate park. Electricity supply has been established to each of these locations, enabling use of electric vans in future.

A pop-up coffee stall operates in Sworders Field, close to the bandstand, and is also arranged through BSTC.

## **2.8.3 Events**

### *2.8.3.1 Events Spaces*

There are two open spaces that can readily accommodate events – Sworders Field and the recently created open space in the centre of Castle Gardens. Sworders Field has historically been used for large events, including the town carnival which is attended by approximately 10,000 people. The events space in Castle Gardens is a smaller circular space surrounded by pathways, in close proximity to heritage features and the café. The two spaces can support different types of events, but due to the location of the wide bridge connecting them, can also be used together.

### *2.8.3.2 Carnival*

Carnival is the largest event within the town's calendar. It involves a procession through the town, ending up in Castle Park which is set up with a range of stalls and fairground rides. The event can attract up to 10,000 people.

It has historically been held solely on Sworders Field. However with the establishment of the two events spaces it now has the potential to spread across the whole park with the agreement of both Councils.

### *2.8.3.3 Remembrance Day Event*

A Remembrance event take place at the war memorial on 11 November, with a larger public commemoration held on Remembrance Sunday. These are arranged by the Royal British Legion with the support of BSTC.

In advance of Remembrance the seasonal bedding around the war memorial is replanted by EHC.

#### 2.8.3.4 Externally Organised Events

Numerous events are arranged by organisations external to the Councils, such as:

- Conservation and wildlife events arranged by the Friends of Castle Park, such as bat walks, mushroom walks and Tree ID walks
- Community archaeology digs run by the Friends of Castle Park
- Circus and funfair
- Ad hoc music events at the bandstand

## 2.9 Hydrology

### 2.9.1 Surface Water Drainage

Following high rainfall, surface water can accumulate within certain areas of the park, including Sworder's Field to the south of the skate park, and around the bandstand, and within Castle Gardens near to the war memorial. Many of the new pathways installed as part of the lottery funded redevelopment project are permeable and will direct water to these areas.

From each of these three areas are drains to allow the water to flow into either the Causeway Loop channel or the River Stort. The outflow volumes through these drains are controlled by hydrobrakes to hold water back within the park and slowly release it, thereby reducing flood risk elsewhere. For this reason a bund is present around the outer edge of the war memorial garden, which will prevent surface water accumulations directly entering the Causeway Loop channel.

### 2.9.2 Fluvial Flood Plain

The vast majority of the park falls within flood zone 2 or 3 (see Constraints Plan). High flows often occur following prolonged rainfall.

Although most management of the river falls to EHC and BSTC as riparian landowners, as the Stort is a main river the Environment Agency may also carry out in channel clearance work if they consider it to be causing an unacceptable flood risk.



*High river levels in 2009 (left) and 2024 (right)*

## **2.10 Site Management**

### **2.10.1 Grounds Maintenance Teams**

East Herts Council and Bishop's Stortford Town Council are each responsible for managing their respective land ownerships. A full maintenance schedule can be found in Appendix B.

East Herts Council procure a management contract to cover their green spaces. The current contract is with Glendale, who were appointed in 2020 on an 8 year contract, with a potential 5 year extension. As well as regular maintenance requirements, the contract has provision for additional ad hoc items.

Bishop's Stortford Town Council have an in-house team of park managers to carry out maintenance across their landholdings.

### **2.10.2 Herbicides Use**

Herbicides are not used routinely within the park except in exceptional circumstances where there is a clear need and no viable alternative. Where their use is unavoidable, measures will be put in place to minimise wider impact. It is expected that they will be used:

- to treat Japanese Knotweed. This should be applied directly to the plant or through stem injection to avoid herbicide spread to surrounding vegetation.
- to control vegetation growth on the castle remnants where manual removal would cause damage to the scheduled monument. This will be used only where necessary and all material that can be will be removed manually.

### **2.10.3 Invasive Species and Biosecurity**

To minimise risks of spreading invasive species and biosecurity risks, the Check Clean Dry approach should be followed by all those doing works on site:

- Check equipment and clothing on leaving site. Remove any mud and organic matter.
- Clean equipment and clothing thoroughly as soon as possible.
- Dry equipment and clothing for as long as possible before using elsewhere.

### **2.10.4 Tree Safety Inspections**

Tree safety inspections are arranged annually by both EHC and BSTC, with mitigation works arranged to reflect the recommendations made.

### **2.10.5 Play Equipment Inspections**

Safety inspections are carried out to the play equipment – see maintenance schedule (Appendix B)

## **3.0 ANALYSIS & EVALUATION**

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### **3.1 A Welcoming Place**

#### **3.1.1 Site Entrances and Sight Lines**

Site entrances have been vastly improved in recent years to make them more functional and more attractive, including the new path and footbridge beside the Markwell Studio and decluttering the entrance from Link Road car park, that once had a gate and an abundance of railings. The improved entrance beside the Markwell Studio will be crucial to connecting the park into any future developments that may occur on the Old River Lane site on the opposite side of Link Road

Sightlines to key features within the park have also been incorporated into the recent works, including viewpoints of the war memorial and showcasing Waytemore Castle with uplighters at night, which gives it great prominence from Link Road. If funding allows, additional uplighters can be incorporated to further improve the visual impact of the lighting.

There are further opportunities to improve the visibility of Waytemore Castle from within the park, particularly by better connecting it with the new events space to the south. There are a number of ornamental shrubs obscuring visibility, whilst offering little landscape or biodiversity benefit. Removal of these will open up views of the mound, whilst the lower limbs of trees can also be lifted to further enhance this effect. Whenever existing mature trees around the castle mound die or require removal for tree safety reasons, these should be replaced elsewhere in the park and not in the direct vicinity of the castle mound.

#### **3.1.2 Signage**

New signage showcases the park as a key destination point in the town, with interpretation panels enabling visitors to develop a greater understanding of the natural and historical heritage.

To ensure these continue to engage visitors they will need to be kept clean and the notice boards regularly updated to promote the activities taking place.

The map on the entrance board will also require updating periodically following any major developments or changes. The copyright for the image is held by EHC.

#### **3.1.3 Accessibility**

Accessibility for all has been greatly improved with recent sealed surface path works and the new bridge opening up many areas of the park to a wide range of users,

including walkers, cyclists and wheelchairs. The path along the northern end of Sworders Field is the final route being resurfaced, which is due to be completed prior to commencement of this plan.

#### *3.1.3.1 Access for those with additional needs*

Use of the path network includes Health Walks, which is regularly attended by those from Bishop's House adult day centre. Paths connect to the majority of destination points within the park, including the café, toilets, war memorial, drinking fountain, splash pool, skate park and tennis courts.

Numerous picnic benches around the park have an open bay for wheelchair access, and many standard benches have been placed on paving with space to the side for a wheelchair.

The provision of public toilets enables visitors to prolong their stay in the park, with the inclusion of a Changing Places toilet vital for those with certain additional needs.

There are two key areas within the park that do not have full accessibility:

- As a scheduled ancient monument, full disabled access to Waytemore Castle cannot be achieved. However a decision was taken to place the main explanatory interpretation panel at the base of the mound to ensure it can be viewed by all.
- The central footbridge over the river Stort is not fully accessible, with efforts focussed on improving the footbridge at the more strategically important location beside the splash pool. Nevertheless, it has recently been improved with new ramps on either side to enable better, if not full access.

#### *3.1.3.2 Cycling access*

The main path alongside the river Stort forms part of a wider cycle network that links the town centre with the surrounding residential areas, as does the path crossing Sworders field to the east of the skate park. Subtle uplighters enable safe use of these paths at night.

Within the park cycle parking has been established outside the café.

## **3.2 Healthy, Safe and Secure**

### **3.2.1 High Quality Facilities**

The park offers a range of high quality facilities for a diverse demographic, including a variety of sports and play equipment, the café, public toilets and community room.

Ensuring these continue to operate to a high standard will involve periodic upgrades as and when required due to wear and tear.

The café, public toilets and tennis courts are operated under contract with third party providers. As and when contracts are due for renewal, renegotiation and/ or re-tendering will ensure these continue to offer high quality provision.

### **3.2.2 Crime and personal security**

Some users of the park have in the past expressed concerns about using some areas of the park due to antisocial or intimidating behaviour. Throughout the design process of the recent redevelopments, local people were engaged and police input obtained. The general approach has been to ensure no areas of the park are inaccessible or rarely used by the public. New pathways and easier access have improved conditions at previous hotspots of antisocial behaviour including the castle mound, behind the graffiti wall and the small woodland at the south of Sworders Field.

At night the path along the north of Sworders Field towards the railway bridges is lit by lighting columns, as are the paths around Castle Gardens.

CCTV has been installed around the café to help keep these premises safe and discourage antisocial behaviour in this area.

Despite this, antisocial behaviour and crime is an ongoing and ever changing concern, and wherever possible both BSTC and EHC will support initiatives from the local police team. The police are routinely invited to events arranged by the Councils.

### **3.2.3 Safety of Equipment and Facilities**

Risks cannot be eradicated but through sufficiently regular inspections can be managed at an appropriate level, with the implementation of mitigation works where identified.

The regular inspection regime carried out to the various play equipment, combining in house and external inspections, is appropriate for minimising risks. This will be continued and applied to any new equipment.

Tree inspection surveys ensure visible tree risks are managed proactively.

Works carried out by volunteers, including the Friends of Castle Park, are subject to agreement in advance to ensure tasks are safe and suitable for the volunteers and park users. The group undergoes an annual 'health check' carried out by CMS to ensure safe practices.

### **3.3 Well Maintained and Clean**

#### **3.3.1 Keeping the Park Clean**

Regular litter picks, a high number of litter bins and frequent bin emptying ensure that the park is kept to a high standard. This is supported further following large events by additional visits as needed.

Graffiti is removed by BSTC on an ad hoc basis, with priority removal of any offensive material. EHC remove graffiti on a 28 day cycle as part of cleaning operations on all benches and bins.

#### **3.3.2 Operating the Buildings**

BSTC arrange daily cleaning of the Markwell Studio as part of their general management of the building. This ensures it is kept in a good condition for all users.

The café operators are responsible for their own space as well as for conducting regular cleaning of the public toilets.

### **3.4 Environmental Management**

#### **3.4.1 Minimising Environmental Impact**

The policies of the grounds maintenance teams ensure that impacts of herbicides are kept to a minimum, and that biosecurity risks are minimised, particularly in relation to the river. As and when new best practice approaches become evident, these should be adopted wherever possible.

Whenever tendering for works, either for general grounds maintenance or individual works, contractors should be asked to maintain these standards.

The recent building refurbishments have improved their energy performance, thereby reducing their carbon emissions. To further reduce emissions, electricity supply to the ice cream van sites will enable these to support electric vehicles in future.

### **3.4.2 Climate Change Adaptation**

Under changing climate conditions and more extreme weather events, having a wide range of habitats on site can provide greater resilience, such as by having pollinators present throughout the year. This can be ensured by maintaining the current mix and ensuring newly created habitats successfully establish, expanding these where possible. This includes new tree planting, which creates a wider age structure to the trees in the park.

### **3.4.3 Invasive Species**

The area around the tennis courts where Japanese Knotweed was stockpiled should be monitored annually over summer to ensure there is no regrowth, with herbicide treatment arranged if present. There is also a Japanese Knotweed stand present on the right bank of the river at the northern end of the park that will require ongoing treatment. An Environment Agency AqHerb01 agreement will be required.

Himalayan Balsam along the river is to be continued to be pulled, ideally in around June and August, though this can be adjusted depending on weather conditions and the development of the plant.

There is no proposed action for the Signal Crayfish present.

If Oak Processionary Moth is identified on site this should be managed according to latest Forestry Commission guidance, and notices put up on site.

## **3.5 Biodiversity, Landscape and Heritage**

### **3.5.1 Habitat Provision**

Although as a town centre park large areas of the site are used for amenity grass, Castle Park nevertheless supports a range of different and important habitats, including wildflowers, bulbs, pollinating shrubs, trees, hedgerows and a river. The combination of these creates a habitat that can support a wide range of animal species.

With many of these habitats having been recently created, the management of them to successful establishment will be a key focus over the coming years.

## **3.5.2 Establishment and Management of Wildflower Areas**

### *3.5.2.1 Around the Castle Mound*

The wildflowers around the castle mound were sown in 2024, producing initial impressive displays that comprised predominantly poppies. Over time such instant impact species are likely to reduce and should be replaced by perennials that will establish more slowly. Depending upon the success of the establishment of these perennials, over-sowing may be required. The species diversity should be monitored on an annual basis and oversown where needed. This can be done in sections each year in areas that are manageable for volunteers.

The area was initially seeded with John Chambers Sunray mix and John Chambers Heritage Hedgerow mix. A striking display is important to create a setting for the castle mound, therefore a combination of native and non-native (but non-invasive) species can be included. To encourage more perennials, oversowing, if required, would be carried out with:

- In open areas a combination of Pictorial Meadows Moody Blues mix and Pictorial Meadows Native Meadow mix
- In shaded areas Pictorial Meadows Woodland Edge mix

### *3.5.2.2 Alongside Sworder's Field Paths*

The outer edges of the perimeter paths in Sworders Field can be seeded to establish greater species diversity and in these locations should aim for native species only. This can be done in phases as a volunteer activity.

The mixes to be used should be:

- Alongside the river, railway and to the west of the play area: Landlife Wildflowers Hedgerow and Light Shade Mix 80/20. Spring flowering bulbs including wild daffodils and crocuses can also be included in shadier locations.
- North of the play area: Area has been previously seeded but can be oversown with Pictorial Meadows Native Meadow mix as needed

### *3.5.2.3 West of the Tennis Courts*

An area of scrub to the west of the tennis courts can be cleared and then seeded with a woodland mix (e.g. Landlife Woodland and Heavy Shade Wildflower Seeds LW8M 80/20) and then managed with an annual wildflower cut. This will create greater

species diversity whilst preventing woodier species establishing that would obscure visibility of the courts.

### **3.5.3 Hedgerow Planting and Establishment**

#### *3.5.3.1 Tree and hedge corridor beside railway line*

Volunteer planting has seen significant numbers of new understorey plants (such as hawthorn, hazel and holly) added beneath the existing established trees. The establishment of these will produce a robust vegetation barrier that will both screen the railway line and create a valuable habitat, such as for nesting birds.

