



Management & Maintenance

Baldock Town Centre - User Guide

BDP.



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1.0 Introduction

1.1 Purpose of this Guide

This guide has been prepared in conjunction with NHDC, HCC and BDP to ensure a high standard of maintenance and management is continued now and in the future for the recently completed public realm improvements.

The purpose of this guide is to assist the **users** of Baldock Town Centre with the management and maintenance of the scheme. The guide focuses on the area that the enhancement works covered as marked on the adjacent plan.

The intention is that this guide is a working document and can be used by not only the local authority and it's departments, but also be an easy reference guide for the Baldock Town Partnership and Town Centre Manager.

The enhancement of Baldock town centre has provided an organised, functional and better used town centre by residents, businesses and visitors. To ensure the town centre remains at a high standard it is imperative that the management and maintenance required is comprehended by all the users.

The guide will:

- Identify and address who is responsible for certain aspects of management;
- Identify and address who is responsible for certain aspects of maintenance;
- Provides a detailed action list for the repair and or replacement of components and departments responsible.
- Identify procedures for events, the areas and facilities available.
- Sets out the scheme components, material specifications, and identifies the suppliers

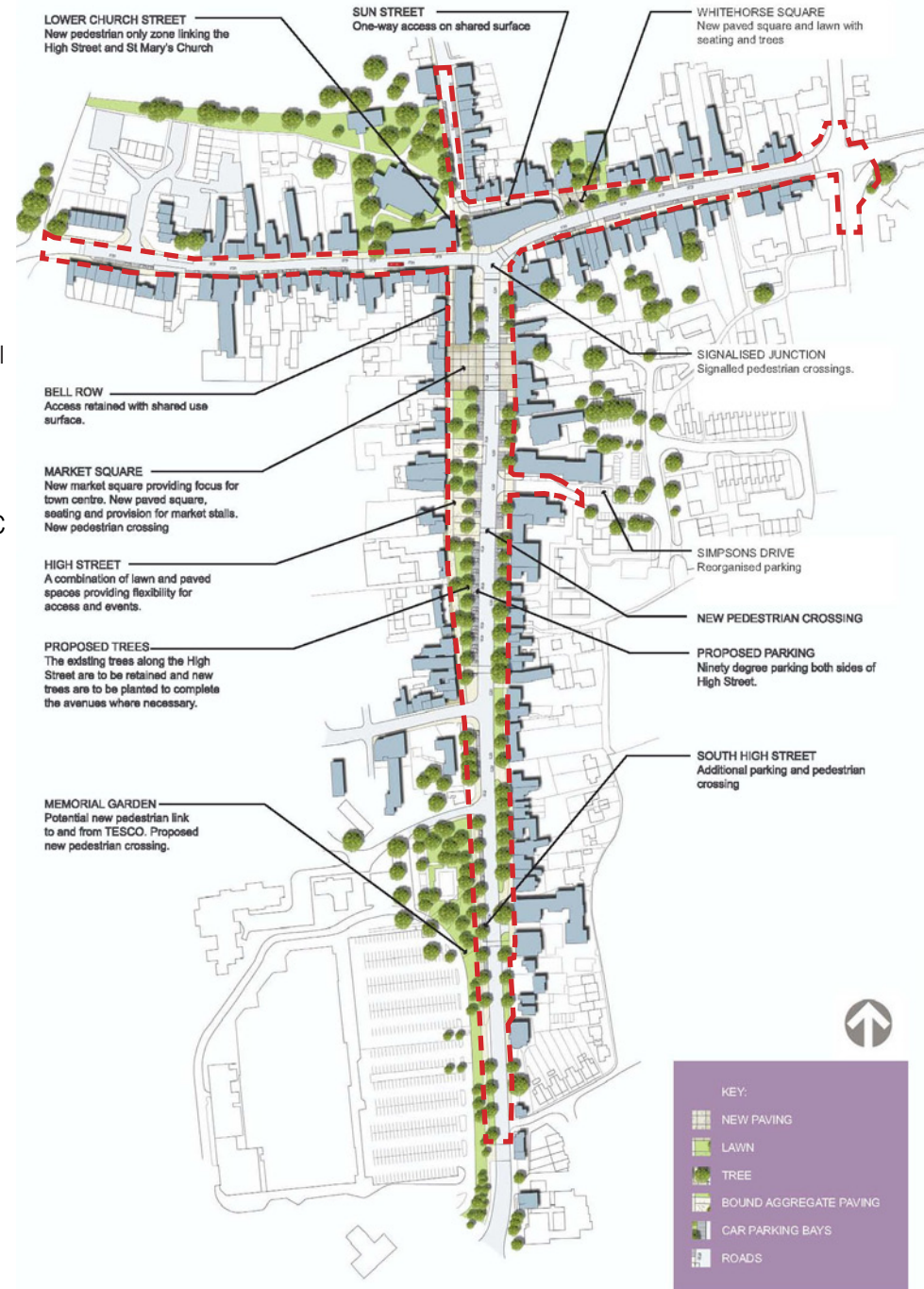
for quick reference where applicable.

- Sets out the agreed overall cleaning strategy for the town centre.
- Sets out the agreed objectives for soft landscaping

It is envisaged that this quick reference guide will assist in maintaining the quality of the recently implemented works to ensure it is safe, clean and in a good state of repair.

There are other documents available from NHDC if further information is required on the overall scheme or further technical information. These documents consist of:

1. Baldock End of Scheme Report
2. Operation and maintenance manual
3. Health and Safety file



1.2 Scheme Background

Building Design Partnership (BDP) was commissioned by North Hertfordshire District Council (NHDC) in early February 2007 to assist with an enhancement proposal for Baldock Town Centre.

The scheme was jointly funded and is a collaboration between North Hertfordshire District Council and Hertfordshire County Council.

The scheme emerged following the opening of the Baldock bypass in 2006, years of engineering measures to ensure traffic capacity, had a detrimental effect on the town centre and it was realised that it was time for change.

Baldock is one of 4 district towns (Letchworth Garden City, Hitchin and Royston) and is located close to Letchworth Garden City just off the A1M. All of the towns are different in terms of their size, retail offer and character.

Project Aspirations:

The project team identified the aspirations for the site as outlined below:

- A high quality, attractive and robust scheme in terms of design and materials.
- A scheme that improves safety within the town.
- A scheme that benefits all users in terms of function and accessibility.
- A scheme that creates a lively setting for the town centre.

Project Objectives:

The masterplan drew together all of the design proposals in a overall plan which include the following key components.

