



MANAGEMENT AND

MAINTENANCE

ARRANGEMENTS

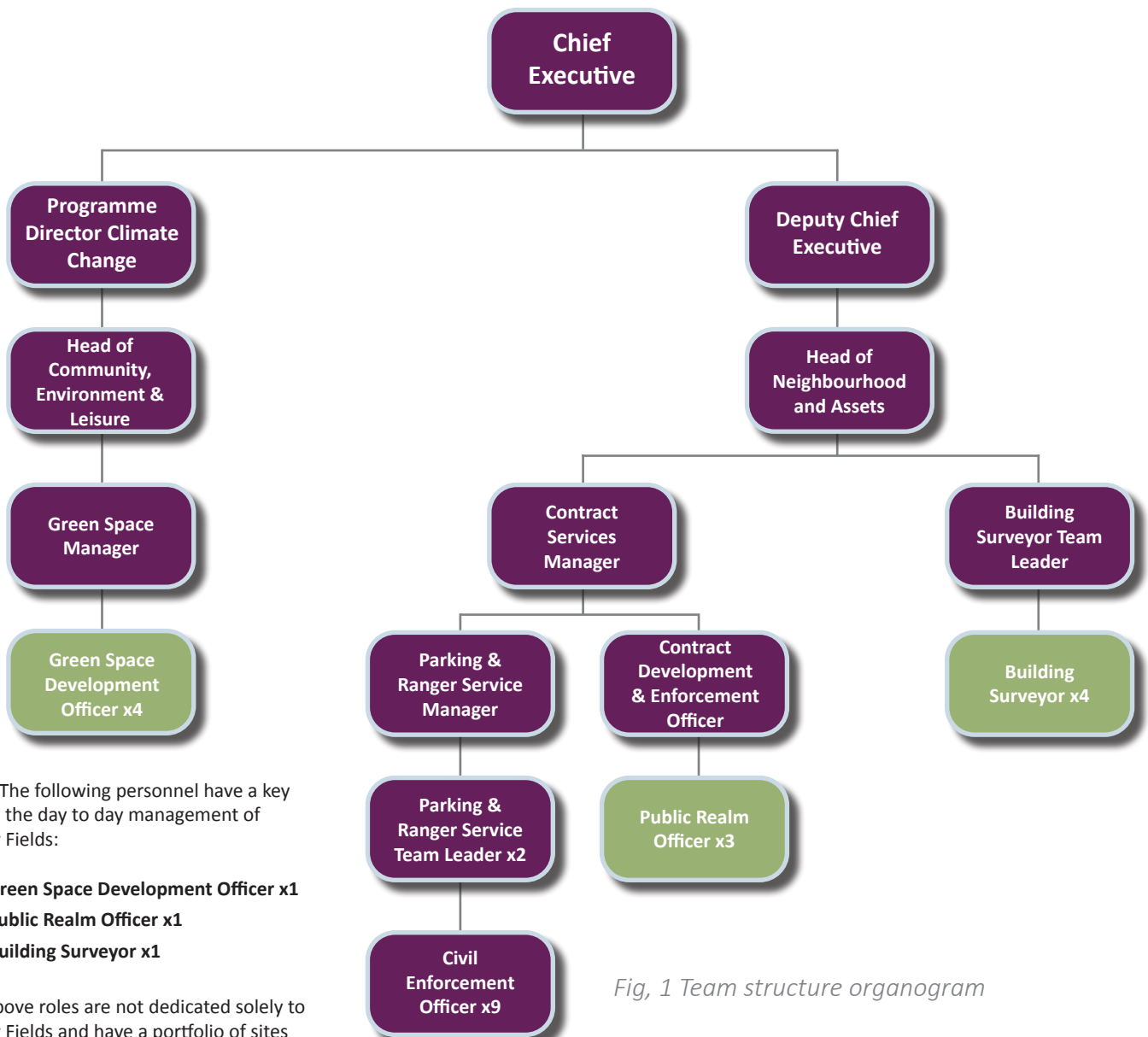
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MANAGEMENT AND MAINTENANCE ARRANGEMENTS

This section provides an overview of the management and maintenance of Abbey Fields, introducing the roles and responsibilities of the management teams, the contractual relationships and the stakeholders who also have an interest within Abbey Fields.