Not all of the plants will successfully take, and where there are large groups of failures these should be replaced (unless where there is an obvious reason for failure that cannot be addressed, such as excessive shading). Planting will preferably be in November or December, though this can be extended until February if necessary.

Applying mulch, particularly in the first years of planting, can greatly support their establishment. This can be supported by conservation volunteering tasks of the friends group where mulch is purchased for them.

Approximately 3-5 years after planting, the spiral guards applied to the hedge plants can be removed. Where possible these can be re-used.

Existing trees should be monitored according to the tree risk strategy. Where trees fall or are removed, resulting in an open section of canopy, these should be replaced with other canopy trees such as oak or hornbeam.

#### *3.5.3.2 Yew hedge around war memorial garden*

The yew hedge will take some years to establish. Where failures result in gaps greater than 50cm these should be infilled with new plants.

The eventual established height should be 2m to give enclosure to the space, with the hedge topped and sided annually to provide a tidy appearance.

### **3.5.4 Management of Recently Planted Individual Trees**

The newly planted trees should be watered for the first three years during dry periods, with mulch applied around the base annually. Tree ties should be loosened as the tree grows, with the stakes removed upon establishment after approximately three years.

Any failures should be replaced in the following autumn or winter, and maintained as above to establishment.

### **3.5.5 Further Tree and Hedge Planting**

There is scope for additional habitat creation through further tree and hedge planting. This could include further understorey planting alongside the railway line, particularly towards the northern end of the park, scattered trees around the skate park and tree planting in the Town Meads. The latter would ideally be fruit trees to provide a food source for badgers.

Such planting could be carried out as a volunteer task, with plants, guards, stakes and mulch provided by the Councils.

### **3.5.6 Supporting the Habitats on the Watercourses**

#### *3.5.6.1 Habitat along the River Stort*

The works carried out along the Stort should be monitored over the forthcoming years to determine how well the in-channel vegetated habitat is establishing. It is likely that the reach of the river flowing north to south will require additional tree reductions through coppicing and pollarding to open up further light into the channel, particularly on the right bank.

Existing pollarding on the river banks will need to be managed on a cycle, with re-pollarding every 5-7 years. The initial pollards were carried out at a height suitable for management by hand tools, enabling this to be carried out as a volunteer task. A new section of the river bank, approximately 50m in length, can be re-pollarded each year (starting at the southern end), to complete the whole river within the 7 year cycle. This ensures pollards at different stages of the cycle, creating greater habitat diversity.

Brash berms should be topped up as required until vegetation has established within or around them. If additional brash berms are required these will require consent from the Environment Agency.

Himalayan Balsam removal should continue to maintain control of the plant. With agreement of the Councils this can extend to other Council owned land to the north of the park.

Ongoing riverfly monitoring will help to flag early any pollution incidents, and record long term improvements to the condition of the river.

### *3.5.6.2 Causeway Loop Channel*

The coir rolls on the edges of the channel can be expanded with brush berms. A berm can be constructed next to each of the coir rolls. Material can be obtained from on site coppicing work, with chestnut stakes purchased if required. This will work to further narrow the channel whilst offering the wetland vegetation a space into which to establish.

## **3.5.7 Maintenance of Heritage Structures**

### *3.5.7.1 Waytemore Castle*

Protection of the castle masonry will be carried out through the ongoing control of vegetation. This will be a long term project to gradually reduce the vegetation growing on and around the walls. Using the harness system where necessary, the grounds team will carry out regular herbicide treatments to the ivy growth. Volunteers will cut back trees and scrubby vegetation. This is to be co-ordinated with the grounds team who should treat any exposed stumps.

### *3.5.7.2 Hockerill Drinking Fountain*

The drinking fountain should be maintained as per Appendix C – Operation and Maintenance Manual, including a shut down for winter.

### *3.5.7.3 War Memorial*

The war memorial has been cleaned intermittently in the past, and any damage repaired on an ad hoc basis. As a listed structure this requires consent, and it is best practice to agree this in advance with the War Memorials Trust.

Bedding planting installed throughout the year, but refreshed in advance of Remembrance Day, will be continued as this elevates the landscape around the structure.

### *3.5.7.4 Masonic Memorial*

The structure itself does not typically require ongoing maintenance but could be subject to ad hoc repair requirements as needed. The planting around it should be maintained as lower level, ornamental planting that does not conceal the structure.

#### *3.5.7.5 Burial Site*

The Saxon burial site beside the café will be subject to further investigation works, after which ongoing management requirements will be determined. Prior to this, no digging works should take place without prior agreement of the archaeologists involved in the project.

#### *3.5.7.6 Former School Site*

The site of the former school, now a small woodland at the southern end of Sworders Field, could be opened up as part of a volunteer project. This could free the remnant section of wall and small interpretive plaques from scrub encroachment.

### **3.6 Community Involvement**

#### **3.6.1 Volunteer Groups**

The Friends of Castle Park, Park Run and Health Walks are an integral part of the park, supporting important conservation work, engaging people in sport and healthy lifestyles, and leading on many aspects of the ongoing archaeological investigations.

Having been supported directly by the redevelopment project team whilst works were undergoing at the park, the Friends of Castle Park are now supported by CMS. The Councils will work collaboratively and supportively with the Friends of Castle Park and other volunteer groups wherever their aspirations meet those of this plan.

Fundraising will be crucial to enable the volunteer groups to operate successfully. FoCP currently raise money to in part cover ongoing operational costs through small charges at events such as bat walks. As groups that are independent of the Council, they are often eligible to apply for funding grants that local authorities are unable to. These can come from a variety of external funders. There will also be two funding sources available administered by BSTC which can be applied for, from funds generated from the café (available for any groups supporting the park to apply for) and from the Brazier Trust.

### **3.7 Marketing and Communication**

#### **3.7.1 On Site Notice Boards**

There are notice boards built into the interpretation panels at the main entrances from Link Road car park, beside the Markwell Studio and at the southern end of Sworders Field. Both the Councils and the Friends group have keys to the boards,

which are used to publicise such things as events, volunteer tasks and the results of wildlife surveys.

### **3.7.2 Council Websites**

The websites of EHC ([www.eastherts.gov.uk/castlepark](http://www.eastherts.gov.uk/castlepark)) and BSTC ([www.bishopsstortfordtc.gov.uk/sworders-field](http://www.bishopsstortfordtc.gov.uk/sworders-field)) provide an overview of information about what can be found in the park, as does the ParksHerts site ([www.parksherts.co.uk/parks/castle-park](http://www.parksherts.co.uk/parks/castle-park)). The BSTC website also includes booking information for Sworder's Field.

### **3.7.3 Friends of Castle Park Website**

The website of the Friends of Castle Park ([www.friendsofcastlepark.org](http://www.friendsofcastlepark.org)) was designed specifically to provide information on Castle Park. It outlines forthcoming events and activities, volunteering opportunities and a picture gallery. It also provides more detailed information on the heritage and nature of the park than that which is found on the interpretation boards. In this way it complements the interpretation boards, which offer a quicker and easier to consume source of information, but link to the friends group website for more information.

### **3.7.4 Social Media**

Both the Councils and the Friends group have social media accounts, including Facebook and Instagram. The Friends group Facebook page has a notably strong local following.

### **3.7.5 Local Media**

The Councils will utilise press releases for any major announcements and developments, and will work closely with Bishop's Stortford Independent to support publications relating to the park.

### **3.7.6 Green Flag**

In 2024 Castle Park obtained the Green Flag award for the first time. The Councils are committed to securing the Green Flag each year throughout this management plan, the first seven of which are a requirement of the lottery grant.

## 4.0 AIM & OBJECTIVES

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The aim and objectives of the GAP are as follows:

### **Aim**

To ensure Castle Park remains a vibrant park that positively contributes to the lives of the people of Bishop's Stortford, offering them a well maintained space to engage in activity or recreation, to learn about heritage, to participate and to attend events.

### **Objectives**

#### **A. Protect and Celebrate the Historical and Natural Heritage**

- A1 Ensure historical structures are maintained to a high standard and celebrated
- A2 Promote the establishment of a variety of different habitats throughout the park
- A3 Enable where possible events that celebrate the park's heritage
- A4 Identify opportunities to further explore and interpret the park's history

#### **B. Engage Visitors and Support Community Participation**

- B1 Maintain the interpretation panels and notice boards
- B2 Encourage community participation in future works and events
- B3 Support volunteer activity

#### **C. Encourage Active and Healthy Lifestyles for All**

- C1 Maintain paths in a good and accessible condition
- C2 Work collaboratively with organised groups such as Parkrun and Hertfordshire Health Walks
- C3 Ensure sports and recreation facilities are maintained to a good standard

#### **D. Promote the Park as a Destination within Bishop's Stortford**

- D1 Encourage a range of events throughout the year
- D2 Support the café to successful establishment
- D3 Maintain a range of high-quality recreation facilities

#### **E. Ensure the Park is Safe, Clean and Well Maintained**

- E1 Maintain the park to a standard that continues to secure the Green Flag award
- E2 Ensure the park continues to undergo regular maintenance and safety inspections

## 5.0 ACTION PLANS AND MAPS

Acronyms	
BSTC	Bishop's Stortford Town Council
CMS	Countryside Management Service
EHC	East Herts Council
FoCP	Friends of Castle Park

### 5.1 ANNUAL AND REGULAR ACTIONS

Ref. no.	Action	Obj. Ref.	When	Lead	Delivery	Funding	Est. Cost
0.1	General maintenance as per maintenance schedule (Appendix B)	A1, B1, C1, C3, D3, E1, E2	All year	BSTC/ EHC	Grounds Teams	BSTC/ EHC	Contract / staff costs
0.2	Himalayan Balsam removal	A2, B3	May/ June & Aug/Sept	CMS	FoCP	-	£0
0.3	Treatment and ongoing monitoring of Japanese Knotweed stand beside river	E1, E2	Aug / Sept	EHC	Contractor	EHC	Grounds cost
0.4	Ongoing monitoring and treatment if required of Japanese Knotweed stockpile north of tennis courts	E1, E2, C3	Aug / Sept	EHC	Grounds Team/ Contractor	EHC	Grounds cost
0.5	Removal of redundant spiral guards from previous hedge planting (after 3-5 years)	A2, B3	Any	CMS	FoCP	-	£0
0.6	Re-coppicing and pollarding of bankside trees on rotation	A2, B3	Oct - Feb	CMS	FoCP	-	£0

Ref. no.	Action	Obj. Ref.	When	Lead	Delivery	Funding	Est. Cost
0.7	Vegetation control to Waytemore Castle	A1	All year	CMS/ EHC	Grounds Team/ FoCP	EHC	Grounds cost
0.8	Arrange and support events and activities, updating the notice boards regularly	D1	All year	BSTC/ EHC	BSTC/ EHC/ FoCP	Organiser	Varies by event

## 5.2 ASPIRATIONS IF FUNDING IDENTIFIED

Ref. no.	Action	Obj. Ref.	When	Lead	Delivery	Funding	Est. Cost
0.1	Pontoon installation	C3	Outside April - June	BSTC	Contractor	BSTC/ External	£30-40,000
0.2	Increase number of uplighters around base of castle mound	A1	Any	EHC	Contractor	EHC/ External	£5,000

### 5.3 YEAR 1 2025-2026

Ref. no.	Action	Obj. Ref.	When	Lead	Delivery	Funding	Est. Cost
1.1	Develop proposals and apply for funding for future archaeology project at burial site	A4	Any	EHC	CMS	-	£0
1.2	Plan and deliver new community archaeology dig	A4, B2, D1	Sept	FoCP	FoCP	External/ Grants	£2-3000
1.3	Monitor bulb planting around war memorial and identify locations for re-planting	A2, E1	April	CMS	CMS	-	£0
1.4	Wild daffodil bulb planting around war memorial	A2, B3, E1	November	CMS	FoCP	Grants	£100
1.5	Monitor species diversity of new wildflower areas around castle mound and identify any areas for over-sowing	A2, E1	May/ June	CMS	CMS	-	£0
1.6	Oversow wildflower areas as required	A2, B3, E1	Sept/ Oct	CMS	FoCP	EHC	£100
1.7	50% tree thinning on right bank of the river to the east of castle mound	A2	Oct-Feb	CMS	Contractor	EHC	£1,500
1.8	Re-mulch and maintain new hedge planting	A2, B3, E1	All year	CMS	FoCP	Grants	£100
1.9	Water, weed and re-mulch standard tree planting, re-tie tree ties as required	A2, E1	All year	EHC/ BSTC	Grounds Teams	EHC/ BSTC	Contract / staff costs
1.10	New tree planting (include fruit tree planting in Town Meads)	A2, B3	Nov-Jan	CMS	FoCP	BSTC	£500
1.11	Woodland wildflower creation beside tennis courts	A2, B3, C3	Sept-Nov	CMS	FoCP	Grants	£100
1.12	Remove low level shrubs south of castle mound. Grounds team removal of arisings.	A1	Oct - Feb	CMS	FoCP	EHC	£100