- Parking throughout the town centre has been reorganised to allow short stay parking within the core and to enable new open public spaces to be formed.
- Footpath widths have been widened to improve the pedestrian experience and encourage people to walk around the town centre. In key areas sufficient space has been created to allow for outdoor cafes and trading.
- A new market place has been created in the heart of the High Street. Within this multifunctional space power supplies for market traders has been integrated into the design.
- The main junction has been modified with crossing on all arms to aid permeability throughout the town centre.
- New street furniture has been installed throughout as a co-ordinated range in suitable positions where it is needed. Two recycling units have also been installed following a workshop with one of the local schools.
- New trees have been planted to reinforce the existing and add continuity for the entire length of the High Street adding seasonal change
- Large areas of grass have been introduced to the High Street and Whitehorse Street. This was building upon the character of the

southern end of the High Street and helping to green the town.

- The war memorial has been enhanced with new planting beds with box hedging and seasonal planting. The memorial is now accessible by wheelchairs and provides a feature within the new market square.
- A palette of hard wearing materials have been introduced to the town centre which looks to unite and create a hierarchy for all of the key spaces and streets.
- New lighting has been installed throughout the scheme area - upgrading the existing, new columns to complement new alignments, new wall mounted fittings to increase lighting levels and lower level pedestrian lighting in the key spaces.

Project Completion:

Works commenced on site on 6th June 2008 with completion of major work by April 2009.

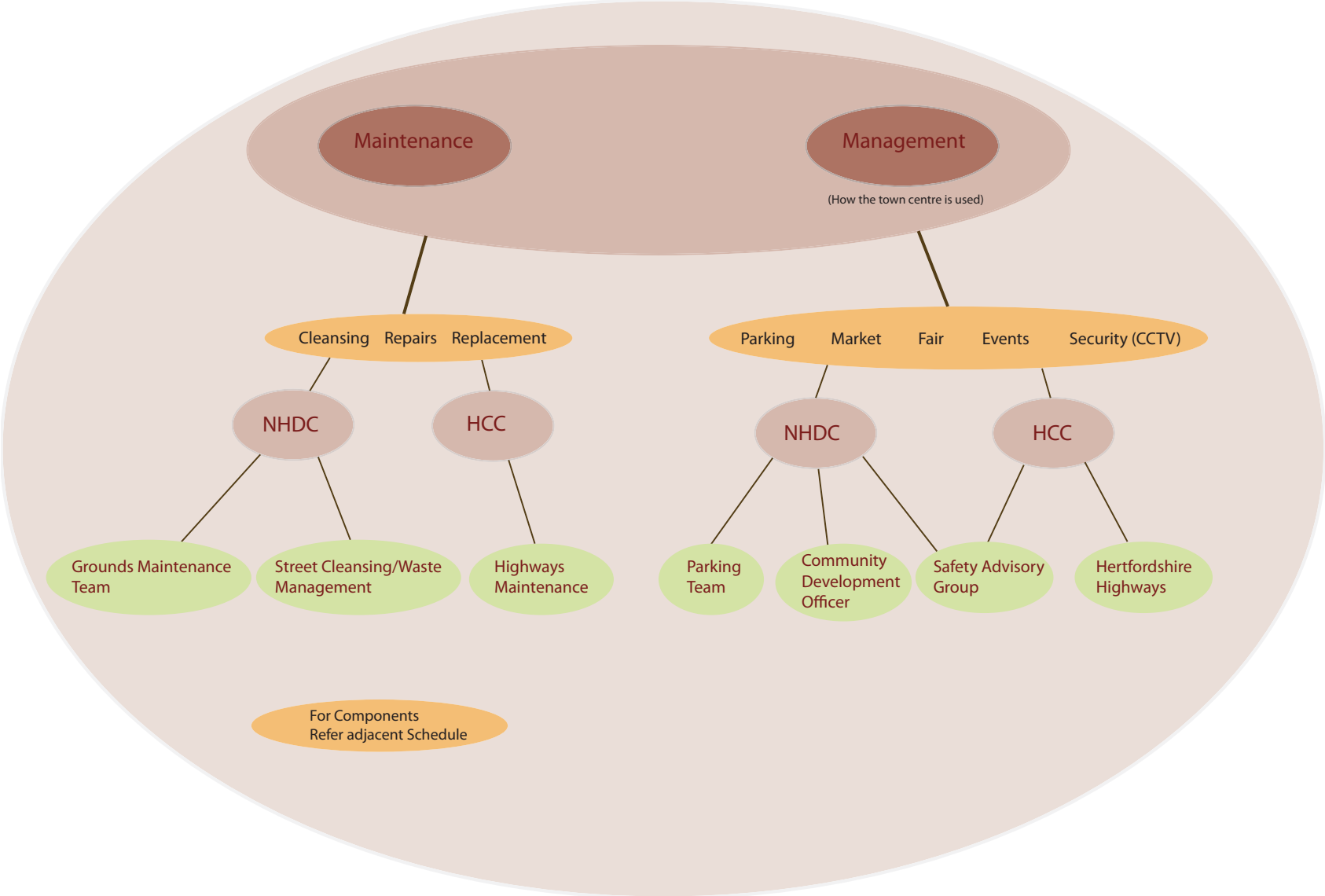
The enhancement works were formally opened on the 13th June 2009 by Oliver Heald MP.





2.0 Quick Reference Guide

The 'Quick Reference Guide' outlines the key maintenance and management items associated with the town centre, the authority responsible and the associated team/department which will repond.



3.0 Detailed Action List

The following schedule lists each material component and department responsible for maintenance. The schedule also incorporates general actions and separates these between maintenance and management responsibilities to assist. For further detailed information on costs refer to the Asset Register.