Overall responsibility

Abbey Fields is owned and managed by Warwick District Council. The Green Space Team within the Environmental and Operational Services division are responsible for the management of Abbey Fields. The following organogram identifies the organisational structure related to the day-to-day management of Abbey Fields.



Note: The following personnel have a key role in the day to day management of Abbey Fields:

- Green Space Development Officer x1
- Public Realm Officer x1
- Building Surveyor x1

The above roles are not dedicated solely to Abbey Fields and have a portfolio of sites across the District under their remit.

Fig. 1 Team structure organogram

KEY ROLES AND RESPONSIBILITIES

The current key roles in relation to the management of Abbey Fields are identified below and their responsibilities highlighted. This represents the structure as of October 2022. Due to the nature of Local Authorities, structures change over time and these changes will be picked up during the regular review process.

Head of Community, Environment and Leisure Services

The Head of Service will be responsible for ensuring adequate resources are assigned to the management and maintenance of all green spaces across the District including Abbey Fields. The Green Space Team has overall responsibility for implementing the MMP in partnership with stakeholders and other WDC Officers

Green Space Manager

The Green Space Manager will act as the lead officer for the MMP and be supported by Green Space Development Officers.

The Green Space Manager will be responsible for ensuring that regular liaison is undertaken with WDC personnel including the Building Surveyor Team Leader and Contract Services Manager.

Green Space Development Officers

Green Space Development Officer 1 has a key role in the development and management of green spaces throughout the district and is responsible for the day-to-day management of Abbey Fields.

Green Space development officer 2 has a key role in the development and management of green spaces throughout the district and has a specific responsibility for Abbey Fields play area.

Green Space Planning and Development officer 3 (Planning) has a key role in the development and management of green spaces throughout the district and can support Officers 1 and 2 as and when required for Abbey Fields.

Green Space Development Officer 4 has a key role in the development and management of green spaces throughout the district and can support Officers 1 and 2 as and when required for Abbey Fields.

Building Surveyor Team Leader

The Building Surveyor Team Leader is a key operational management role in delivering agreed programmes of work across all the Council's assets and that they are maintained and fit for purpose including Abbey Fields

Building Surveyor

The Building Surveyor will be responsible for the assets associated with the Abbey Fields. This includes items such as the buildings and structures, footpaths, bins and benches.

The Building Surveyor will prepare a Planned Preventative Maintenance schedule, which be implemented in accordance with this MMP and will be responsible for responsive repairs to assets. The Assets Team will meet regularly with the Green Space Team to review and plan works associated with the infrastructure.

Contract Services Manager

Contract Services Manager is responsible for ensuring the grounds maintenance and cleansing schedules are implemented in accordance with this management plan.

The Contracts Services Manager will meet regularly with the Green Space Team to plan and review maintenance requirements. The Contracts Services Manager will also be responsible for contract development and enforcement issues related to Abbey Fields

SERVICE LEVEL AGREEMENTS AND CONTRACTS

Arboriculture Service Level Agreement

Trees within Abbey Fields are managed by Warwick District Council (WDC) through a Service Level Agreement (SLA) with Warwickshire County Council (WCC) Forestry Team (Appendix 3) and is managed by the Green Space Development Officer.

WCC Forestry Team inspect the tree stock at Abbey Fields on an annual basis. However, works are commissioned depending on the urgency of the tree work, as detailed in the extract of Schedule 5 of the SLA below:

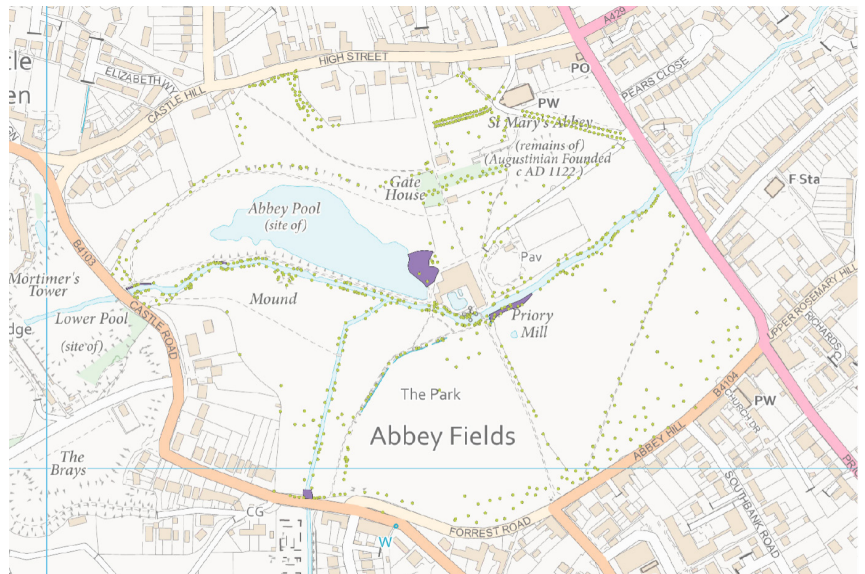


Fig. 2 Extract from the Tree survey identifying locations of all trees (green dots) within Abbey Fields

Priority	Time Limit
Cat 1. Emergency P1 Within	48 hrs (if not sooner)
Cat 2. High Priority P2	within 7-14 Days
Cat 3. Priority Work P3	To be completed within 90 days
Cat 4. Routine Work P4	Completion within 12 calendar months
Cat 5. Beneficial/Planned P5	Completion, agreed when required

A programme of surveys undertaken by WCC Forestry Team generates work orders for the contractor on a three-year basis. Works are carried out for WDC in accordance with the specification as per the Service Level Agreement. This document also provides details on the following

- Contractual legalities and obligations (Service Level Agreement);**
- Specification of Services (Schedule 1);**
- Specification and Tree Terminology for Operational Works (Schedule 2);**
- Additional Services (Schedule 3);**
- TUPE Provision on Expiry or Termination (Schedule 4); and**
- Tree Risk Survey Specification (Schedule 5).**

Grounds Maintenance Contract

Grounds maintenance within Abbey Fields is managed by Warwick District Council through a 10 year contract called 'Provision of Grounds Maintenance Contract 2021-2029) with external providers, Idverde UK (as of the date of this Management Plan). This contract includes the following responsibilities throughout Warwick District:

- **Grassland management**
- **Soft landscape management**
- **Cemetery maintenance**
- **Sports and play areas**
- **Maintenance of water features**
- **Wildlife provision; and**
- **Cleansing**

For Abbey Fields the maintenance provision is highlighted in Figure 3 in Abbey Fields Maintenance Plan.