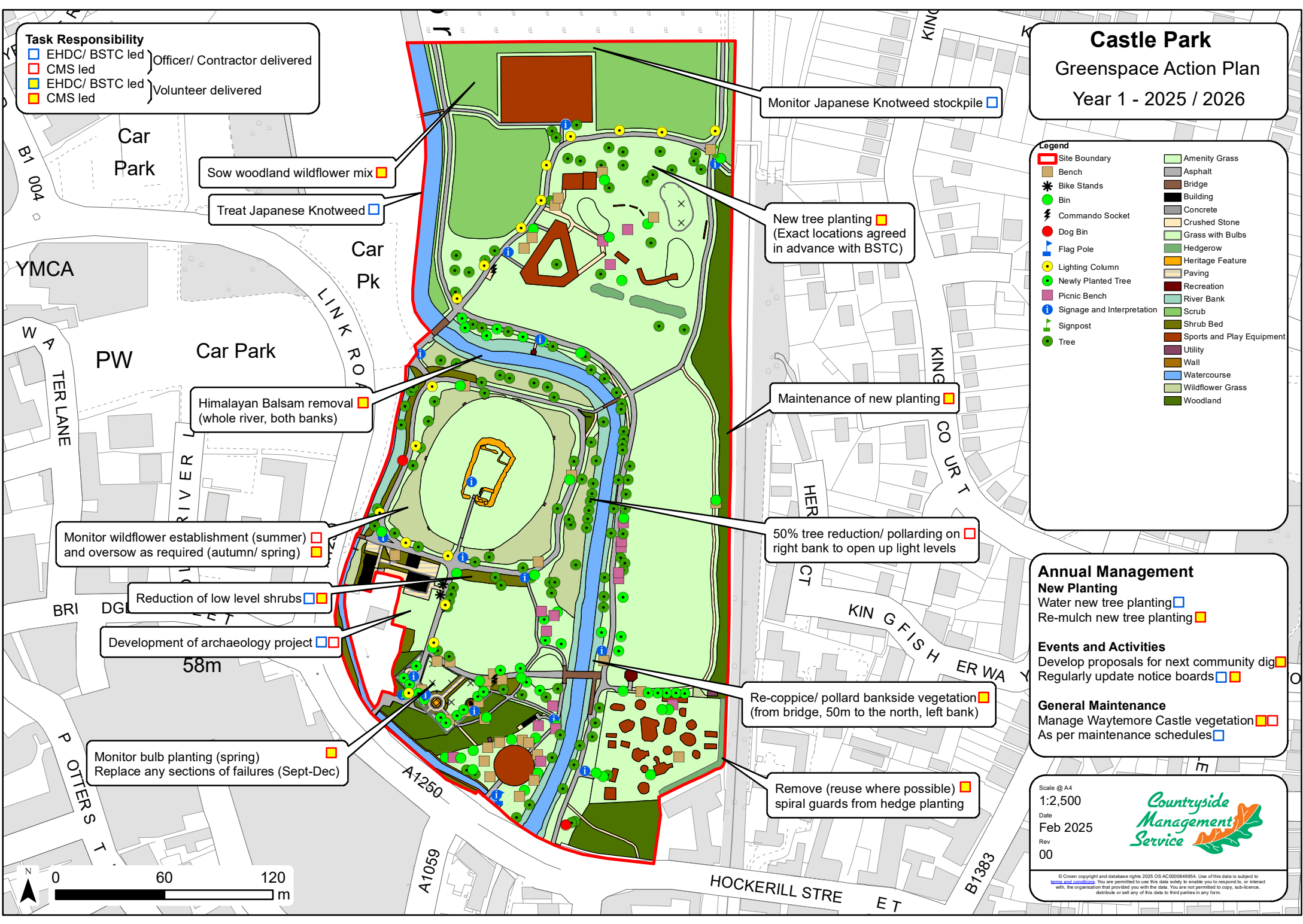
# Castle Park Greenspace Action Plan Year 1 - 2025 / 2026

**Task Responsibility**

Blue square	EHDC/ BSTC led	Officer/ Contractor delivered
Red square		
Yellow square	EHDC/ BSTC led	Volunteer delivered
Orange square		

**Legend**

Red outline	Site Boundary	Light green	Amenity Grass
Brown square	Bench	Grey square	Asphalt
Black asterisk	Bike Stands	Brown rectangle	Bridge
Green circle	Bin	Black rectangle	Building
Red lightning bolt	Commando Socket	Grey rectangle	Concrete
Blue flag	Dog Bin	Light tan rectangle	Crushed Stone
Blue flag	Flag Pole	Light green	Grass with Bulbs
Yellow circle	Lighting Column	Light green	Hedgerow
Green circle	Newly Planted Tree	Orange rectangle	Heritage Feature
Pink square	Picnic Bench	Light tan rectangle	Paving
Blue 'i' symbol	Signage and Interpretation	Dark red rectangle	Recreation
Green 'T' symbol	Signpost	Light blue rectangle	River Bank
Green circle	Tree	Light green	Scrub
		Dark green rectangle	Shrub Bed
		Dark brown rectangle	Sports and Play Equipment
		Purple rectangle	Utility
		Brown rectangle	Wall
		Blue rectangle	Watercourse
		Light green	Wildflower Grass
		Dark green	Woodland



Monitor wildflower establishment (summer) and oversow as required (autumn/ spring)

Reduction of low level shrubs

Development of archaeology project

Monitor bulb planting (spring)  
Replace any sections of failures (Sept-Dec)

Himalayan Balsam removal (whole river, both banks)

Sow woodland wildflower mix

Treat Japanese Knotweed

Maintenance of new planting

50% tree reduction/ pollarding on right bank to open up light levels

Re-coppice/ pollard bankside vegetation (from bridge, 50m to the north, left bank)

Remove (reuse where possible) spiral guards from hedge planting

Monitor Japanese Knotweed stockpile

New tree planting (Exact locations agreed in advance with BSTC)

**Annual Management**

**New Planting**

- Water new tree planting
- Re-mulch new tree planting

**Events and Activities**

- Develop proposals for next community dig
- Regularly update notice boards

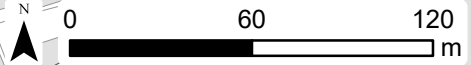
**General Maintenance**

- Manage Waytemore Castle vegetation
- As per maintenance schedules

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#### 5.4 YEAR 2 2026-2027

Ref. no.	Action	Obj. Ref.	When	Lead	Delivery	Funding	Est. Cost
2.1	Delivery of archaeology project at burial site	A4, B3	Any	EHC	TBC	External	TBC
2.2	Review community dig and develop future plans	A4, B3	Any	FoCP	FoCP	-	£0
2.3	Wild daffodil bulb planting around war memorial (continued from year 1 if required)	A2, B3, E1	November	CMS	FoCP	EHC	£100
2.4	Monitor species diversity of new wildflower areas around castle mound and identify any areas for over-sowing	A2, E1	May/ June	CMS	CMS	-	£0
2.5	Oversow wildflower areas as required	A2, B3, E1	Sept/ Oct	CMS	FoCP	EHC	£100
2.6	Riverside wildflower establishment (west of viewing platform)	A2, B3, E1	Sept/ Oct	CMS	FoCP	Grants	£100
2.7	Top up brash within berms on river	A2, B3	June - Oct	CMS	FoCP	-	£0
2.8	Remove vegetation from features of old school site	A4, B3	Oct - Feb	CMS	FoCP	-	£0
2.9	Re-mulch and maintain new hedge planting	A2, B3, E1	All year	CMS	FoCP	EHC/ BSTC	£100
2.10	Water, weed and re-mulch standard tree planting, re-tie tree ties as required	A2, E1	All year	EHC/ BSTC	Grounds Teams	EHC/ BSTC	Contract / staff costs

### Task Responsibility

- EHDC/ BSTC led ) Officer/ Contractor delivered
- CMS led )
- EHDC/ BSTC led ) Volunteer delivered
- CMS led )

## Castle Park Greenspace Action Plan Year 2 - 2026 / 2027


- ### Legend
- |   |   |
|---|---|
| <span style="border: 2px solid red; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Site Boundary                               | <span style="background-color: #d9ead3; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Amenity Grass             |
| <span style="background-color: #f4cccc; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Bench           | <span style="background-color: #cccccc; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Asphalt                   |
| <span style="color: red; font-size: 1.2em;">*</span> Bike Stands  | <span style="background-color: #808080; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Bridge                    |
| <span style="background-color: #ffff00; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Bin             | <span style="background-color: #808080; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Building                  |
| <span style="color: red; font-size: 1.2em;">⚡</span> Commando Socket  | <span style="background-color: #cccccc; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Concrete                  |
| <span style="color: red; font-size: 1.2em;">🚗</span> Dog Bin  | <span style="background-color: #d9ead3; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Crushed Stone             |
| <span style="color: blue; font-size: 1.2em;">🚩</span> Flag Pole   | <span style="background-color: #d9ead3; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Grass with Bulbs          |
| <span style="background-color: #ffff00; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Lighting Column | <span style="background-color: #d9ead3; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Hedgerow                  |
| <span style="color: green; font-size: 1.2em;">🌳</span> Newly Planted Tree   | <span style="background-color: #d9ead3; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Heritage Feature          |
| <span style="background-color: #cccccc; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Picnic Bench    | <span style="background-color: #d9ead3; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Paving                    |
| <span style="color: blue; font-size: 1.2em;">📍</span> Signage and Interpretation  | <span style="background-color: #d9ead3; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> River Bank                |
| <span style="color: blue; font-size: 1.2em;">📍</span> Signpost  | <span style="background-color: #d9ead3; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Scrub                     |
| <span style="color: green; font-size: 1.2em;">🌳</span> Tree   | <span style="background-color: #d9ead3; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Shrub Bed                 |
|   | <span style="background-color: #d9ead3; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Sports and Play Equipment |
|   | <span style="background-color: #d9ead3; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Utility                   |
|   | <span style="background-color: #d9ead3; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Wall                      |
|   | <span style="background-color: #d9ead3; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Watercourse               |
|   | <span style="background-color: #d9ead3; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Wildflower Grass          |
|   | <span style="background-color: #d9ead3; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Woodland                  |

- ### Annual Management
- #### New Planting
- Water new tree planting
  - Re-mulch new tree planting
- #### Events and Activities
- Review community dig and develop future plans
  - Regularly update notice boards
- #### General Maintenance
- Manage Waytemore Castle vegetation
  - As per maintenance schedules

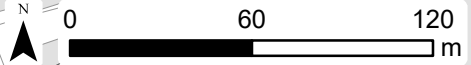
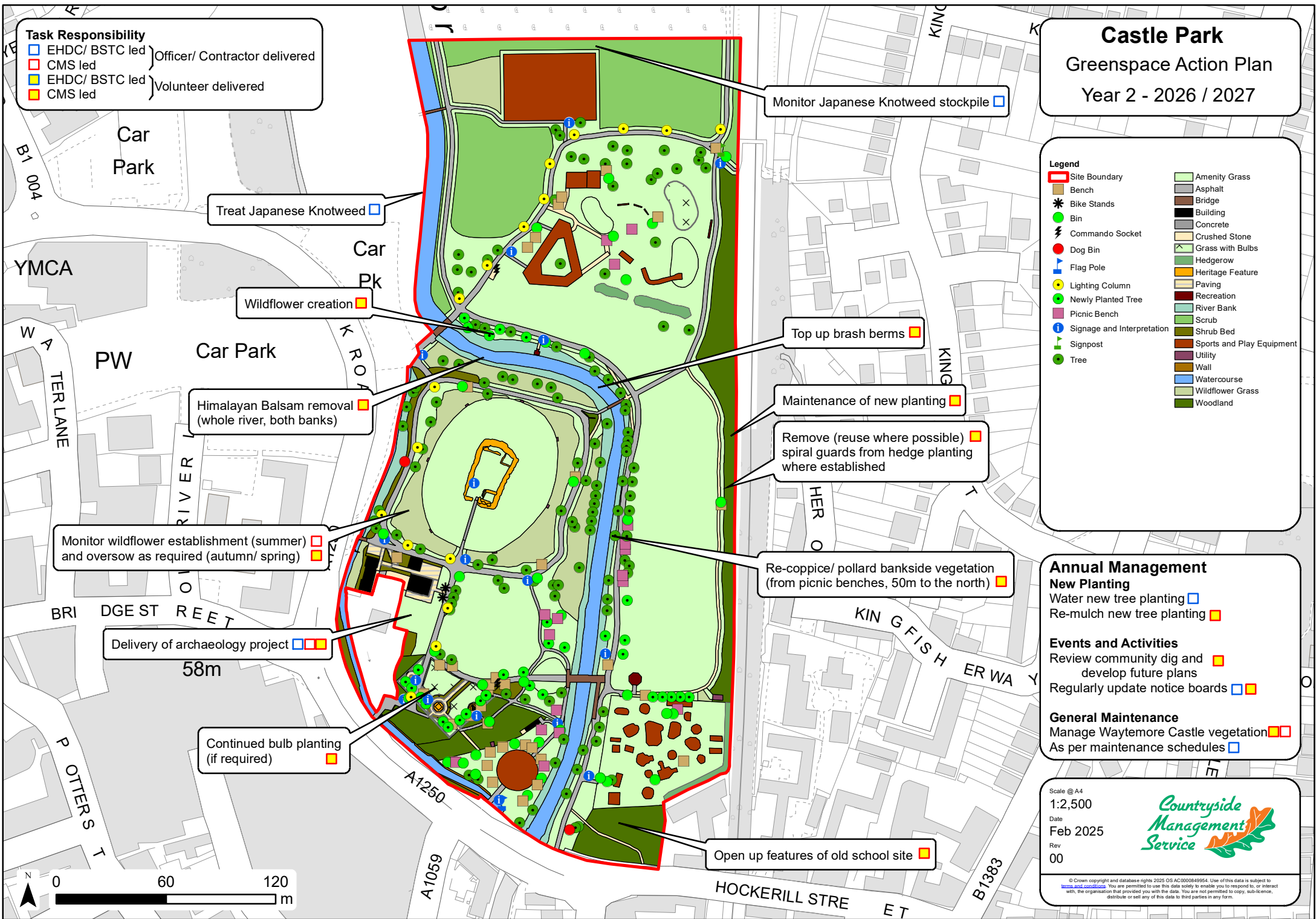
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## 5.5 YEAR 3 2027-2028

Ref. no.	Action	Obj. Ref.	When	Lead	Delivery	Funding	Est. Cost
3.1	Delivery of archaeology project at burial site	A4, B3	Any	EHC	TBC	External	TBC
3.2	Wild daffodil bulb planting around war memorial (continued from years 1 and 2 if required)	A2, B3, E1	November	CMS	FoCP	EHC	£100
3.3	Monitor species diversity of new wildflower areas around castle mound and identify any areas for over-sowing	A2, E1	May/ June	CMS	CMS	-	£0
3.4	Oversow wildflower areas as required	A2, B3, E1	Sept/ Oct	CMS	FoCP	EHC	£100
3.5	Riverside wildflower establishment (east of viewing platform)	A2, B3, E1	Sept/ Oct	CMS	FoCP	Grants	£100
3.6	Re-mulch and maintain new hedge planting	A2, B3, E1	All year	CMS	FoCP	EHC/ BSTC	£100
3.7	Water, weed and re-mulch standard tree planting, re-tie tree ties as required. Remove tree stakes and guards at end of year.	A2, E1	All year	EHC/ BSTC	Grounds Teams	EHC/ BSTC	Contract / staff costs
3.8	Insert into grounds contract trimming sides (and top if needed) of yew hedge around war memorial	E1, E2	Oct - Feb	EHC	Grounds Team	EHC	Contract cost