Component / Item	Who Owns it (authority)	Action	Department Responsibility/ Contact
Maintenance			
Street Furniture			
Signs & posts - Parking	NHDC	Routine/Replacement	Planning Services
Signs & Post - Lit	HCC	Routine/Replacement	Herts Highways
Street Name Plates	NHDC	Routine/Replacement	Planning Services
ADS signs	HCC	Routine/Replacement	Hertfordshire Highways
Benches and seats	NHDC	Routine/ Replacement	Property Services
Bollards	HCC	Routine/ Replacement	Hertfordshire Highways
Litter Bins	NHDC	Routine Replacement	Street Cleansing/ Refuse Property Services
Recycling Bins	NHDC	Routine Replacement	Street Cleansing/ Refuse Property Services
Cycle Stands	NHDC	Routine/ Replacement	Property Services
Bus shelter	HCC	Routine/ Replacement	Hertfordshire Highways
Feeder Pillars - Market Power supply	NHDC	Routine/ Replacement	Property Services
Flag Poles	NHDC	Routine/ Replacement	Property Services
Fixed and removable traffic control bollards	HCC	Routine/ Replacement	Hertfordshire Highways
Manhole covers and frames	HCC	Routine/ Replacement	Hertfordshire Highways
War Memorial	NHDC (British Legion)	Routine/ Replacement	Grounds Maintenance
Lighting & Signals			
Street light columns	HCC	Routine/ Replacement	Hertfordshire Highways
Wall mounted street lighting	HCC	Routine/ Replacement	Hertfordshire Highways
CCTV cameras	NHDC	Routine/ Replacement	Property Services
Signals - Whitehorse Rd junction	HCC	Routine/ Replacement	Hertfordshire Highways
Zebra crossings	HCC	Routine/ Replacement	Hertfordshire Highways
Pelican crossings	HCC	Routine/ Replacement	Hertfordshire Highways
Christmas Lighting	NHDC	Routine/ Replacement	Property Services/Grounds Maintenance
Surface mounted cabinets	HCC	Routine/ Replacement	Hertfordshire Highways
Surfacing			
Yorkstone footways	HCC	Routine/ Replacement	Hertfordshire Highways
Granite footways	HCC	Routine/ Replacement	Hertfordshire Highways
Buff Gravel footways	HCC	Routine/ Replacement	Hertfordshire Highways
Blacktop, asphalt footways	HCC	Routine/ Replacement	Hertfordshire Highways
Carriageway Blacktop, asphalt	HCC	Routine/ Replacement	Hertfordshire Highways
Granite kerbs	HCC	Routine/ Replacement	Hertfordshire Highways
Granite shared surface	HCC	Routine/ Replacement	Hertfordshire Highways
Buff Gravel	HCC	Routine/ Replacement	Hertfordshire Highways
Road markings	HCC	Routine/ Replacement	Hertfordshire Highways
Parking bays	NHDC	Routine/ Replacement	Planning Services
Vehicle crossovers	HCC	Routine/ Replacement	Hertfordshire Highways

Component / Item	Who Owns it (authority)	Action	Department Responsibility/ Contact
Drainage			
Gullies on carriageway	HCC	Routine/ Replacement	Hertfordshire Highways
Gullies in stone paved areas	HCC	Routine/ Replacement	Hertfordshire Highways
Aco channels	HCC	Routine/ Replacement	Hertfordshire Highways
Channels	HCC	Routine/ Replacement	Hertfordshire Highways
Pipes	HCC	Routine/ Replacement	Hertfordshire Highways
Outfalls	HCC	Routine/ Replacement	Hertfordshire Highways
Connections	HCC (Anglian Water where any connections to sewers)	Routine/ Replacement	Hertfordshire Highways
Soft Landscape			
Trees	NHDC	Routine/Replacement	Parks & Countryside
Grass	NHDC/HCC	Routine/Replacement	Grounds Maintenance under Agency Agreement for highway grass
Shrub Planting	NHDC	Routine/Replacement	Grounds Maintenance
Annual bedding	NHDC	Routine/Replacement	Grounds Maintenance
Tree Pits	NHDC	Routine/Replacement	Parks & Countryside
General Actions and Responsibilities			
Maintenance			
Bins and cleansing pavements including annual deep clean of stone and chewing gum removal	NHDC	Routine	Waste Management
Removal of unlawful advertising signs from HCC property	HCC	Routine	Hertfordshire Highways
Removal of graffiti and fly posters from respective surface mounted signal cabinets	HCC/NHDC	Routine	Hertfordshire Highways/NHDC as part of budget provided by Hertfordshire Highways
De-icing and removal of snow on carriageways	HCC	Routine (seasonal)	Hertfordshire Highways
De-icing and removal of snow on footways	HCC/NHDC	Routine (seasonal)	Hertfordshire Highways/NHDC as part of agreement for assisting during inclement weather conditions
Removal of graffiti and fly posters from street furniture	NHDC	Routine	Waste Management
Management			
Co-ordination of streetworks, ensuring utility compliance with the relevant streetworks legislation	HCC		Hertfordshire Highways
Reinstatement of surface materials in accordance with the relevant Street Works legislation	HCC		Hertfordshire Highways
Parking enforcement	NHDC		Parking Services
TRO's Road traffic, waiting restrictions and clearway marking signs	NHDC		Planning & Parking Services
Banners on lighting columns	NHDC		Hertfordshire Highways
Street trading	HCC		Hertfordshire Highways
Tourist information and pedestrian direction signs	NHDC		Property Services
CCTV system including cameras and control pillars	NHDC/HCC		Property Services/Herts Highways

4.0 Events Management

4.1 Current Events

Currently there are a number of weekly and annual events in Baldock.

These include:

- Market
Weekly-Wednesday
- Baldock Medieval Festival :
Two weeks during May. (Only one day is actually on the High Street which is the Street Fair)
- Baldock Fair :
The fair runs on the 2, 3 & 4th October. Set up starts at midnight on 1st and take down is complete by 6am on 5th October.
- Memorial Services :
November
- Motorbike Events :
September
- Specialist Markets :
Farmers and Craft Markets - held monthly
- Christmas Events
Christmas Fair - December

For further information on current events within Baldock refer to:

Baldock Town Partnership website:
<http://www.baldocktown.co.uk>

Town Centre Manager : tcm@baldocktown.co.uk

NHDC website: <http://www.north-herts.gov.uk>

4.2 Procedures for holding an Event

It is worth noting when current events are held and contacting the Town Centre manager or North Hertfordshire District Council (NHDC) for further details to ensure proposed dates are appropriate in terms of avoiding clashes with programmed events.

The following processes should be followed as outlined on the NHDC website under 'Leisure and Culture/Events/How to Organise an Event' .

The legal responsibility for the health, safety and welfare of an event lies with the event organiser(s). The event organiser(s) is also responsible for ensuring that the necessary permissions are applied for and obtained before the event.

An event organiser should:

Contact NHDC - All events planned for Baldock should be directed initially through the Baldock Community Development Officer (CDO).

The Council can offer advice to event organisers through its Safety Advisory Group Contact (SAG). This group primarily comprises representatives from the following groups:

North Hertfordshire District Council – Licensing, Environmental Health, Building Control, & Community Development

- The Police
- The Fire Service
- The Ambulance Service
- Hertfordshire Highways
- Hertfordshire County Council – Emergency Planning, Trading Standards

Other agencies may be invited to attend if it is felt necessary, these may include:

- Highways Agency
- Rail or Bus operators

The role of the SAG is to offer advice to event organisers and help them identify their legal duties. The group does not issue any approvals for events nor does the group have the power to stop, limit or place restrictions upon any event.