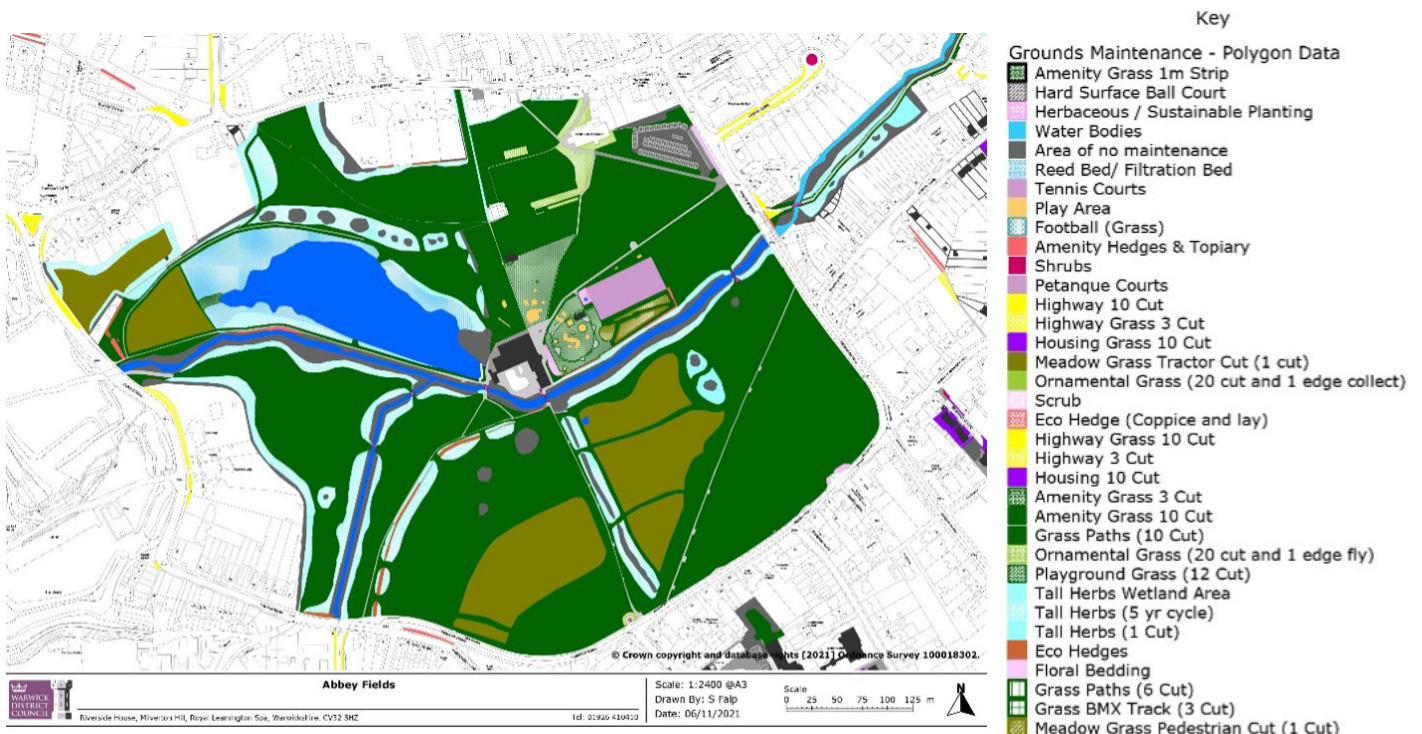
This Maintenance Plan highlights the varied management requirements within Abbey Fields, the locations of these management requirements and also the number of expected occurrences. These are also provided in more detail in a Core Works Table that forms part of the contract provision. An extract of this is shown in Figure 4.

Any maintenance requirements that are outside of the core contract provision are determined by

the Green Space Manager, with each Green Space Development Officer responsible for their own areas of provision, with collaborative working as and when required.

Maintenance of shared use paths, roads and park infrastructure as well as all buildings, bridges, structures and heritage buildings are the responsibility of Warwick District Council Asset Management Team. Heritage buildings are managed under consent with Historic England as a Scheduled Monument (Schedule 1021079) and/or their individual listing.

Maintenance and repair of playground equipment, including minor repairs to safety surfaces are managed by the contractor (currently *idverde*) and all tasks undertaken are inspected by the Green Space Development Officers - mainly Green Space Development Officer 2 - in accordance with the specification.