**Task Responsibility**

Blue square	Officer/ Contractor delivered
Red square	
Yellow square	Volunteer delivered
Orange square	

# Castle Park

## Greenspace Action Plan

### Year 3 - 2027 / 2028

**Legend**

Red outline	Site Boundary	Light green	Amenity Grass
Brown square	Bench	Grey	Asphalt
Black asterisk	Bike Stands	Brown	Bridge
Green circle	Bin	Black	Building
Lightning bolt	Commando Socket	Grey	Concrete
Red circle	Dog Bin	Light tan	Crushed Stone
Blue flag	Flag Pole	Light green	Grass with Bulbs
Yellow circle	Lighting Column	Light green	Hedgerow
Green circle	Newly Planted Tree	Orange	Heritage Feature
Pink square	Picnic Bench	Light tan	Paving
Blue 'i'	Signage and Interpretation	Dark red	Recreation
Green 'i'	Signpost	Light green	River Bank
Green circle	Tree	Light green	Scrub
		Dark green	Shrub Bed
		Dark brown	Sports and Play Equipment
		Brown	Utility
		Blue	Watercourse
		Light green	Wildflower Grass
		Dark green	Woodland



**Annual Management**

**New Planting**

- Water new tree planting (Blue square)
- Re-mulch new tree planting (Orange square)

**Events and Activities**

- Regularly update notice boards (Blue and Orange squares)

**General Maintenance**

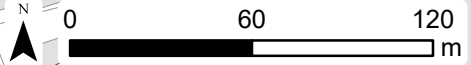
- Manage Waytemore Castle vegetation (Orange and Red squares)
- As per maintenance schedules (Blue square)

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## 5.6 YEAR 4 2028-2029

Ref. no.	Action	Obj. Ref.	When	Lead	Delivery	Funding	Est. Cost
4.1	Delivery of archaeology project at burial site	A4, B3	Any	EHC	TBC	External	TBC
4.2	Wild daffodil bulb planting on mounds around skate park	A2, B3, E1	November	CMS	FoCP	Grants	£100
4.3	Monitor species diversity of new wildflower areas around castle mound and identify any areas for over-sowing	A2, E1	May/ June	CMS	CMS	-	£0
4.4	Oversow wildflower areas as required	A2, B3, E1	Sept/ Oct	CMS	FoCP	EHC	£100
4.5	Riverside wildflower establishment (north of bandstand)	A2, B3, E1	Sept/ Oct	CMS	FoCP	Grants	£100
4.6	Top up brash within berms on river	A2, B3	June - Oct	CMS	FoCP	-	£0
4.7	Re-mulch and maintain new hedge planting	A2, B3, E1	All year	CMS	FoCP	EHC/ BSTC	£100
4.8	Construct berms along Causeway Loop channel	A2	All year	CMS	FoCP	EHC/ BSTC	£100

# Castle Park Greenspace Action Plan Year 4 - 2028 / 2029

**Task Responsibility**

Blue square	EHDC/ BSTC led	} Officer/ Contractor delivered
Red square	CMS led	
Yellow square	EHDC/ BSTC led	} Volunteer delivered
Orange square	CMS led	

**Legend**


Red outline	Site Boundary	Light green	Amenity Grass
Brown square	Bench	Grey	Asphalt
Green star	Bike Stands	Dark grey	Building
Green circle	Bin	Light grey	Concrete
Lightning bolt	Commando Socket	Dark grey	Crushed Stone
Red circle	Dog Bin	Light green	Grass with Bulbs
Blue triangle	Flag Pole	Dark green	Hedgerow
Yellow circle	Lighting Column	Light green	Heritage Feature
Green circle	Newly Planted Tree	Light green	Paving
Pink square	Picnic Bench	Dark red	Recreation
Blue circle	Signage and Interpretation	Light blue	River Bank
Green triangle	Signpost	Light green	Scrub
Green circle	Tree	Dark brown	Shrub Bed
		Dark brown	Sports and Play Equipment
		Dark brown	Utility
		Dark brown	Wall
		Blue	Watercourse
		Light green	Wildflower Grass
		Dark green	Woodland

**Annual Management**

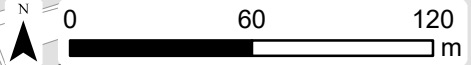
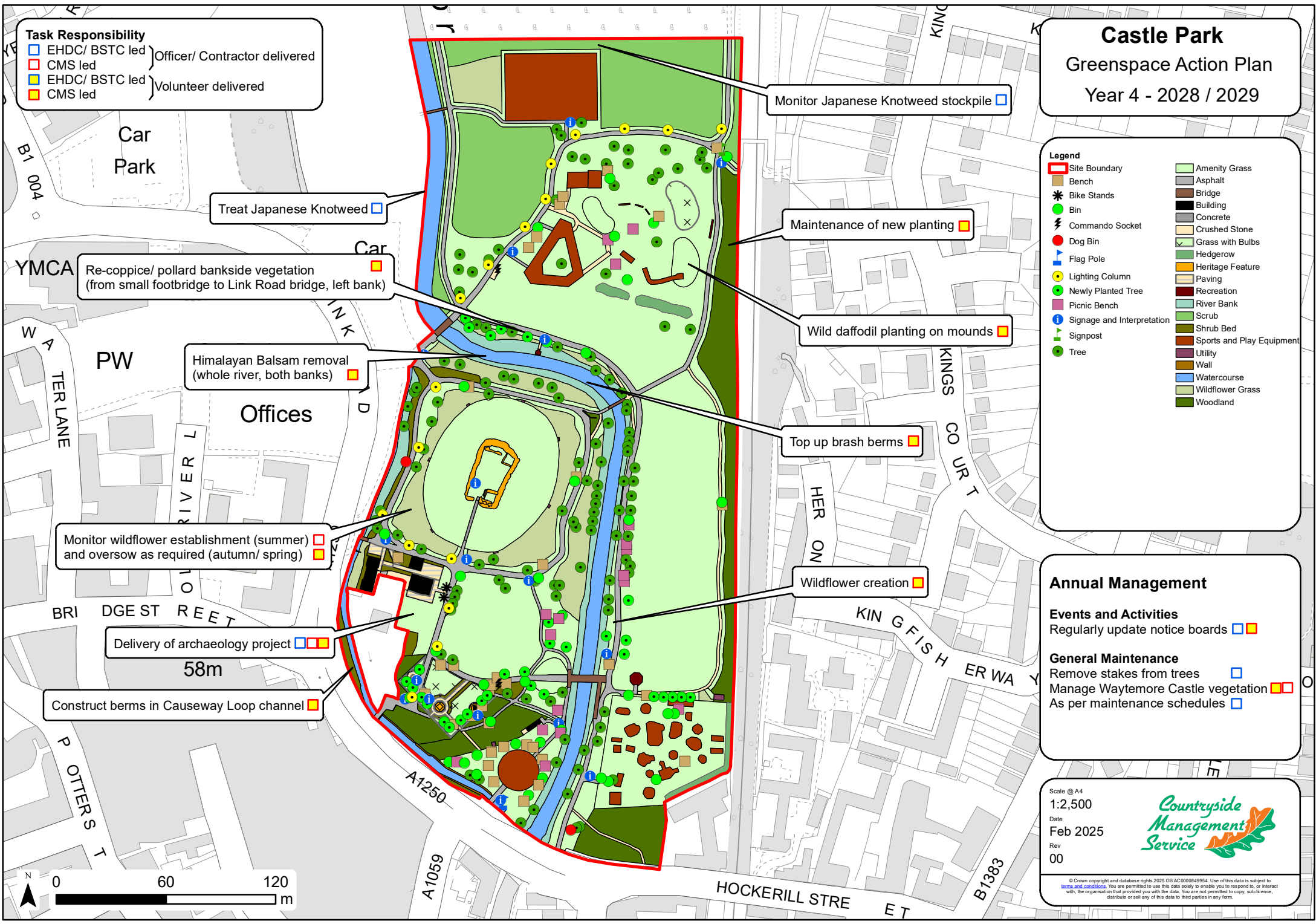
**Events and Activities**  
Regularly update notice boards □ □

**General Maintenance**  
Remove stakes from trees □  
Manage Waytemore Castle vegetation □ □  
As per maintenance schedules □

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## 5.7 YEAR 5 2029-2030

Ref. no.	Action	Obj. Ref.	When	Lead	Delivery	Funding	Est. Cost
5.1	5 year review of Greenspace Action Plan	All	Any	CMS	CMS	-	£0
5.2	Delivery of archaeology project at burial site	A4, B3	Any	EHC	TBC	External	TBC
5.3	Wild daffodil bulb planting on mounds around skate park	A2, B3, E1	November	CMS	FoCP	Grants	£100
5.4	Monitor species diversity of new wildflower areas around castle mound and identify any areas for over-sowing	A2, E1	May/ June	CMS	CMS	-	£0
5.5	Oversow wildflower areas as required	A2, B3, E1	Sept/ Oct	CMS	FoCP	EHC	£100
5.6	Construct berms along Causeway Loop channel	A2	All year	CMS	FoCP	EHC/ BSTC	£100

- Task Responsibility**
- EHDC/ BSTC led ) Officer/ Contractor delivered
  - CMS led )
  - EHDC/ BSTC led ) Volunteer delivered
  - CMS led )

# Castle Park

## Greenspace Action Plan

### Year 5 - 2029 / 2030

- Legend**
- |   |   |
|---|---|
| <span style="border: 2px solid red; padding: 2px;"> </span> Site Boundary       | <span style="background-color: #d9ead3; padding: 2px;"> </span> Amenity Grass             |
| <span style="background-color: #f4cccc; padding: 2px;"> </span> Bench           | <span style="background-color: #cccccc; padding: 2px;"> </span> Asphalt                   |
| <span style="font-size: 1em;">*</span> Bike Stands                              | <span style="background-color: #999999; padding: 2px;"> </span> Bridge                    |
| <span style="background-color: #fff2cc; padding: 2px;"> </span> Bin             | <span style="background-color: #666666; padding: 2px;"> </span> Building                  |
| <span style="font-size: 1em;">⚡</span> Commando Socket                          | <span style="background-color: #999999; padding: 2px;"> </span> Concrete                  |
| <span style="background-color: #ffcc99; padding: 2px;"> </span> Dog Bin         | <span style="background-color: #fff2cc; padding: 2px;"> </span> Crushed Stone             |
| <span style="font-size: 1em;">🚩</span> Flag Pole                                | <span style="background-color: #d9ead3; padding: 2px;"> </span> Grass with Bulbs          |
| <span style="background-color: #ffff99; padding: 2px;"> </span> Lighting Column | <span style="background-color: #c8e6c9; padding: 2px;"> </span> Hedgerow                  |
| <span style="font-size: 1em;">🌱</span> Newly Planted Tree                       | <span style="background-color: #fff2cc; padding: 2px;"> </span> Heritage Feature          |
| <span style="background-color: #ffcc99; padding: 2px;"> </span> Picnic Bench    | <span style="background-color: #fff2cc; padding: 2px;"> </span> Paving                    |
| <span style="font-size: 1em;">📍</span> Signage and Interpretation               | <span style="background-color: #990000; padding: 2px;"> </span> Recreation                |
| <span style="font-size: 1em;">🚧</span> Signpost                                 | <span style="background-color: #c8e6c9; padding: 2px;"> </span> River Bank                |
| <span style="font-size: 1em;">🌳</span> Tree                                     | <span style="background-color: #c8e6c9; padding: 2px;"> </span> Scrub                     |
|   | <span style="background-color: #996633; padding: 2px;"> </span> Shrub Bed                 |
|   | <span style="background-color: #990000; padding: 2px;"> </span> Sports and Play Equipment |
|   | <span style="background-color: #993366; padding: 2px;"> </span> Utility                   |
|   | <span style="background-color: #996633; padding: 2px;"> </span> Wall                      |
|   | <span style="background-color: #99ccff; padding: 2px;"> </span> Watercourse               |
|   | <span style="background-color: #d9ead3; padding: 2px;"> </span> Wildflower Grass          |
|   | <span style="background-color: #6aa84f; padding: 2px;"> </span> Woodland                  |



Treat Japanese Knotweed/  
monitor for regrowth  

Himalayan Balsam removal  
(whole river, both banks)  

Re-coppice/ pollard bankside vegetation  
(from small footbridge to Link Road bridge, right bank)  

Monitor wildflower establishment (summer)  
and oversow as required (autumn/ spring)  

Delivery of archaeology project      

Construct berms in Causeway Loop channel  

Monitor Japanese Knotweed stockpile  

Wild daffodil planting on mounds  

### Annual Management

**Review GAP**  
Formal review of plan at 5 years    

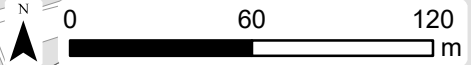
**Events and Activities**  
Regularly update notice boards    

**General Maintenance**  
Manage Waytemore Castle vegetation      
As per maintenance schedules  

Scale @ A4  
1:2,500  
Date  
Feb 2025  
Rev  
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**5.8 YEARS 6-10 2030-2035**

Ref. no.	Action	Obj. Ref.	When	Lead	Delivery	Funding	Est. Cost	Spec. Ref.
6.1	Annual and regular actions as outlined in section 5.1, and any new actions following 5 year review	All	-	-	-	-	-	