SAG members will offer advice and identify other aspects of organising an event that should be considered.

Applications

Event organisers may need to make more than one application, since your event may well be subject to more than one a piece of legislation.

1. Complete an events notification form and return to the North Hertfordshire District Council contact listed on the bottom of the form.
2. The Licensing Act 2003 (if applicable)
3. Event to be held on NHDC land
4. Event to be held on public road or footpath or requiring a diversion or closure or a road or

footpath.

The SAG will be able to advise on the necessary applications required for the particular event.

Applications will need to be made a minimum 3 months in advance of any event taking place.



Procedures contin...

The enhancement scheme has taken into account the scheduled events which occur annually in Baldock in the layout of the spaces and street furniture.

Reference should be made to the following drawings which outline the spaces available to hold events. These drawings have been prepared specifically for the Baldock Fair planning although the information could be applied for other events held within the town centre.

Fair Planning Drawings: (Appendix B)

(90)LP029

(90)LP030

(90)LP031

(90)LP032

The Baldock Fair also requires a number of Temporary Traffic Regulation orders to be put in place for closure of streets within the town centre.

Reference should be made to drawings:

(90)LP020

(90)LP021

4.3 Storage of Furniture/Protection

The Baldock CDO has the keys and will oversee the removal of any street furniture.

The plans indicate which items of street furniture are removable and or require protection which will be applicable during any event held in these areas. Approval from NHDC will be required prior to any temporary removal of street furniture.

The event organiser is responsible for the temporary removal, storage and reinstatement of the furniture for their event. Items consist of:

- Bins
- Bollards
- Bench/Seats
- Parking signs

All Grass areas will require protection from vehicular traffic, temporary installations, structures.

The Baldock CDO always seeks permission from Herts Highways who are informed about all events. With respect to the Baldock Fair, the Baldock CDO and the NHDC Community Development Manager always attend the pull on of the Baldock Fair. Boards are used by the Fair operators when bringing on the big rides.

4.4 Usage of Feeder Pillar

NHDC – Property Services are responsible for the feeder pillar in the Market Place.

The Baldock CDO will be able to advise on the process and application to be made for use of the feeder pillar for an event.

4.0 Events Management




4.4 Sites available

The adjacent plan indicates the primary sites available within the town centre for events.

For further information refer to the Fair Planning drawings in Appendix B.

For temporary road closures, footpaths and closing of car parking bays permits need to be obtained.

Key

-  Space available for events i.e. market, fair
-  Keep clear zones
-  Grass areas to be protected



4.5 Facilities available

The adjacent plan of the market square on the High Street and public space on Whitehorse Street identifies the location of the available facilities:



Key

- Feeder pillars, market power supply.
- Christmas tree manhole & power supply for light connection.
- Removable items of street furniture for more flexible use of space consist of:
 - Bollards
 - Bins
 - Parking Signs
 - Benches



5.0 Scheme Elements

5.1 Surfacing

Yorkstone Slab and Sett Paving

Material Specification:

- Stone type: New Yorkstone slabs and setts from UK origin
- Supplier: BBS stone, ref: Hayfield quarry
- Slab Size: 600mm wide x random lengths not exceeding 0.5 or 1.5 times length. 75mm thick. (note: in some areas 300mm wide slabs have been used)
- Sett size: 200 x 100 x 75mm thick – to be used for all areas with vehicle runover. 100x 100x 100mm cubes with sawn sides have been used around bollards.
- Physical characteristics:
 - 20% buff colouring
 - minimum slip resistance = 75SRV.
 - maximum water absorption: 3.2%.
 - minimum flexural strength: 15mpa
- Finish: sawn on all sides
- Joints: 6mm
- Jointing material Granatech, EasyPoint Ltd (Tel:01257 224900) to be applied as a slurry
- Joint colour: EA101 Standard Natural
- Joint cleaning: all excess mortar to be removed from face of slabs/ flags before it sets
- Foundation: 150mm granular sub base over compacted formation
- Concrete base: ST4 concrete. 150mm thick
- Bedding of units: 25mm thick bed of moist 1:3 cement:sand mortar
- Immediately prior to laying slabs, back of slabs to be washed with water / cement slurry mix to ensure cohesion between the stone and the mortar
- Cutting of slabs: Cut units cleanly and accurately, without spalling, to give neat junctions with edgings and adjoining finishes, no slab to be less than 30% of its original slab size
- Levels: to match as built and tie into adjacent

Replacement: all materials to be laid as per original specification with full concrete foundation, mortar bed and slurry jointing.

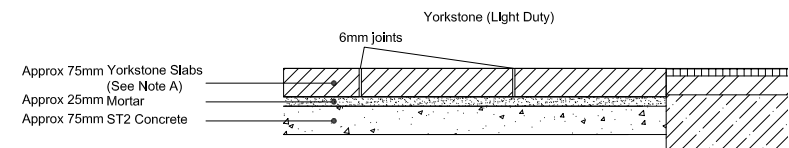
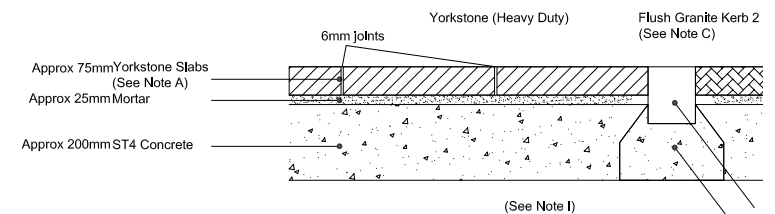
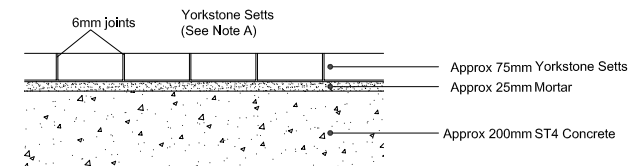
All repairs to be carried out by skilled workforce.