CODE	ITEM NAME	FREQ/TIMING INFO	MEASUREMENT	UNIT	CODE	SITE	TOWN	DETAILS
GRAND	Grass - Amenity Grade 1	12 CUTS, 9 BETWEEN APRIL - NOV, 3 CUT IN MARCH	18870	m ²	10001	Abbey Fields	K	Grass throughout site
GRAND	Grass - Amenity Grade 2	3 CUTS A YEAR, MAR, JULY, OCT	207	m ²	10001	Abbey Fields	K	Small area at end of lake between tall herbs and reed beds
GRMAD	Grass - Meadow	ONCE A YEAR BETWEEN JULY 15TH AND END OF SEPT	4118	m ²	10001	Abbey Fields	K	To waste in end of lake from hedge along Castle Rd / Furl
GRMAD	Grass - Meadow	ONCE A YEAR BETWEEN JULY 15TH AND END OF SEPT	660	m ²	10001	Abbey Fields	K	Area to small paddock adjacent to food house
GRMAD	Grass - Meadow	ONCE A YEAR BETWEEN JULY 15TH AND END OF SEPT	10848	m ²	10001	Abbey Fields	K	3 areas going down the hill
GRMAD	Grass - Meadow	ONCE A YEAR BETWEEN JULY 15TH AND END OF SEPT	10007	m ²	10001	Abbey Fields	K	Area from Forest Road to footpath (bank area)
GRTH1	Grass - Tall Herbs Grade 1	ONCE A YEAR BETWEEN NOV - FEB	828	m ²	10001	Abbey Fields	K	Tall herbs area near meadows, cut alternately each year. Also sections along the hedge, next to footpath
GRTH2	Grass - Tall Herbs Grade 2	ONCE A YEAR BETWEEN SEPT - OCT	4814	m ²	10001	Abbey Fields	K	Tall herbs area around site. Cut 1/5th each year, area where it reflects this
AMNHEDGE	Hedge - Amenity	THICE A YEAR, JUN/JULY AND SEPT/OCT	114	m ²	10001	Abbey Fields	K	Short section to boundary field area
ECOHEDGE1	Hedge - Ecological Grade 1	ONCE A YEAR IN FEB	2004	m ²	10001	Abbey Fields	K	Hedges throughout site
ECOHEDGE2	Hedge - Ecological Grade 2	ONCE A YEAR NOV/OCT	70	Lin	10001	Abbey Fields	K	Hedge at fence end of park, in front of paddock area
HORR1	Herbaceous/Sustained Planting	MONTHLY BUT AVOIDING MONTHS OF BEDDING	43	m ²	10001	Abbey Fields	K	Abbey Hill near bus stop
HORR2	Herbaceous/Sustained Planting	MONTHLY BUT AVOIDING MONTHS OF BEDDING	178	m ²	10001	Abbey Fields	K	Herbaceous bed in front of main pool planted with the Friends of Abbey Fields Jan 06
HORR3	Herbaceous/Sustained Planting	MONTHLY BUT AVOIDING MONTHS OF BEDDING	265	m ²	10001	Abbey Fields	K	Herbaceous bed by the side of the car park, there needs to be a 400mm gap between plants and wall
LEAFMUL	Leaf Mulching	ROLLING PROGRAMME FROM MID OCT TO END OF DEC	71050	m ²	10001	Abbey Fields	K	Flat areas of grass
REEDBED	Reed Bed	ONCE A YEAR JAN - FEB	5819	m ²	10001	Abbey Fields	K	Reed area by the side of the lake
SHRUB	Shrub - Ornamental Bed	MONTHLY VISIT	10	m ²	10001	Abbey Fields	K	Corner of pool building next to brick behind metal railings
GRMAD2	Grass - Meadow Grade	ONCE A YEAR BETWEEN JULY 15TH AND END OF SEPT	866	m ²	10002	Abbey Fields Play Area	K	Meadow area at the back of the tennis courts, new site
GRPATH	Grass - Path	12 CUTS, 9 BETWEEN APRIL - NOV, 3 CUT IN MARCH	847	m ²	10002	Abbey Fields Play Area	K	Path around meadow area
GRPLAY	Grass - Playground	12 CUTS A YEAR, 12 BETWEEN APRIL - NOV, 3 CUT IN MARCH	5321	m ²	10002	Abbey Fields Play Area	K	Grass area around play area present
AMNHEDGE	Hedge - Amenity	THICE A YEAR, JUN/JULY AND SEPT/OCT	166	m ²	10002	Abbey Fields Play Area	K	Newly planted hedge along edge of fence, around the meadow area at the rear of the tennis courts
HORR1	Herbaceous/Sustained Planting	MONTHLY VISIT EXCEPT MONTHS OF PLANTING	158	m ²	10002	Abbey Fields Play Area	K	Rain garden by side of tennis courts
LEAFMUL	Leaf Mulching	ROLLING PROGRAMME FROM MID OCT TO END OF DEC	71050	m ²	10002	Abbey Fields Play Area	K	All grass around play area present
HREBCM	Hard Surface Ball Court	MONTHLY SWEEP	2642	m ²	10002	Abbey Fields Sports Areas	K	Tennis Courts

Fig. 4 Extract of the Core Works Table

Performance and Quality Monitoring

Performance is regularly evaluated throughout the contractual period.