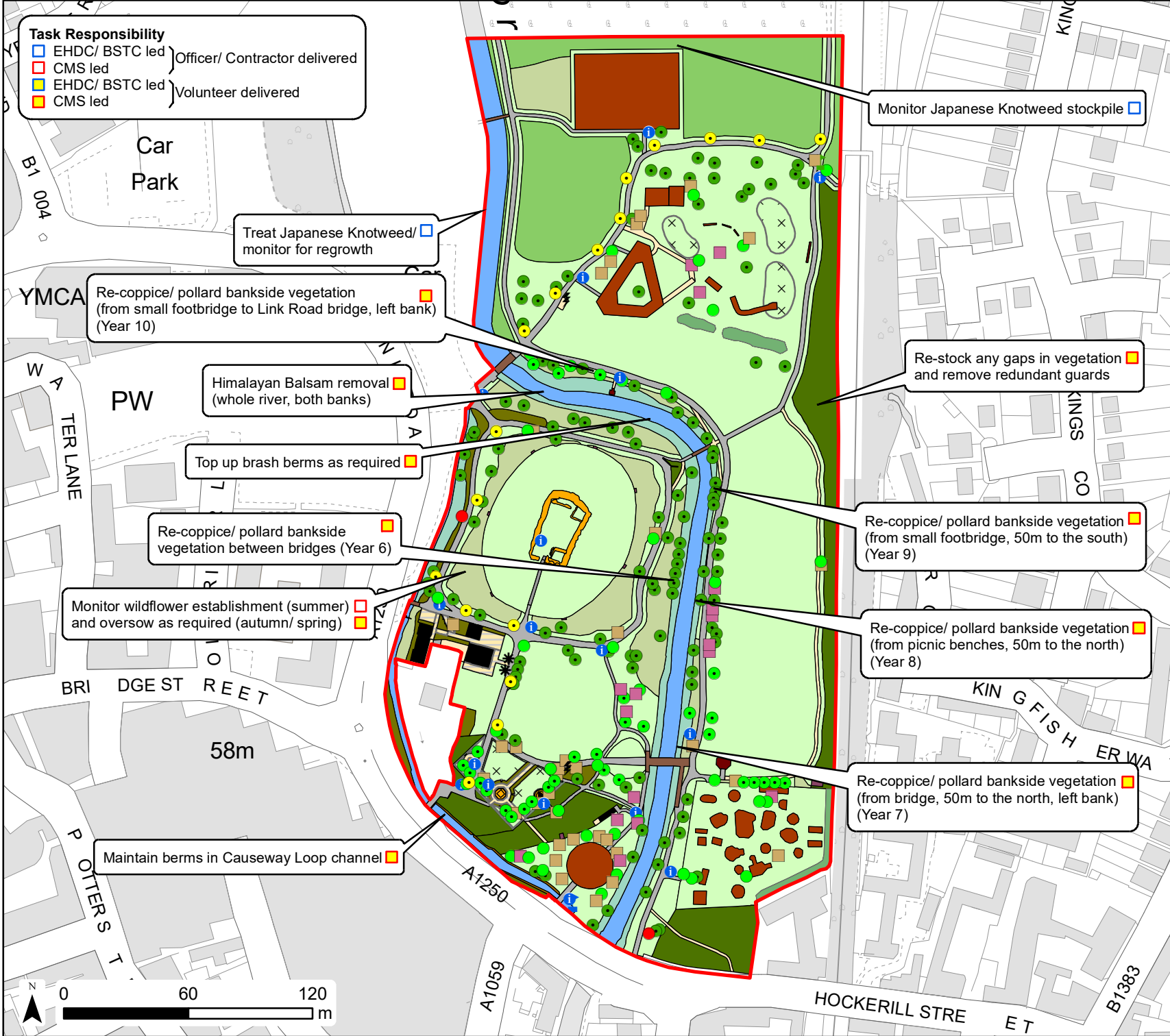
**Task Responsibility**

Blue square	Officer/ Contractor delivered
Red square	
Yellow square	Volunteer delivered
Orange square	

# Castle Park Greenspace Action Plan Years 6-10 - 2030-2035

**Legend**

Red outline	Site Boundary	Light green	Amenity/Grass
Brown square	Bench	Grey square	Asphalt
Black star	Bike Stands	Brown rectangle	Bridge
Green circle	Bin	Black rectangle	Building
Lightning bolt	Commando Socket	Grey square	Concrete
Red circle	Dog Bin	Yellow square	Crushed Stone
Blue flag	Flag Pole	Light green square	Grass with Bulbs
Yellow circle	Lighting Column	Green square	Hedge/row
Green circle with X	Newly Planted Tree	Orange square	Heritage Feature
Pink square	Picnic Bench	Light blue square	Paving
Blue circle with T	Signage and Interpretation	Dark red square	Recreation
Green arrow	Signpost	Light blue rectangle	River Bank
Green circle	Tree	Green square	Scrub
		Dark green square	Shrub Bed
		Brown square	Sports and Play Equipment
		Purple square	Utility
		Orange square	Wall
		Blue rectangle	Watercourse
		Light green square	Wildflower Grass
		Dark green square	Woodland



Monitor Japanese Knotweed stockpile [Blue square]

Treat Japanese Knotweed/monitor for regrowth [Blue square]

Re-coppice/ pollard bankside vegetation (from small footbridge to Link Road bridge, left bank) (Year 10) [Yellow square]

Himalayan Balsam removal (whole river, both banks) [Orange square]

Top up brush berms as required [Orange square]

Re-coppice/ pollard bankside vegetation between bridges (Year 6) [Yellow square]

Monitor wildflower establishment (summer) and oversow as required (autumn/ spring) [Red square]

Re-coppice/ pollard bankside vegetation (from small footbridge, 50m to the south) (Year 9) [Yellow square]

Re-coppice/ pollard bankside vegetation (from picnic benches, 50m to the north) (Year 8) [Yellow square]

Re-coppice/ pollard bankside vegetation (from bridge, 50m to the north, left bank) (Year 7) [Yellow square]

Maintain berms in Causeway Loop channel [Orange square]

Re-stock any gaps in vegetation and remove redundant guards [Orange square]

## Annual Management

**Events and Activities**  
Regularly update notice boards [Blue square]

**General Maintenance**  
Manage Waytemore Castle vegetation [Yellow square]  
As per maintenance schedules [Blue square]

Scale @ A4  
1:2,500  
Date  
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Rev  
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## **6.0 SPECIFICATIONS**

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### **6.1 Himalayan Balsam removal**

Himalayan Balsam should be pulled by hand two times per year. Pull towards the base of the plant to remove the entire plant and its roots. The first pull will typically happen in June, but may need to be amended if weather conditions have caused it to establish earlier or later than normal. Plants should be pulled when they have become clearly visible and easily identifiable, but before seed heads begin to establish. The second pull will typically be in August or September.

Plants should be stacked on site in dry locations away from the river.

Care should be taken to avoid disturbance to ground nesting birds or water voles. Risk of disturbance can be minimised by hand pulling rather than use of machinery, selectively removing only the Himalayan Balsam to leave the other vegetation for shelter and ensuring human presence only for relatively short periods of time.

Prior to tasks risk assessments should be reviewed to ensure task leaders are familiarised with measures around working in water.

### **6.2 Japanese Knotweed treatment**

The Japanese Knotweed on site does not present a risk to any development works and can be managed through ongoing herbicide treatments. These are most effective in late summer or early autumn when the plant has established and can take the most amount of herbicide into its rhizome system.

Herbicide should be applied carefully to the leaves of the plant, or through stem injection, ensuring it does not impact upon surrounding vegetation.

Environment Agency approval will be required for use of herbicides adjacent to the river.

### **6.3 Oversowing of Wildflower Areas**

Scarify the ground after cutting to create over 50% bare soil. Broadcast the wildflower seed evenly across the area at the rate suggested by the supplier. Sow new seed in autumn.

#### **6.4 Management of Wildflower Areas**

Wildflower grass should be cut once between late June and late August to a height of 40-60mm. An additional cut can also be carried out in April if necessary to control vigorous grass growth.

The grass should be left for 4-7 days to allow drying and seed dispersal. Arisings should then be collected and removed from site.

#### **6.5 Bankside Re-Coppicing/ Pollarding**

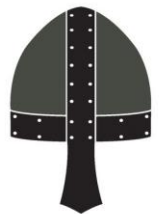
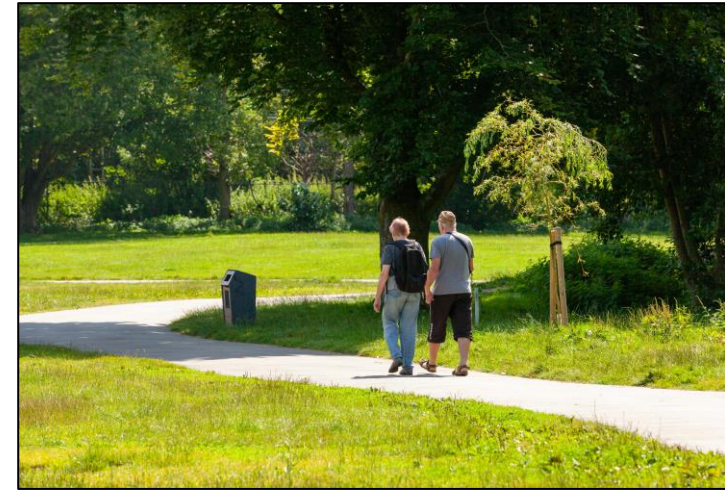
New growth should be cut back to just above the previous cut point, ideally leaving the cut edge at an angle to prevent sitting water that can cause rot. Arisings can be used on site for topping up brash berms, or should be stacked neatly in amongst areas of trees. If large volumes of material are being generated dead hedging can be considered.

When working on the bankside review risk assessments and ensure stable footing can be established.

## **7.0 APPENDICES**

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Appendix A – lottery project summary document



# CASTLE PARK

## LOTTERY FUNDED REDEVELOPMENT PROJECT



Made possible with  
**Heritage  
Fund**



**COMMUNITY  
FUND**



Skate park engagement at Northgate Youth Centre

## COMMUNITY ENGAGEMENT

Ensuring the success of the project meant delivering the priorities for the local community and bringing them along on the journey. As we developed our proposals we carried out open public consultation as well as specific engagement sessions with harder to reach groups, notably with school children and at the local youth centre.

The Friends of Castle Park was established, and the group continue to have a valuable input in the park with regular conservation volunteering and community archaeology.

## FUNDING THE PROJECT

A two stage grant was awarded by the National Lottery through their Parks for People programme, backed by the National Lottery Heritage Fund and by the National Lottery Community Fund.

An initial development stage grant of £250,700 awarded in 2017 enabled initial surveys, designs and community engagement activities to be set up.

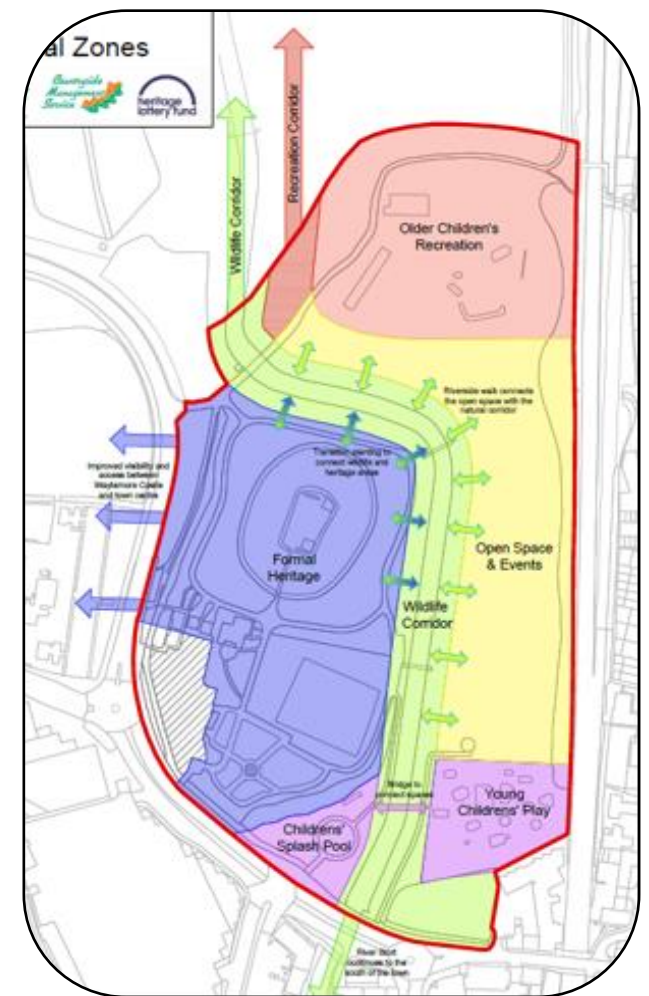
This was followed by a delivery stage grant awarded in 2019, which following later uplifts was for £2,539,700. Further financial support was provided by East Herts Council, Bishop's Stortford Town Council, the Brazier Trust, the Lawn Tennis Association and from S106 planning obligations.



# DEVELOPING THE MASTERPLAN

Prior to the redevelopment project the park had been managed as two separate spaces, Castle Gardens that was owned by East Herts Council, and Sworders Field that was owned by Bishop's Stortford Town Council. The sites had developed independently of one another and in a piecemeal manner over the years. The result of this was poor connectivity between the spaces and a lack of coherence to the layout of the park.

The Castle Park redevelopment brought together East Herts Council and Bishop's Stortford Town Council into a partnership, with a joint masterplan for the park as a whole. This masterplan identified different zones within the park and promoted interconnectivity between these spaces.