Supplier Information:

BBS (Brick & Stone) Limited

Trident House, 106 Barnsley Road, Sandal, Wakefield, West Yorkshire WF1 5NX

Tel: 01924 241 100



5.1 Surfacing cont..

Granite Paving

Material Specification:

- Stone type: 85% silver grey granite, 15% mid grey granite laid in a random distribution. Dark green granite for grid paving lines
- Supplier: CED. refs: Silver Grey S816-300-OC, Mid Grey S816-300-ED, Green Granite S816-300-SG
- Stone sizes: 300 x 400 x75 thick for general areas,
400 x 400 x 75 thick for dark green grid paving lines.
100x 100x 100mm cubes with sawn sides have been used around bollards
- Stone finish: sawn on all sides, silver grey fine picked exposed face, mid grey and dark green.
- Joints: 6mm,
- Jointing material Granatech, EasyPoint Ltd (Tel:01257 224900) to be applied as a slurry
- Joint colour: EA101 Standard Natural
- Joint cleaning: all excess mortar to be removed from face of slabs/ flags before it sets
- Foundation: 150mm granular sub base over compacted formation
- Concrete base: ST4 concrete. 200mm thick
- Bedding of units: 25mm thick bed of moist 1:3 cement:sand mortar
- Immediately prior to laying slabs, back of slabs to be washed with water / cement slurry mix to ensure cohesion between the stone and the mortar
- Cutting of slabs: Cut units cleanly and accurately, without spalling, to give neat junctions with edgings and adjoining finishes, no slab to be less than 30% of its original slab size
- Levels: to match as built and tie into adjacent

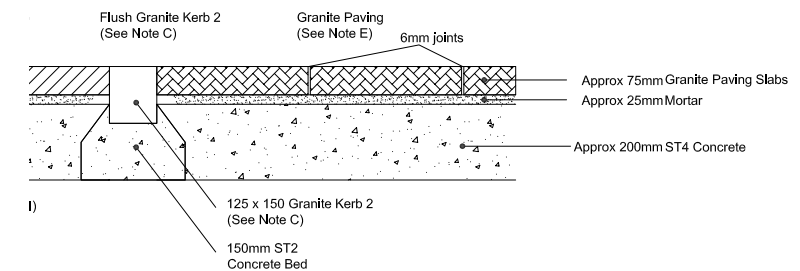
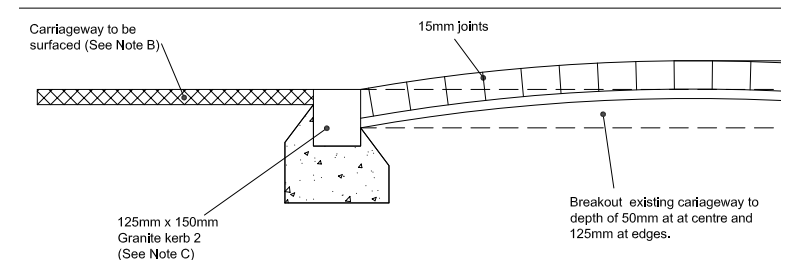
Replacement: all materials to be laid as per original specification with full concrete foundation, mortar bed and slurry jointing.

All repairs to be carried out by skilled workforce

Supplier Information:

CED Ltd
728 London Road, West Thurrock, Grays, Essex, RM20 3LU

T: 01708 867237



5.0 Scheme Elements

5.1 Surfacing cont..

Granite Fluted Drainage Channel

Material Specification:

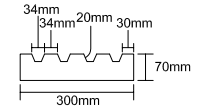
- Stone type: silver grey granite, as kerbs
- Stone sizes: 300mm wide x 70mm deep, random length
- 4 number recesses to be 20mm deep, 30mm from edge of stone, 34mm wide.
- Joints: butt jointed
- Bedding: as per granite paving

Supplier Information:

CED Ltd

728 London Road, West Thurrock, Grays, Essex, RM20 3LU

T: 01708 867237



Granite Fluted Drainage Channel

Kerbs to Carriageway

Material Specification:

- Stone type: silver grey granite
- Supplier: BBS stone, ref: silver grey
- Size: 150mm wide x 250mm deep x random lengths.
- Special shapes:
- Radius kerbs on all radii less than 12m to match on site dimensions and as built drawings.
- Transition kerbs to be used for dropped crossings
- Quadrants used for 90 degree angles
- Finish: sawn with a fine picked finish to exposed sides
- Joints: Butt jointed.
- Foundation: 150mm ST2 concrete with haunching.
- Visible kerb face generally 100mm, 25mm to car park bays, flush for pedestrian crossings, 125mm to bus stops.

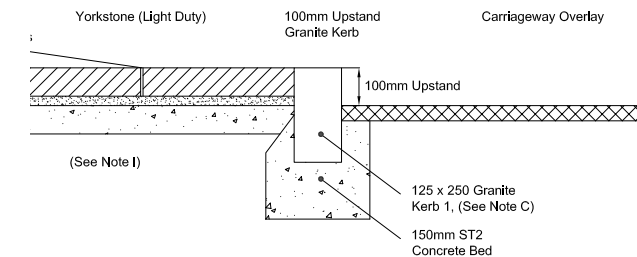
Supplier Information:

BBS (Brick & Stone) Limited

Trident House, 106 Barnsley Road, Sandal, Wakefi eld

West Yorkshire WF1 5NX

Tel: 01924 241 100



5.1 Surfacing cont..

Footways

Material Specification:

Asphalt Concrete surfacing to Footpaths

- Foundation: 150mm granular sub base over compacted formation
- 50mm thick AC 10 close surf 100/150
- Vehicle Crossovers to have additional 150mm road base

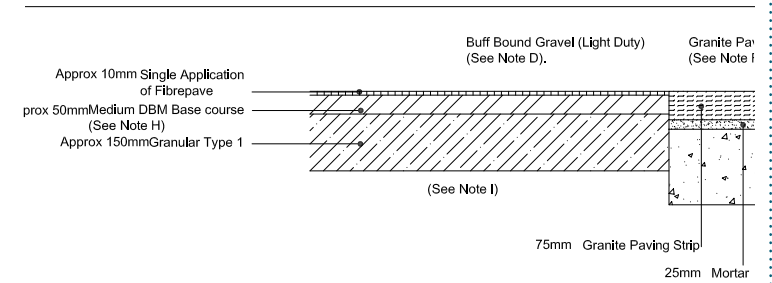
Surface Dressing to Footpaths and Crossovers

- Product: Addastone Resin Bonded Surfacing from Addagrip
- Protect all adjacent surfaces from resin prior to commencing.
- Preparation: application of Addacryl sealant
- Once cured area to be covered by Addastone epoxy resin
- Gravel: 2-5mm corn flint to be immediately spread, curing takes 4-6 hours
- All excess gravel to be swept and removed

Supplier Information:

Addagrip Surface Treatments UK Limited
Addagrip House, Bell Lane Industrial Estate, Uckfield, East Sussex, TN22 1QL

Tel: 01825 761333



Carriageway and Parking Bays

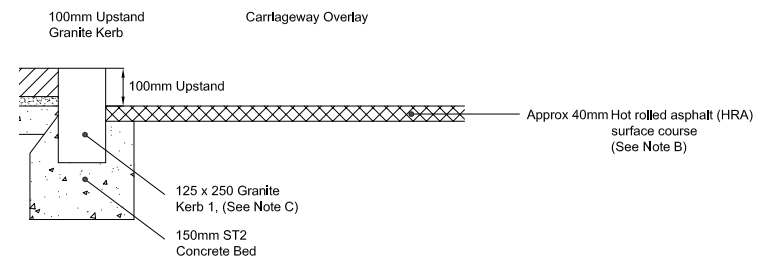
Material Specification:

Parking Bays

- Foundation: 200mm granular sub base over compacted formation
- Road Base: 150mm road base
- Binder course: 60mm AC 20 dense bin 100/150
- Surface course: 40mm hot rolled asphalt with 20mm pre coated chippings

Carriageway

- Road base /binder course: former road construction
- Surface course: 40mm hot rolled asphalt with 20mm pre coated chippings



5.2 Street Furniture

Timber Seats

Product: Cavendish from heavy weight range. Solid Timber. Seasoned european oak. FSC and PEFC approved with a moisture content of 20%. TRADA classified as durable.

Dimensions: 900X650X1800MM

Finish: Timber finished in dark oak wood stain.

Fixings: Fixed with M10 Hex Bolts and L brackets to paving surface.

**Timber Bollards**

Product: Solid timber with domed top. Seasoned European Oak FSC and PEFC approved with a moisture content of 20%. TRADA classified as durable.

Dimensions: 200X200X1200MM

Finish: Timber finished in dark oak wood stain.

Fixings: Concrete haunching to engineers drawings

**Timber Benches**

Product: Cavendish from heavy weight range. Solid Timber Seasoned European oak. FSC and PEFC approved with a moisture content of 20%. TRADA classified as durable.

Dimensions: 430X650X1800MM

Finish: Timber finished in dark oak wood stain.

Fixings: Fixed with M10 Hex Bolts and L brackets to paving surface.

**Supplier Information (Seats & Benches):**

Streetmaster

Unit 4 Woodlands Business Park

Ystradgynlais, Swansea

SA9 1JW

Tel: 01639 845394

Removable Bollards - As above and in addition:

Product: Bracket and socket for removing bollard provided by same manufacturer.

Finished: in Ferrocast Steel in RAL 7016. Refer to Streetmaster products drawing "special removable bollard & socket Baldock Town Centre" Drawing number S639.

Fixings: Concrete haunching to engineers drawings

Supplier Information:

Streetmaster

Unit 4 Woodlands Business Park

Ystradgynlais, Swansea

SA9 1JW

Tel: 01639 845394



Recycling Bin

Product: Holyhead bin with lid. 330 litre capacity. Steel frame and Timber panelled. Seasoned European oak. FSC and PEFC approved with a moisture content of 20%. TRADA classified as durable. Standard signage options. Refer to Streetmaster Products drawing "Profiles of flint lidded bin and holyhead recycling unit" drawing number S618

Dimensions: 970X1560MM
Finish: Timber finished in dark oak wood stain. Ferrocast Steel Frame finished in RAL 7016
Fixings: Fixed with M10 Hex Bolts and L brackets to paving surface.



Cycle Stands

Product: Sheffield cycle stand finished to match other street furniture with ferrocast finish
Dimensions: 775X900MM
Finish: Ferrocast Steel in RAL 7016
Fixings: Concrete hunching to engineers drawings

Supplier Information:
The Great British Bollard Company.

Tel. 01912590000. Fx. 01912588040.



Litter Bins

Product: Flint bin with lid 110 litre capacity. Steel frame and Timber panelled. Seasoned European Oak FSC and PEFC approved with a moisture content of 20%. TRADA classified as durable. Refer to Streetmaster Products drawing "Profiles of flint lidded bin and holyhead recycling unit" drawing number S618.

Dimensions: 970X555MM
Finish: Timber finished in dark oak wood stain. Ferrocast Steel Frame finished in RAL 7016
Finishings: Fixed with M10 Hex Bolts and L brackets to paving surface.



Gully Grating

Product: Pedestrianised Heavy Duty BSEN 124 Class D400 Hinged Gully Grate & frame. Ref DU5801M
Dimensions: 450x400mm, 100mm depth
Finish: Ductile Iron
Fixings: Captive hinge for security

Supplier Information:
Durey Castings

Tel. 01322 272424 Fx. 01323 441119.



Supplier Information (Recycling & Litter):

Streetmaster
Unit 4 Woodlands Business Park
Ystradgynlais, Swansea, SA9 1JW

Tel: 01639 845394

5.3 Lighting

Street Lighting - Drawing Reference (90)LP013 Lighting Layout

Lamp Type: Philips Cosmopolis

Hitchin Street

- Wall mounted at 6m or on 6m column
- MiniMilewide; single head; 60W CPO-TW lamp

Whitehorse Street

- Wall mounted at 8m or on 8m column or 4m column
- Milewide; single head; 60W CPO-TW lamp
- Milewide; single head; 140W CPO-TW lamp at roundabout

Sun Street

- 6m column height
- MiniMilewide; single head; wall mounted; 6M height; 60W CPO-TW lamp

South Church Street

- 4m column height
- MiniMilewide; single head; 60W CPO-TW lamp

High Street

- 10m column height
- Milewide; single head; wall mounted; 140W CPO-TW lamp
- Milewide + MiniMilewide (6M mounting height); double head; 140W CPO-TW lamp + 60W CPO-TW lamp

Bell Row

- 6m column height
- MiniMilewide; single head; wall mounted; 6M height; 60W CPO-TW lamp

Supplier Information:

Phillips Lighting

Guildford Business Park, Guildford, Surrey, GU2 8XH

Tel: 0845 601 1283



Feeder Pillar - Market Power Supply

Size: 100mm high and 600mm wide

Contains: 3 X 16Amp and 1 X 32 Amp sockets

Supplier Information:

Charles Endirect Ltd

Wessex Way, Wincanton Business Park
Wincanton, Somerset BA9 9RR

T: +44 (0)1963 828400



5.4 Soft Landscape

Tree Planting (specification details as per initial tree planting scheme)

Drawing Reference (90)LP014 Planting Plan

Alnus cordata: 25-30cm Min450 RB 4 Well balanced. 2m clear stem
 Carpinus betulus: 25-30cm Min450 RB 4 Well balanced. 2m clear stem
 Fraxinus excelsior 'Westhof's Glorie': 25-30cm Min450 RB 4 Well balanced. 2m clear stem
 Tilia x euchlora: 25-30cm Min450 RB 4 Well balanced. 2m clear stem

Supplier Information:

Deepdale Nurseries
 Tithe Farm
 Hatley Road
 Potton, Sandy
 Beds
 SG19 2DX

Shrub Planting - Memorial

Buxus sempervirens - 3-4 30min 5 Branched

Annual Planting at War Memorial - NHDC

Bulb Planting

Scilla siberica - 35/m²
 Narcissus lobularis - 25/m²
 Galanthus nivalis - 35/m²

Grass

Product reference: SS3.