Abbey Fields operational meetings are held bi-monthly on site at Abbey Fields. They are attended by WDC Green Space Development Officer, WDC Rangers Service and the Contract Manager and Supervisors for the contractor (currently idverde).

The idverde/WDC Quarterly Partnership meeting is held four times per year and is attended by the Head of Environmental and Operational Services, senior parks staff and representatives from the contractor (currently idverde), that include the Regional Operations Director and the Contracts Manager.

Historic England

Historic England is an important stakeholder in the management of the park. The park's scheduled monument designation means that all works require scheduled monument consent from the Secretary of State before they can be undertaken.

Historic England's Inspector of Ancient Monuments advises the Secretary of State on the granting of scheduled monument consent to ensure that the significance of the monument is maintained.

STAKEHOLDER VOLUNTEERS

Stakeholders play a key role in the management and maintenance of Abbey Fields, with strong groups of volunteers formed over many years, that actively support a wide range of voluntary activities within Abbey Fields.

An example of this is Crocus Walk, which brings a welcome horticultural display in early Spring, as well as enhancing the biodiversity offer of this area of the site.

The scheme was delivered in partnership with the local community and has been an important engagement tool. There is potential to further develop and extend this offering.

As part of the Management and Maintenance Plan it is anticipated to further build on the relationships between WDC and stakeholder volunteers for a positive and cohesive approach to the management and maintenance of Abbey Fields.

Organisation	Website
The Friends of Abbey Fields (FOAF)	www.friendsofabbeyfields.org.uk/
Kenilworth History and Archaeological Society	www.khas.co.uk/
Kenilworth Abbey Advisory Committee	www.kenilworthweb.co.uk/kenilworth-directory/kenilworth-abbey-advisory-committee/
Kenilworth Town Council	www.kenilworthweb.co.uk/
Historic England	www.historicengland.org.uk
St Nicholas Church	www.stnicholaskenilworth.org.uk/
Warwickshire Wildlife Trust	www.warwickshirewildlifetrust.org.uk/
Everyone Active	www.everyoneactive.com/centre/abbey-fields-swimming-pool/

The Key stakeholders with sole focus within Abbey Fields are identified below briefing their organisation and their involvement with Abbey Fields.

The Friends of Abbey Fields (FOAF)

The Friends of Abbey Fields formed in 2002 with the aim of helping Warwick District Council to care for Abbey Fields, the details of which are set out with their key aims.

The FOAF have a committee with a target membership of eight people and around 200 members who are all keen to preserve the unique character of Abbey Fields.

All FOAF activities in the Abbey Fields are undertaken with the support of Warwick District Council and many projects are carried out in partnership with them.



Warwickshire Bat Group Annual Bat Box Survey



Wildflower meadow walks



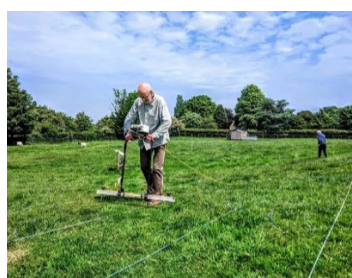
Tree walk

Kenilworth History and Archaeological Society (KHAS)

Kenilworth History & Archaeology Society (KHAS) was formed around 1962 and promotes members' and public interest in local heritage. KHAS run the Abbey Museum located within The Barn in Abbey Fields entirely voluntarily. They operate guided walks and public talks on the Abbey Ruins at set times of the year.