Various draft stages of the developing masterplan

BEFORE



AFTER



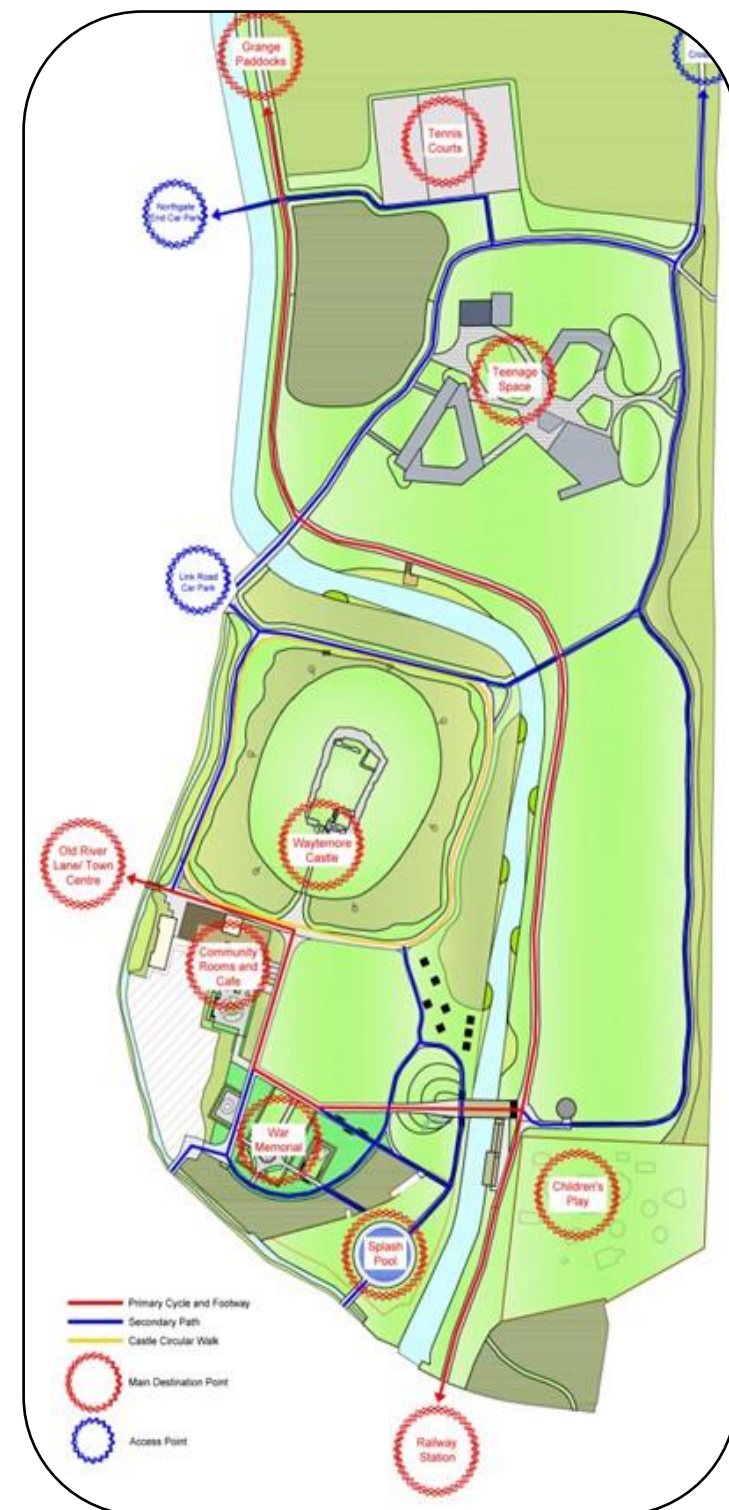
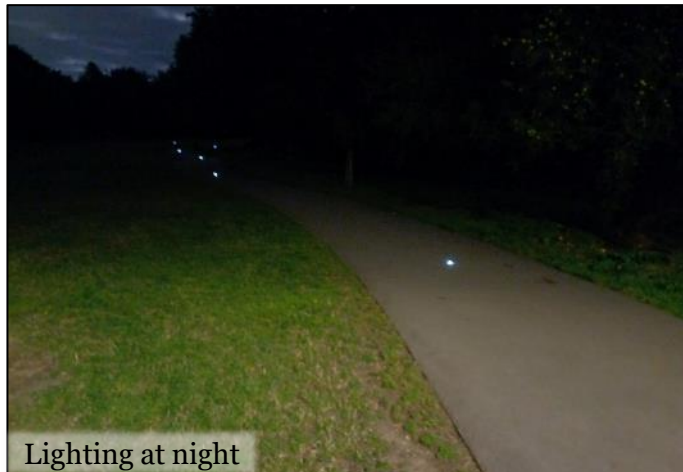
# PATH NETWORK & ACCESSIBILITY

Surfaced pathways ensure all key areas of the park can now be accessed by all abilities and through various modes of travel.

A 3m wide tarmacadam riverside path is part of a key walking and cycling connection between the town centre and the north of the town, with further connections to the east to link with the railway crossings. These feature subtle bat-friendly lighting to demarcate the routes at night.

A further crushed stone path along the eastern boundary establishes a circular walking route around Sworders Field.

The site entrances beside the Markwell Studio and from the Link Road car park have been enhanced to ensure easier flow into and out of the park.

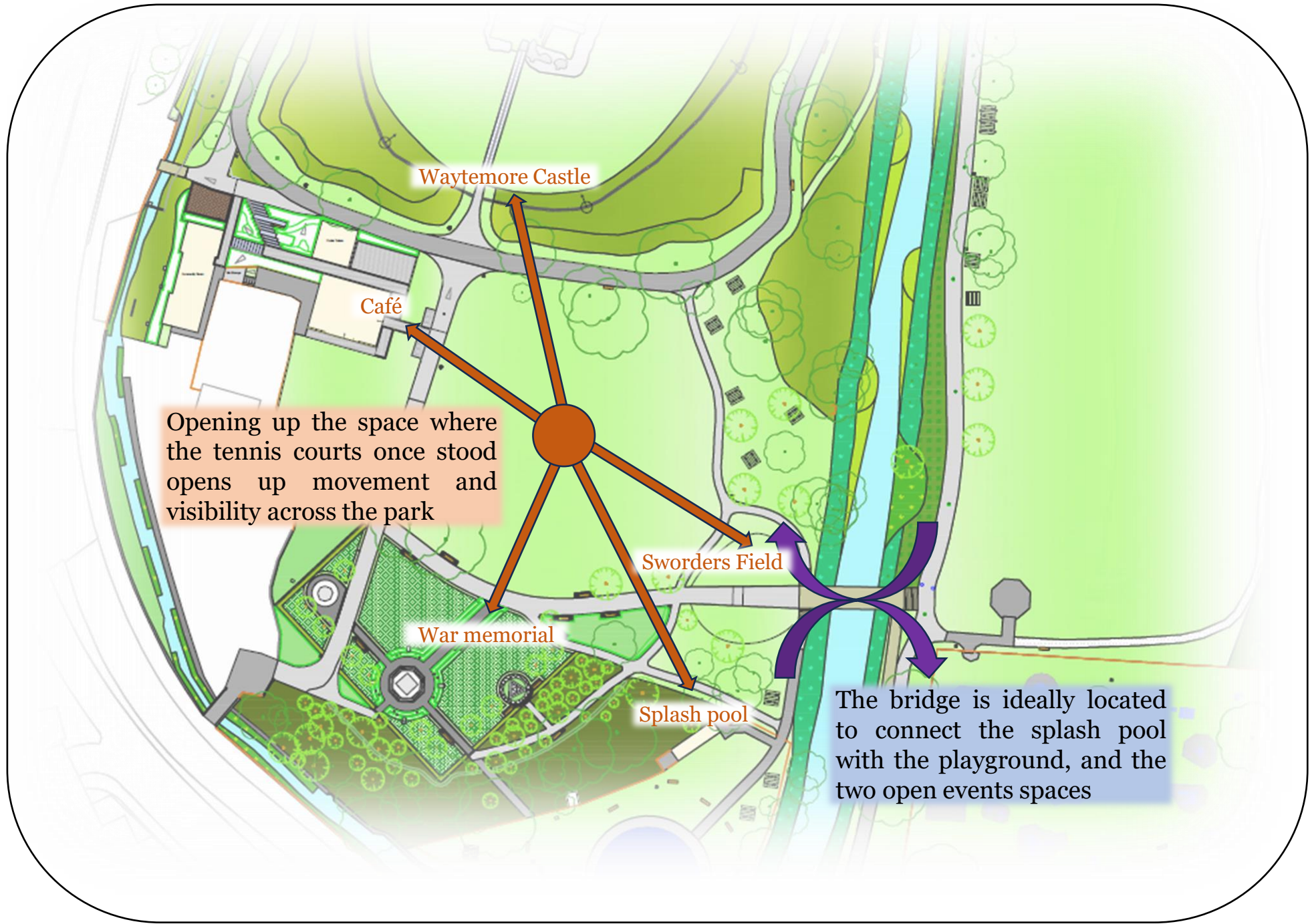


# BRIDGE AND EVENTS SPACE

A new, wide and attractive bridge was fundamental to connecting the two sides of the park and promoting the River Stort. This was positioned to provide better connectivity between the children's playground and the splash pool. Aligned at a slight angle, it frames the bandstand from one direction and the drinking fountain from the other, informally signposting the events and heritage areas of the park.

Furthermore, a new open events space was created where there were previously tennis courts. This open space is in an integral and central part of the park, from where you can quickly reach different destination points including Waytemore Castle, the café, the war memorial and the splash pool. The positioning of the bridge also ensures this new events space connects with the existing open events space of Sworders Field, allowing events to take place seamlessly across the whole park.





Waytemore Castle

Café

Opening up the space where the tennis courts once stood opens up movement and visibility across the park

Sworders Field

War memorial

Splash pool

The bridge is ideally located to connect the splash pool with the playground, and the two open events spaces

**BEFORE**



The previous bridge was narrow, poorly positioned and with no onward surfaced connection.



Tennis courts and shrub beds interrupted views and movement across the park.

**AFTER**



The new, wide, accessible and attractive bridge connects the events areas and the children's play spaces.



The new events space, where the tennis courts once stood, playing host to a historical re-enactment battle.

# PROTECTING AND PROMOTING WAYTEMORE CASTLE

The remnants of Waytemore Castle are a major part of the town's history, dating back to the Norman times, and the mound they sit on forms a central feature in the park landscape.

To promote Waytemore Castle as a celebrated historical landmark, the landscape setting of the castle has been greatly improved. Estate railing was added around the base of the mound, replacing a box hedge that previously concealed the structure and was in poor condition, vastly improving visibility of the mound. A wildflower meadow has also been established around the base, providing a sea of colour from which the castle rises. At night, gentle uplighters give the mound a subtle glow.

Works have also taken place to protect the structure, with a harness system installed to enable the safe ongoing maintenance of vegetation. Public access has also been established, enabling more people to engage with the heritage and in doing so reducing the risk of antisocial behaviour. People can now use the steps, that were previously locked. In the past people had scrambled up the side of the structure, leading to an erosion scar on the northern end that is now recovering.

BEFORE



Waytemore Castle, concealed behind a hedge and trees

AFTER



Wildflower planting creates a pollen rich and attractive surrounding for the castle remnants

# WAR MEMORIAL GARDEN

The war memorial garden has been landscaped so it is now enclosed by a yew hedge, creating a space of calm and reflection. It was designed as a structured and ornate space, with geometric landscaping. The Masonic memorial and relocated and restored drinking fountain provide symmetry to the garden, within which the war memorial is centred, looking out onto the park. The structure of the garden contrasts with the nature around it, with native trees planted around the edge.

Formal paving contributes to the clean and structured look within the yew hedge boundary, changing to tarmac paths outside of it. The new paths are correctly aligned with the memorial.

Visibility and direct access to the war memorial was established from the splash pool. Views are retained from Bridge Street to the west, so it can be seen when walking from the town centre. However the view to the south opposite the Jackson Square car park will be closed off upon the establishment of the new tree planting. The view into the park from the south is not critical and trees will provide a more attractive backdrop to the memorial, whilst also creating new habitat.

The planting within the memorial garden ties in with the other planting around the park, which seeks to create stunning displays in different areas of the park at different times of the year. The war memorial experiences displays of colour in spring with the blossoming cherries and a display of daffodils.

There are 11 cherry trees to reflect the 11 November Remembrance Day date. This follows the historic use of 11 horse chestnut trees that were once present along the path up to the castle mound, before their removal due to tree health issues.



The war memorial, facing out onto the park



The drinking fountain now forms an integral part of the war memorial garden



Mass daffodil planting creates a stunning display behind the Masonic memorial

The war memorial can now be seen from many areas of the park, making it an integral feature.



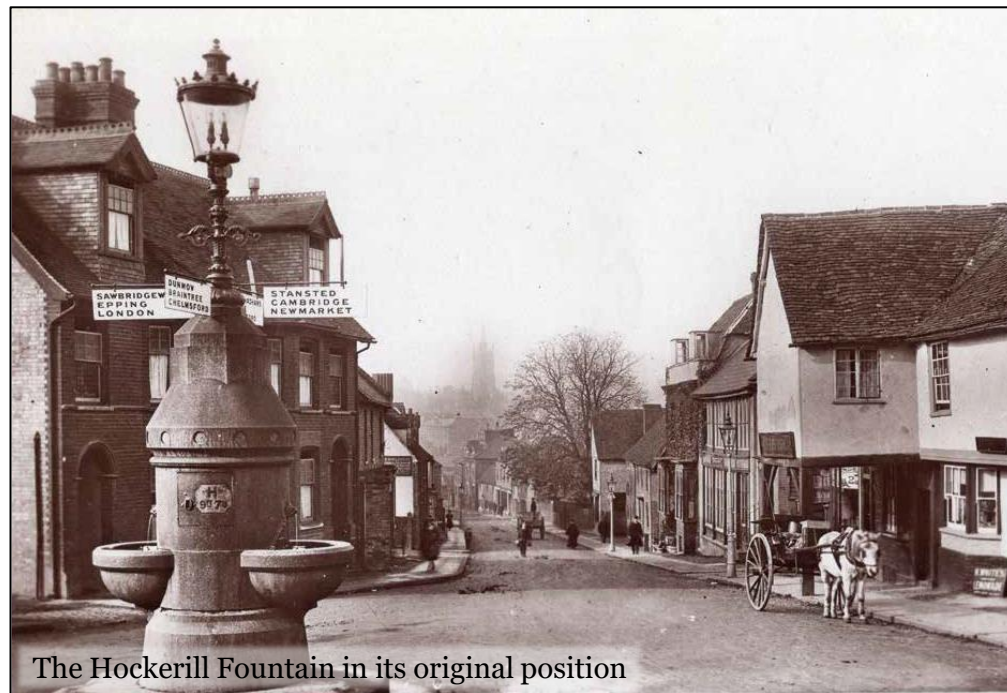
The view of the war memorial from Bridge Street is maintained to ensure it remains prominent on approach from the town centre. Tall trees were avoided being planted along sightline.

A new crushed stone path and gap in the canopy was created to establish a visual and physical connection from the splash pool.



# DRINKING FOUNTAIN RESTORATION

Historically located at the crossroads in Hockerill, the drinking fountain was in an inconspicuous location beside the castle mound. It has now been brought into the war memorial garden where it was restored back to working order, providing people with a place to drink and to refill water bottles.



The Hockerill Fountain in its original position



The drinking fountain in its former location beside the castle mound



Restored to working order and easily accessible

# MARKWELL STUDIO

This new community space was converted from a disused toilet block and now provides an attractive entrance into the park from the town centre.