Supplier Information:

Inturf
 The Chestnuts, Wilberfoss, York
 YO41 5NT

Tel: 01729 321000

Permeable Gravel to Tree Pits

Product: Cedec, 10mm, Angular gravel free from clay, with sufficient grit to enable compaction.

Colour: Gold

Compacted thickness: 50mm laid on top of compacted 50mm sub-base comprising 20- 25mm free draining crushed stone well compacted.

Laying: lay, roll and water by hand no damage to tree trunk, material to finish flush with plastic edge restraint. To produce a firm, regular surface that will remain stable when in use. To be topped up following initial application as necessary to achieve a level surface

Supplier Information:

CED Ltd Tel: 01708 867327



6.0 Soft Landscape Maintenance

NHDC Grounds Maintenance department undertakes all soft landscaping maintenance within the site boundary of the enhancement works. For any soft landscape maintenance issues the Grounds maintenance team is the first port of call and no work to street trees should be undertaken without approval first.

Soft landscape maintenance objectives:

- Prune and coppice shrubs and trees with respect to their natural form and growth habit of the species. Avoid cutting during the nesting season.
- Ensure the trees and vegetation are cared for to allow them to mature naturally with the public realm
- Where possible, weeds should be controlled through mulching rather than herbicides.
- Ensure drainage is effective to maintain grass quality.
- Maintain amenity grass
- Ensure maintenance vehicles are not to drive on the grass
- Maintain levels of Cedec gravel within tree pits to avoid any pot holes and trip hazards
- Maintain litter collection to prevent litter accumulation within shrub beds and grass areas.

Grass areas :

Watering

All lawn areas will require watering on a regular basis during dry spells.

- Cutting: during growing season
- Maintain to max height 65mm. To BS 7370 – 3
- Prior to mowing, remove all litter, rubbish and debris
- Finish – neat and even without compaction or damage
- Adjoining hard areas – sweep clear and remove arisings
- Drought or wet conditions – obtain instructions
- Tree stems – do not use mowing machinery closer than 100mm to tree stems
- Fertiliser: Coverage – 60g/m² - spring

Reinstatement of worn or damaged lawns - January or February

- Make good by returfing or reseeding
- Returfing to BS 7370-3 clause 12.2
- Reseeding to BS 7370-3 clause 12.6
- Turf or seed to match existing in appearance and quality
- Protection and watering – provide as necessary.

Trees:

Watering

Trees require a minimum of 300 litres of water a month for the first summer. water requirements will depend on location will require watering on a regular basis during dry spells. All trees have been installed with full underground root rain system for manual irrigation.

Cutting and pruning

- In accordance with BS 7370: Part 7370-4, clauses 3.6.3 to 3.6.5
- Tools – well maintained and sharp
- Chainsaws – do not use on branches of less than 50mm diameter
- Handsaws – cut in one continuous operation for form a smooth cut surface
- Removing branches – do not damage or tear the stem
- Wounds – keep as small as possible
- Cutting – cut at a fork or at the main stem to avoid stumps
- Large branches – remove only with prior approval
- Unsafe branches – remove epicormic shoots and potentially weak forks
- Disease or fungus – give notice if detected

Crown lifting

- Clearances – remove branch system to give clearance
- Height – 2.5m above footpaths and 3m above cycleways
- Removing branches – remove whole branches back to the stem, or cut lower portions of branches back to lateral or sublateral buds or branches. Do not leave stumps.

Cutting tree roots

- Excavation – use hand tools only
- Protected area – do not cut roots within an area which is the large of: the branch spread of the tree or and area with a radius

of half the tree's height, measured from the trunk

- Do not cut roots above 50mm in diameter without approval
- Cutting- make clean smooth cuts with a hand saw
- Finishing – pare cut surfaces smooth with a sharp knife
- Cover cut roots with clear sharp sand
- Backfill with original topsoil

Bark damage

- Wounds – do not attempt to stop sap bleeding
- Bark – gently remove ragged edges using a sharp knife
- Remove splintered wood from deep wounds



Cleaning Regime for Baldock:

The frequency should be as necessary to fulfil council's current standards in line with National Indicator 195.

- The minimum requirement within the town centre (enhanced zone) is a constant cleansing presence from 7am – 5.30pm, this includes the emptying of all litter bins to ensure capacity for use at all times.
- Removal of litter, leaves and other debris should be carried out manually where possible or using mechanical means if required to ensure specifications are met.
- Mechanical sweeping (applied sweeper) should occur on all hard areas including Yorkstone, Granite and buff gravel surface. This must use soft nylon brushes and must only be used when water is present as part of the cleaning process. No additives are necessary.
- Stubborn Stains should be removed by mix of warm water with a mild detergent which has a neutral ph. WEISS Grundreiniger available from steintec is a suitable detergent. The use of acid should be avoided as this will strip out the natural calcareous content of the stone, leaving a highly absorbent surface vulnerable to new staining.
- Spot removal of gum should be made manually using a spatula or scraper to remove the physical piece of gum, the residual stain will disappear with subsequent routine cleaning.
- General de-icing salts are to be used on all hard surfaces as necessary during cold

periods.

- It is not recommended to carry out any annual clean or any high pressure water jetting; the above weekly cleaning regime is considered adequate and will allow the stone to mature naturally in its context.