Abbey Museum and Heritage Centre



Citizen Science and Archaeology



Heritage tours of Abbey ruins

Kenilworth Abbey Advisory Committee

The Kenilworth Abbey Advisory Committee (KAAC) formed in 1974 by the then Kenilworth History Society, now KHAS for the sole purpose of saving the Abbey Gatehouse from collapse, with funds raised and restoration works completed in 1977. It was reconstituted in 1987 to reinstate the first floor of The Barn, completed in 1995. Following the Scheduling of Abbey Fields as a Scheduled Monument by Historic England in 2003, KAAC's remit covered the entire Fields and in 2005 prepared a Conservation Plan that at the time

informed WDC's Planning Policy. Further to this KAAC set up the Harry Sunley Memorial Project, a registered charity, to raise money for preservation and enhancement for the advancement of education for the public benefit, having raised the funds for the installation of a mezzanine floor in the Gatehouse.



Production of Conservation Plan for Abbey Fields

St Nicholas Church (Eco Churchyard)

St Nicholas Church in Kenilworth joined the Eco Church Movement (managed by A Rocha www.ecochurch.arocha.org.uk/) in 2019 to focus its Eco Church activities on the land around the church. The aim of the Eco Church is to work collaboratively with WDC, other volunteer groups and the community to manage the churchyard to enhance biodiversity, conserve heritage features and respect those buried or ashes interred. Recent events included a joint working party with FOAF where volunteers came together to undertake approved management within the churchyard.



'TANTARA' GATEHOUSE, ABBEY FIELDS, KENILWORTH



The Gatehouse as it might have appeared in the Middle Ages



The vaulted passage of the Gatehouse today

Fundraising for TANTARA Gatehouse



LEASES AND COVENANTS

Provision of activities and concessions associated with buildings and sport facilities on Abbey Fields are covered by different leases or are run by other services, and include:

- **Abbey Fields Leisure Centre is leased to Everyone Active through WDC Leisure, Tourism and Culture**
- **St Nicholas Church (building only), managed by volunteers and the Diocese of Coventry.**
- **Abbey Museum, Gatehouse and Ruins, owned by WDC, with a draft licence currently in preparation for their operation by KHAS.**
- **Temporary coffee concession – Forrest Coffee**

EVENTS & ACTIVITIES

Abbey Fields covers a wide range of interests and social needs for the community, including sports provision, play facilities and informal recreation. Sports provision includes the Leisure Centre, to be replaced in 2022, 5 hard surfaced tennis courts and a trim trail. Play provision includes a fenced toddler and junior play area with an unfenced junior and teenager play area, both very well used. Abbey Fields is very well used for informal recreation of all forms. The website for Abbey Fields www.warwickdc.gov.uk/info/20316/abbey_fields provides further guidance on activities available within Abbey Fields.

Regular events take place at Abbey Fields including The Annual Fair, Rotary Club Duck Race and a number of stakeholder led events. WDC Business Support and Events Team provide advice, guidance and approval for all larger events and filming within Abbey Fields. The Events Team operate within an approved Events Manual, whereby they vet applications from organisers, and enforce events policies on frequency, size, type and location of events within Abbey Fields. The smaller stakeholder organised events are supported by the Green Spaces Development Officer and Public Realm Officers.

Use of the Fields by organisations to provide group fitness activities are required to apply for a Park Exercise Permit from WDC Business Support Team for Leisure, Tourism and Culture, prior to activities being undertaken within Abbey Fields.

POLICING ABBEY FIELDS

WDC have a Ranger Service who provide a safe, friendly and welcoming experience for people visiting the parks and open spaces within Warwick District. The rangers are transient and are not permanently located within one green space. As such their work is varied and includes:

- **A high-profile uniformed presence**
- **Tackling anti-social behaviour and working in partnership with the Police and CCTV operators**
- **Providing high quality customer service – help, support, information and directions to visitors**
- **Being a trusted face – providing basic first aid where needed and helping vulnerable persons or lost children**
- **Reporting defects and maintenance issues to the relevant authority**
- **Managing informal groups and rough sleepers professionally and sensitively**
- **Supporting events in parks and open spaces**
- **Patrolling parks, cemeteries and car parks and securing them out of hours**
- **Enforcement activity**