The room was designed to be flexible in its use for various community groups such as yoga classes and children's parties. It offers a kitchenette, external drop off space and both standard and disabled toilets

The building had to undergo significant structural works to ensure it was fit for purpose. Resin injections resolved subsidence issues, additional steel supports strengthened the walls and the roof was replaced. New cladding gives it a natural appearance that sits comfortably into the park landscape.

Improved insulation incorporated behind the cladding and an energy efficient air-source heat pump ensure the environmental impact of the building is kept to a minimum.

The previous entranceway beside the building was narrow and disjointed. This was enhanced with a new footbridge, a wide and accessible path and soft landscaping. A pair of old garages were demolished and replaced with a landscaped walkway that provides direct access to the café and public toilets.



Strengthening the walls



Installing new windows



Replacing the roof



Improving the insulation



External landscaping



Finishing touches

# BEFORE



# AFTER



# CAFÉ AND PUBLIC TOILETS

A new café was built that faces out onto the park, with a terrace area that overlooks Waytemore Castle. The café was constructed on the site of the former Markwell Pavilion, which was partially repurposed and partially demolished.

Since June 2024 the café vendors, The Terrace Park Café and Kitchen, have been serving the park with great success.

The establishment of a café provides a manageable way for public toilets to be operated in the park. These include three standard toilets, a disabled toilet and baby change, as well as a Changing Places Unit.



Demolishing one of the old rooms to become the terrace



Retaining wall for the terrace



Archaeology investigations during works



Works to the roof



The finished exterior



The building internals

BEFORE



AFTER



# TENNIS COURTS

Fully accessible tennis courts have been constructed to meet Lawn Tennis Association standard at the northern end of Sworders Field, in close proximity the skate park and other recreational facilities available at Grange Paddocks Leisure Centre.

The courts offer an upgraded playing surface and are sited in a calm and natural setting with easy access from the car park.

Bishop's Stortford Lawn Tennis Club operate the courts, bringing knowledge and experience of managing the courts, and offering additional services such as coaching sessions.



# SKATE PARK IMPROVEMENTS

The previous skate park featured a small street skate run and an old metallic skate ramp. The street skate has now been expanded into a triangle and a new concrete half pipe installed.

BEFORE



AFTER



Expanded street skate



Replacement skate ramp

# ENHANCING THE RIVER HABITAT

Prior to the redevelopment project, the River Stort had divided the two sides of the park. We sought to make it an integral feature that worked for people and for wildlife.

The Stort is a globally rare chalk river, but self-set trees along the riverbank created excessive shading, whilst historic re-routing of the river created an unnaturally deep channel.

The hydromorphology was diversified by softening the banks in two places to provide more marginal habitat, though the steepness was maintained in most areas to retain suitable conditions for water vole. Within the channel, berms were constructed by volunteers to encourage greater in channel vegetation and diversity. A reduction in tree cover through coppicing and pollarding will create the light necessary within the river channel for this vegetation to establish. Within one of the bank scrapes a viewing platform was constructed, encouraging people to get down to water level and appreciate the ecology and character of the river.



Reprofiling the riverbanks



Volunteers building a viewing platform

# INTERPRETATION AND SIGNAGE

A new scheme of interpretation was implemented to give people the opportunity to engage with and learn about the history and wildlife of the park. Set into timber structures branded with the Norman helmet logo of the park, welcome signs greet people at entrances to the park, with notice boards displaying forthcoming events and activities. New information boards illustrate how Waytemore Castle would have once looked and explain the wildlife that can be seen along the river, as well as telling the stories of the individual heritage items found throughout the park and providing information on the recreational facilities. Alongside this signage is a new website for the Friends of Castle Park, a place for people to further explore, learn about and participate in the park's heritage.

**CASTLE PARK**

## Waytemore Castle

At the top of this mound stand the remains of Waytemore Castle, originally built by the Normans shortly after the Conquest of 1066 in about 1080.

Known as a motte-and-bailey castle, it was a strategic base of the Bishops of London and designed as an administrative centre, rather than a defensive stronghold. Its location, close to the river crossing, and its prominence within the landscape signalled its intent - to dominate and control.

**Activity at the castle probably reached a peak in the mid 14th century**

The original timber castle had long since been replaced by a high, flint-walled shell keep with a tower. Here you may have met the Bishop's Constable who managed the Bishop's estate, kept law and order and collected taxes and rents. His office and living quarters were probably timber buildings inside the keep. The castle also had a chapel where charity priests prayed for the souls of the Bishop of London and Queen Philippa, wife of King Edward III.

In the gatehouse you would find a prison where religious dissenters were locked in chains before and after trial at the Bishop's court, which may have been held in the castle. A number of shallow graves were discovered in the 19th century.

Further remains were discovered in 2023. The orientation of the graves suggests that the site was likely to have been associated with a Christian chapel. Ongoing archaeological projects are gradually revealing more discoveries.

**Look out for ...**

- Thick flint walls**  
Up to 3.6 metres thick at the base, the remaining walls date to c.1213 when the castle was rebuilt. In places you may see where the builders incorporated Roman and medieval tiles amongst the flint. There is no local supply of building stone, but it is likely that limestone was carried in to build strong window and door surrounds, and steps up the mound.
- The well**  
A vital source of fresh water and a clue that people may have lived in the shell keep. It was investigated in 1929 and found to be 12 metres deep with a damp base lined with oak timbers which could mean it was added in the c.1213 castle rebuild.
- Two sunken rooms**  
It is not known for certain how these were used. Perhaps one could have been the Constable's office where he collected taxes, and the other a stronghold where important documents and valuables were stored.

**The top of the mound in 1910**

**Today the motte is a Scheduled Ancient Monument**  
It is the largest of its type in Hertfordshire, measuring 83m by 65m with a height of around 12m. It was raised entirely by hand and would have been visible from miles around.

**Winter flooding in 1876 - 1878**  
A rare glimpse of how the castle may have looked in earlier times standing proud amid the natural defence of the marshy river valley. Image courtesy of Hertfordshire Archives and Local Studies.

**Glasscock excavations 1890 - 1900**  
John Glasscock (1854 - 1925) local builder and historian undertook excavations on the motte in 1899-1900. Most of what is known today about the castle is from his research. Image courtesy of Hertfordshire Archives and Local Studies.

Artist's impression of what Waytemore Castle and surrounding Bishop's Courtford could have looked like in the mid 18th century with St Michael's Church up on the hill.

Find out more:  
[www.friendsofcastlepark.org](http://www.friendsofcastlepark.org)

Partners: East Herts, Hertfordshire Council, Hertfordshire Wildlife Trust, Hertfordshire Wildlife Society, Hertfordshire Heritage Fund, Community Fund.

Waytemore Castle interpretation board, with an illustration of how it could have once looked



The River Stort interpretation board

# VOLUNTEER INVOLVEMENT

The Friends of Castle Park was established in 2017 and now carry out regular conservation volunteer tasks, such as Himalayan Balsam and tree planting. Volunteers from the Countryside Management Service will join them for larger tasks, such as the construction of the viewing platform. A group of volunteers from the friends group also worked closely with the project archaeologists to learn the skills needed to conduct community archaeology digs.

Throughout the course of the redevelopment project Hertfordshire Health Walks and Parkrun have also become established in the park. These volunteer led initiatives offer people the opportunity to lead active and healthy lifestyles in the park



Himalayan Balsam clearance



Hertfordshire Health Walk



Community archaeology dig



Castle Park parkrun

# EVENTS AND ACTIVITIES

A range of events have been held in the park, celebrating the history, wildlife and wellbeing opportunities. These have ranged from large scale events attracting thousands of visitors to volunteer led guided walks.



## Appendix B – maintenance schedules

# 1. EAST HERTS COUNCIL

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## 1.1 Litter, Bins and Furniture

Litter, Bins and Furniture		
Task	Measurement	Frequency/ Performance Level
Empty and clear 5m around litter bins	10No.	Daily
Wash and clean litter bins	10No.	Monthly
Sweep paths	2,616 m2	Weekly
Clearance of litter and debris to River Stort	258 lin.m	As required
Wash and clean benches	18No.	Monthly
Clean interpretation boards	8No.	Annually

## 1.2 Weed Control

Litter, Bins and Furniture		
Task	Measurement	Frequency/ Performance Level
To hard surfaces	1543m2	Monthly
Japanese knotweed treatment	2 Locations	Annually
To castle masonry	1 Location	Quarterly

## 1.3 Grass Cutting

Grass Cutting		
Key specification requirement: Kept to specified height		
Task	Measurement	Frequency/ Performance Level
Collect leaves from War Memorial area	645 m2	Weekly clearance
General amenity cut to Castle Gardens	5,855 m2	Performance specification – 25-80mm
General amenity cut after bulbs	645m2	Performance specification – 25-80mm
Conservation cut to castle mound	5,731 m2	Twice per annum

## 1.4 Shrub Bed Maintenance

Shrub Bed Maintenance		
Key specification requirement: Kept 95% weed free, mulching 2x per year, dead heading of flowers and seasonal pruning		
Task	Measurement	Frequency/ Performance Level
<b>Seasonal Bedding</b>		
Cultivate, prepare and fertilise prior to spring bedding, digging in compost	86 m2	Item
Supply of spring bedding and bulbs	86 m2	Item
Set out and plant spring bedding and bulbs and containers	86 m2	Item

Maintain spring bedding and containers	86 m2	Item
Clearance of spring bedding	86 m2	Item
Supply of summer bedding	86 m2	Item
Cultivate, prepare and fertilise prior to summer bedding	86 m2	Item
Incorporate slow release fertiliser	86 m2	Item
Set out and plant summer bedding and containers	86 m2	Item
Maintain summer bedding displays and containers	86 m2	Item
Clearance of summer bedding	86 m2	Item
<b>High Care Shrub Beds</b>		
Cultivate high care planting beds and planters and/or apply mulch	536 m2	Item
Hand weed control in high care shrub and rose beds	536 m2	Item
Prune all high care shrubs, rose and climbers in beds and planters	536 m2	Item

## 1.5 Tree and Hedge Maintenance

<b>Tree and Hedge Maintenance</b>		
<b>Key specification requirement: Cut immediately before and immediately after bird nesting</b>		
<b>Task</b>	<b>Measurement</b>	<b>Frequency/ Performance Level</b>
Cut to top and both sides (from year 3)	86 lin.m.	2x per year
Watering and weed control around new trees	20No.	As required

## 1.6 Tennis Courts

<b>Tennis Courts</b>		
<b>Task</b>	<b>Measurement</b>	<b>Frequency/ Performance Level</b>
Inspections and maintenance of gates and fences	Item	Annual
Line Painting	Item	Annual
Weed control to base of fence	Item	Annual
Weed control to hard surface	Item	Monthly
Moss Removal	Item	Twice per annum
Sweep of surface	Item	14 days during playing season. 28 days off season.

## 1.7 Site Inspections

<b>Site Inspections</b>		
<b>Task</b>	<b>Measurement</b>	<b>Frequency/ Performance Level</b>
Annual review of tasks to reflect any changes on site	1	Annually
Site inspection by staff	Item	Monthly
External tree safety inspection	Item	Annual

## 2. BISHOP'S STORTFORD TOWN COUNCIL

### 2.1 Landscaping Tasks

Landscaping Tasks			
Task	Measurement	Frequency/ Performance Level	Notes
Annual review of tasks to reflect any changes on site	1	Annually	Review with CMS/ EHC
Litter Picking	1	Daily	
Bin Emptying	24	Daily	
Amenity Grass Cut – Splash Pool	1,328 m2	Weekly	During growing season
Amenity Grass Cut – Sworder's Field	25,793 m2	Fortnightly	During growing season
Strimming around fixed features	As required	Monthly	During growing season
Wildflower Grass Cut	125 m2	2x per year	Cut and collect
Electricity inspection at bandstand	1	Annually	By external provider
Weeding of Causeway loop channel – feeder channel	105 lin.m.	Monthly	
Weeding of Causeway loop channel – main channel	181 lin.m.	2x annually	
Weeding of Causeway loop channel – skimmer outflow pipe	1	Daily	

### 2.2 Site Inspections

Site Inspections			
Task	Measurement	Frequency/ Performance Level	Notes
Internal safety inspection (splash pool)	Item	Daily	
Internal safety inspection (play area, skate park, Sworders Field)	Item	Weekly	
External safety inspection (play area and skate park)	Item	Monthly	Itemises level of risk, defects, repair costs, status and date.
Full external safety inspection (splash pool, play area, skate park)	Item	Annually	Full risk assessment with detailed findings

## 2.3 Facilities Maintenance

Building Maintenance			
Task	Measurement	Frequency/ Performance Level	Notes
<b>Markwell Studio</b>			
Bookings/ operation oversight			
Repairs	Item	As required	
Cleaning	Item	Daily	
<b>Splash Pool</b>			
Toilet (Splash Pool) cleaning	Item	Daily	Additional visits made on very high use days
Water testing	Item		
Maintenance of pumping equipment	Item		

## Appendix C – Drinking Fountain Operation and Maintenance Manual



# C456 Castle Park, Bishop's Stortford Drinking Fountain

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## Operation and Maintenance Manual



### THE FOUNTAIN COMPANY LIMITED

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# **CONTENTS**

1. Description
2. Operation & General Maintenance Instructions
3. Component Parts
4. Recommended Spares List
5. Drawings
6. Masonry Maintenance

**SECTION**

**1**

**DESCRIPTION**

## **Description.**

The Victorian drinking fountain was originally presented to the town in 1872 by a local couple, Etra and Elisa Eyre, to replace a shabby drinking trough at Hockerill Crossroads. The drinking fountain was moved to its next location in Castle Park in the 1920s. A fire lantern was mounted on the top of the structure, but this has been removed along with the chained drinking cups.

As part of the improvement works within Castle Park the drinking fountain was moved from its former location on to a new structural base approximately 400m away, near the war memorial.

The Granite Structure is formed from a series of large sections which have been cleaned and repaired where necessary.

Granite comes from slowly cooled magma deep in the earth, which means it exists under conditions of high pressure. This makes it highly dense and durable. The word "granite" comes from the word "granum" because you can see visible grains of minerals on the surface.

The most common colours of granite are white, pink, yellow, grey, and black, primarily because of its composition. Quartz is milky white, feldspar is white, potassium feldspar is pink, biotite is black or brown, muscovite is yellow, and amphibole is green. They come in different combinations and depending on their quantities and the rate of their formation, these minerals determine the colour of the granite itself. For example, granite with large quantities of potassium feldspar will look pink.

The original cover plate and support frame have been removed and replaced with a new brass cover incorporating concealed fixings. The larger size and design have been derived to conceal damaged sections around the existing recess caused by the corrosion of the original frame fixings.

Two new push button supply taps (bubblers) are set above the two bowls, and a flow regulation manifold is set within the void space cut into the upper stone of the structure. The manually operated push button bubbler fitting incorporates an extended mouth guard to stop contamination of the outlet orifice.

The main bowls incorporate new bronze grills set over the outlets within the bowls, the base of each bowl has been infilled with a matching granite panel in order to raise the base of the bowl which was set approx. 30mm below the outlet, which would previously fill, leaving pools of contaminated water.

The dog bowl does not operate as the drain lines set within the granite structure had been previously damaged beyond repair.

New ducts have been set into the new concrete base and run in to the central vertical void of the structure. A new 20mm MDPE water supply pipeline runs within one duct from the new water supply location.

A new drainage link has been incorporated during assembly which links the main bowls to a soakaway. The drains from the main bowls are connected into the new drainage duct via flexible pipelines.

**SECTION**

**2**

OPERATION AND GENERAL  
MAINTENANCE INSTRUCTIONS

## **General.**

Please ensure that the contents of this manual are read in full to obtain a good working knowledge of the equipment to be used and maintained.

### General Design Requirements:

The Location of the drinking fountain in relation to a suitable water supply is key to avoid any form of contamination, long lengths of pipework supplying a single output, sometimes referred to as 'dead legs' can over time cause the water quality to become poor. To stop this or decrease the possibilities of it happening the feed to the fountain should be as short as possible, taking a branch immediately prior to a water fitting in regular use on the same line, this massively reduces any chance of stagnation in the line.

Prior to start-up ensure that the water supply isolation valve provided by others on the incoming water supply is in the closed position, the valve is in a chamber constructed adjacent to the drinking fountain. Also check that the drainage connections are free flowing by pouring water down the outlet points within the restored structure.

### **Start-up Procedure.**

- Ensure the equipment is fully cleaned and disinfected using suitable wipes, brushes and cleaning products which are not detrimental to the materials used.
- *To safeguard water quality and public health, it may be required that the supply pipes are chlorinated and tested before a connection is allowed to the water main on initial installation. Pipework chlorination is essential to ensure suitability and safety for the provision of drinking water. This would have been undertaken when connecting the initial supply, however if the system is left off for a long period of time, then further chlorination should be considered.*
- *A chlorination commences with flushing of the system with clean drinking water to remove any debris and provides a clean base for the chlorination to take place.*
- *Following the initial flush through, the system is filled with a chlorinated solution (minimum 50mg/l strength) which will remain for a minimum of 1 hour. After this contact period has been achieved, the system is neutralised and the chlorinated solution is disposed of safely, flushing the system through again with clean water to remove any residual traces of chlorine.*
- *If full water analysis is required then the system is again filled with clean drinking water, sitting once more for a minimum contact period of 1 hour.*

*This final flushing water would then be sampled for chemical and microbiological analysis and the samples submitted to a laboratory to be analysed using UKAS approved methods.*

- Ensure that environmental conditions are appropriate and that water within the system will not freeze.
- Remove the cover plate over the recess at the back of the tap location, by firstly unscrewing the six caps, then unscrew the concealed stainless-steel fixings carefully remove the cover plate.
- Ensure that the stop-tap within the adjacent chamber and is closed.
- Ensure the drinking fountain is structurally sound; that all components are intact and that the bowls are clean and free of litter and debris.
- Ensure that the drinking fountain spouts are clean and have been disinfected.
- Ensure that the drainage outlets of each bowl are unobstructed and clean.
- Slowly open the water supply isolation valve in the adjacent chamber and check for leaks.
- Should a leak be observed then isolate the water supply and repair the leak.
- Slowly and gently open the stop-tap valve in the recess behind the tap.
- Regulate the flow with the regulating valves within the recess.
- Assess the flow through the spout when initialised by the push button tap and adjust if required.
- Carefully reinstate the cover plate on completion and ensure all fixings are correctly fitted.

### **Regular Maintenance.**

A poorly maintained drinking fountain can spread germs to its visitors. This should be avoided by cleaning the drinking fountain on a regular basis. Routine maintenance and cleaning are also essential to keep a drinking fountain working properly.

All mechanical devices need maintenance; a hot day could bring over a hundred people to use the drinking fountain, and more use can mean more wear on the equipment.

On the other hand, if it has little use then it can be more likely to develop other problems such as seizing, this can cause a lot of wastewater, consequently, to ensure all parts and components are working correctly regular maintenance is a must.

Depending on the water supply available Lime and Calcium build up can begin to block the water from coming through the valve set and going down the drain.

A drinking water fountain could be contaminated by germs and bacteria. This can cause minor illnesses like a cold, or it can transmit harmful conditions. To avoid catching any type of illness, cleaning a fountain every day is vital. Accomplishing a deep cleaning of the drinking water fountain every week will maintain its sanitary state.

The following maintenance procedures are recommended and should be undertaken frequently and as determined by the operators own risk assessment to ensure compliance with public health regulations, etc.

### **Daily Cleaning Procedure:**

The following steps will explain how to Clean the drinking fountain (You will need the following: Disinfectant spray and Paper Towels.

- Spray a disinfectant cleaner onto the drinking fountain bowl and spout.
- Use damp paper towels to wipe the disinfectant off the fountain. Continue to do this until there is no residue left.
- Run water through the Bubbler, this will wash out any leftover disinfectant. Once the disinfectant is removed, the drinking fountain is ready for use.

### **Weekly Cleaning Procedure:**

The following steps will explain how to Clean the drinking fountain (You will need the following: Liquid Scale Remover, Disinfectant spray, Paper Towels and a Small Grout Brush or similar).

- Assess the area surrounding the fountain and clean as required.
- Assess the possible inclement weather and ensure the fountain is isolated and drained in the event of potential freezing temperatures.
- If scale build-up is a problem spray the scale remover directly onto the drinking fountain. Bronze and stainless-steel compatible liquid scale removers will also remove rust, along with the calcium and lime deposits from the unit without damaging the surface. Leave the scale remover on for the time indicated in the manufacturer's instructions. Then use a damp paper towels to wipe away the residue.

- Spray a disinfectant cleaner onto the drinking fountain bowl and spout nozzles. Make sure to spray directly into the tap nozzle and surrounding areas. Allow the disinfectant to sit for a minimum of 5 minutes.
- Spray a grout brush with disinfectant. Use the brush to thoroughly scrub the inside of nozzle and surrounding areas. After scrubbing, run water through the tap to clear out the disinfectant.
- Spray another coat of disinfectant onto the grout brush. Use the brush to scrub the drain. Make sure to also scrub around the edge of the orifice since mould and mildew can accumulate in this area.
- Use damp paper towels to wipe the disinfectant off the fountain. Continue to do this until there is no residue left. Run water through the spout for three minutes. This will wash out any left remaining disinfectant. Once the disinfectant is removed, the drinking fountain is ready for use.
- Take special care when using chemicals to clean a drinking water fountain. Always cleanse the area thoroughly with hot water. If any smell of the chemical is still present, wash again. Use another cloth to dry if necessary. Read the warning label on all chemicals. The label will explain if the certain mixture would be harmful to use on a drinking water fountain.
- Run fresh water through each tap to ensure the branch pipeline is flushed.

#### **6 MONTH SERVICE Procedure:**

- Assess the area surrounding the fountain and clean as required.
- Assess the possible inclement weather and ensure the fountain is isolated and drained in the event of potential freezing temperatures.
- Undertake water sampling and testing as required to ensure compliance with public health regulations.
- Remove tap assembly and replace with previously cleaned assembly, old assembly to be taken away stripped down and thoroughly cleaned for replacement on next visit.
- Remove grills and cover plates and flush through system with clean water, thoroughly clean grills and replace.
- Spray a disinfectant cleaner onto the drinking fountain bowl, grill and spout nozzle. Make sure to spray directly into the tap nozzle and surrounding areas. Allow the disinfectant to sit for a minimum of 5 minutes.

- Spray a grout brush with disinfectant. Use the brush to thoroughly scrub the inside of nozzle and surrounding areas. After scrubbing, run water through the tap to clear out the disinfectant.
- Spray another coat of disinfectant onto the grout brush. Use the brush to scrub the drain. Make sure to also scrub around the edge of the orifice since mould and mildew can accumulate in this area.
- Use damp paper towels to wipe the disinfectant off the fountain. Continue to do this until there is no residue left. Run water through the spout for three minutes. This will wash out any left remaining disinfectant. Once the disinfectant is removed, the drinking fountain is ready for use.
- Take special care when using chemicals to clean a drinking water fountain. Always cleanse the area thoroughly with hot water. If any smell of the chemical is still present, wash again. Use another cloth to dry if necessary. Read the warning label on all chemicals. The label will explain if the certain mixture would be harmful to use on a drinking water fountain.

Please note that it may be necessary to adjust the above procedures in accordance with site and environmental conditions encountered over time.

Maintenance should be carried out on a regular basis to ensure the longevity and cleanliness of the fountain. This manual should be read, understood and made available for consultation as required.

### **Microbiological Testing.**

Testing of the water should be arranged to guard against Legionella and other water borne bacteria and pathogens, etc. Some bacteria, etc. are temperature dependent; therefore, it may be wise to also monitor water temperature, particularly throughout the summer. Microbiological testing remains the responsibility of the client/operator and can be arranged via The Fountain Company Ltd.

### **Winter Operation.**

The drinking fountain will need to be assessed by the client/operator for winter operation. Spray and splash on adjacent surfaces could freeze and create a hazard to the public or risk damage to pipe work, fittings & masonry, etc. We recommend that the drinking fountain is turned off during periods of low temperature to avoid potential hazards. Where risk of freezing does exist or if the feature is to be turned off for a long period, then the drinking fountain should be fully drained to include the bowl, pipelines and strainer system, etc. The following drain down procedure could be adopted.

**Drain-down procedure.**

- Close the stop tap within the valve chamber.
- Disconnect the drinking fountain delivery pipeline from the flow delivery pipeline to allow drainage of water from the system into the chamber.
- Fit caps over the disconnected pipes to avoid contamination.
- The start-up procedure detailed above must be observed prior to restarting the fountain following a drain-down period and expert assistance sought should problems be encountered.

Should any further information regarding this equipment be required please contact:

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Unit 7  
Waterside Business Park  
Hadfield  
Derbyshire  
SK13 1BE

Tel. 01457 866088

**SECTION**

**3**

## COMPONENT PARTS

The Drinking Fountain comprises of the following components:

**Decorative Bubblers (x2).**

Type : Push Button.  
Size : ½” BSP connection (Refer Drawings).  
Material : Brass.  
Manufacturer : The Fountain Company Ltd.

**Decorative Cover Plate.**

Type : Curved Bespoke Cut.  
Size : Approximately 340mm high x 340mm wide.  
Material : Brass.  
Machining : The Fountain Company Ltd.

**Decorative Bowl Drains and Grills.**

Type : Pressure Pipe and Fittings.  
Size : 60mm.  
Material : Bronze.  
Manufacturer : The Fountain Company Ltd.

**Drinking Fountain Spout Supply Pipes.**

Type : WRAS approved Braided Hose (1711074).  
Size : 15mm OD ½” Female BSP Connections 300mm.  
Material : EPDM/Brass and Stainless Steel.  
Manufacturer : John Guest Limited or similar.

**Flow Regulation Valves**

Type : WRAS approved Wonder Valve (1805801).  
Size : 15mm Compression/½” BSP.  
Material : Brass.  
Manufacturer : Cottam & Preedy Ltd.

### **Double Check Valves**

Type : WRAS approved Valve (1410336).  
Size : ½" BSP.  
Material : Brass.  
Manufacturer : Hydravalve UK Ltd.

### **Stopcock Valve**

Type : WRAS approved Valve (1704389).  
Size : ½" BSP.  
Material : Brass.  
Manufacturer : Wolseley UK Limited.

### **Fixing Screws**

Type : Torx Pin Head.  
Size : Various (Refer Drawings).  
Material : Stainless Steel.  
Manufacturer : RS Components.

**SECTION**

**4**

## RECOMMENDED SPARES LIST

## **RECOMMENDED SPARES LIST.**

### **Treatments and Cleaners**

- Descaler
- Disinfectant Wipes (Dettol Antibacterial Surface Wipes)
- Disinfectant Spray (Dettol Antibacterial Surface Cleanser)
- LTP GRIMEX – Heavy Duty Grime Remover
- LTP MPG SEALER – Polished Wall and Tile Sealer.

### **Maintenance Kit**

- Cleaning brush - soft grip grout cleaning brush with stiff bristle, small enough to brush within mouth guard.
- Cloths
- Silicone antistick food grade lubricant
- Polish - Peek Polish is perfect for cleaning, polishing, and shining all metals. It can safely be used on brass, copper, sterling, stainless steel, nickel, bronze, gold, aluminium, platinum and more. The mild abrasive quality of the cream ensures that it will even remove oxidation.
- Wax Protection - Renaissance Wax is the finest cleaner/polish wax available, specified by museums, art galleries and conservators throughout the world. It will gently lift the grime of antiquity and murky deposits of other polishes, leaving surfaces delightful to see and touch.
- May be used on any solid surface including wood, metal (coins), marble, onyx, shell, stone, ivory, plastics, or leather/paper. Its translucency allows unlimited applications and polish never stains or discolours. The hardness of the matured wax coating gives excellent protection against normal spillages, finger marks, natural acidity etc.

### **Parts**

- Fixing Screws
- Spare control valve

**SECTION**

**5**

**DRAWINGS**

## **DRAWING LIST.**

Drawing Number:

- C456/1/01 – Drinking Fountain Layout & Details
- C456/1/02 – Drinking Fountain Cover Plate & Frame

**SECTION**

**6**

## Masonry

### **Specific Maintenance Recommendations and Procedures**

For maintenance of stone and associated materials please refer to the Maintenance recommendation listed in the Hardscape Limited maintenance recommendation for Granite and in the Marshalls Mono Limited Natural stone maintenance document prepared by The Stone Federation.