Appendices

Appendix A - Highways Asset Register

Draft No 3 , Date 17th September 2012

Asset	Pre-Construction Approvals				Construction or preexisting asset					Who Owns the Asset	Maintenance		Routine		Structural Maintenance / Refurbishment							
	What Approvals are Required	When	Applicant	Who Approves	Who Builds It	Who Pays For It	metric quantities	capital cost (£) per unit	supplier name		What Agreements are required	Who are Party to the agreements	Who Undertakes It	Frequency & Standards	Who Pays For It	Who Undertakes structural Maintenance / Refurbishment	Frequency & Standards	Who Pays For It	Responsibility For Repairing /3rd Party Damage	Who Pays For It	Responsibility For Making Safe	Who Pays For It
Street Furniture																						
Signs & Posts - statutory. Arrangements are referred to as item 1	HH	Dec-07	BTC - C team	HH	BTC	BTC				HCC	N/A	N/A	HCC	Scout & Repair 3days Bulk, Clean & Change - every 3yrs, Public faults within 5days, Inspections - annually, Electrical testing - every 6 years, Structural testing - annually	HCC	HCC	Visual - 1 year, Aural - annual, Ultra Sound - 6 yearly (after 20yrs old), Whole life replacement (40 years)	HCC	Lump sum contract	Forms part of the routine maintenance budget	HCC	Lump sum Contract will be included for maintenance
Signs & Posts - parking	NHDC / HH			NHDC / HCC						NHDC	N/A	N/A	NHDC		NHDC							
Signs & Posts - Lit	NHDC / HH			NHDC / HCC						HCC	N/A	N/A	HCC	Same as item 1	HCC	HCC	Same as item 1	HCC	Same as item 1	Same as item 1	Same as item 1	Same as item 1
Benches and seats	NHDC			NHDC			29	£500-£700	Streetmaster	NHDC			NHDC - Property Services		NHDC	NHDC - Property Services						
Bollards	NHDC / HH			NHDC / HCC			79	£200-£330	Streetmaster	HCC			HCC		HCC							
Litter Bins	NHDC			NHDC			48	£ 400.00	Streetmaster	NHDC			NHDC - waste management		NHDC	Waste management						
Recycling units	NHDC			NHDC			2	£ 1,000.00	Streetmaster	NHDC			NHDC - waste management		NHDC	Waste management						
Cycle racks	NHDC / HIGHWAYS			NHDC			25	£ 225.00	GBBC	NHDC			NHDC - Property Services		NHDC	Property Services						
Banners	NHDC			NHDC						NHDC			NHDC - GDO		NHDC	Property Services/CDO						
Market power supply	NHDC			NHDC				£2,750	Charles Endirect	NHDC	EDF connection		NHDC - British Gas		NHDC	British Gas						
Public Information boards	NHDC - CDO									NHDC			NHDC - Property Services			NHDC - Property Services						
Flag pole	NHDC				existing	British region	1 number			NHDC	NHDC		NHDC - Property Services			NHDC - Property Services						
War Memorial	NHDC				existing	British region	1 number			NHDC	NHDC		NHDC - Grounds Maintenance			British Legion						
Street Name Plates	NHDC				NHDC/BTC					NHDC	Agency		NHDC			Mark Hindmarsh						
Bus Shelters	PT/Planning			HCC	BTC	BTC				HCC												
Lighting & Signals																						
Lighting - building mounted	HH / PLAN / CONS	Mar-08	NHDC	NHDC / HCC	BTC	BTC / HCC				HCC	way-leaves	freeholder	HCC	Same as item 1	HCC	HCC	Same as item 1	HCC	Same as item 1	Same as item 1	Same as item 1	Same as item 1
Lighting - columns	HH	Dec-07	BTC - C team	NHDC / HCC		BTC / HCC	48	£900 per 10m high column	R&M	HCC	N/A	N/A	HCC	Same as item 1	HCC	HCC	Same as item 1	HCC	Same as item 1	Same as item 1	Same as item 1	Same as item 1
CCTV cameras	NHDC				existing	NHDC				NHDC			NHDC - Property Services		NHDC	Property Services						
Bollards with electrical power supply	NHDC/HIGHWAYS				BTC	BTC				NHDC	EDF connections & British Gas		NHDC - Property Services		NHDC	Property Services						
Signals - Whitehorse Rd Jct	HH			HCC		BTC / HCC				Peek?	HCC	EDF Connection	HCC/EDF	HCC	As per contract	HCC	HCC	15yrs	HCC	HCC	HCC	HCC
Zebra crossings	HH			HCC		BTC				Peek?	HCC	N/A	N/A	HCC	Same as item 1	HCC	HCC	Same as item 1	HCC	Same as item 1	Same as item 1	Same as item 1
Pelican crossings	HH				BTC	BTC				Peek	HCC		HCC		HCC							
Connections	HH	Mar-08		HCC			48			EDF	HCC	EDF connection	Same as item 1	HCC	Same as item 1	HCC	HCC	Same as item 1	HCC	Same as item 1	Same as item 1	Same as item 1
Energy	HH			HCC						HCC	SLA with EDF	EDF/HCC	HCC	As per SLA	HCC	EDF/HCC	HCC	Same as item 1	HCC	EDF/HCC	HCC	EDF/HCC
Christmas lighting	NHDC	Dec-08		NHDC / HCC						NHDC			NHDC		NHDC	Property Services						
Footways																						
York Stone	NHDC / HH	Dec-07	BTC - C team	NHDC / HCC	BTC	BTC	2860	£120 / m2	BBS	HCC	N/A	N/A	HCC	Monthly	HCC	HCC	life of asset	HCC				
Granite	NHDC / HH						2906	£100 / m2	CED	HCC	N/A	N/A	HCC	Inspections will	HCC	HCC	life of asset	HCC				
Spray and chip blacktop (DBM)	NHDC / HH							£49 / m2	Addasip	HCC	N/A	N/A	HCC	highlight any defects	HCC	HCC	6yrs approx	HCC	HCC	HCC	HCC	HCC
	NHDC / HH									HCC	N/A	N/A	HCC		HCC	HCC	15yrs approx	HCC				
Vegetation																						
Trees	NHDC	Dec-07	BTC - C team	NHDC / HCC	BTC	BTC	27	£1,000	PGSD	HCC	Agency	HCC/NHDC to March 2013	NHDC	as required as per NHDC specification	NHDC							
Shrubs	NHDC									NHDC			NHDC		NHDC							
Annual bedding	NHDC									NHDC	Agency	HCC/NHDC to March 2013	NHDC	as required	NHDC							
Grass	NHDC									NHDC			NHDC		NHDC							
Street cleaning	NHDC				N/A	NHDC				N/A	N/A	Veolia Agreement	NHDC	Regular enhanced zone cleaning	Waste Management	N/A			N/A			
Carriageways & Kerbs																						
Blacktop (HRA)	NHDC / HH	Dec-07	BTC - C team	HCC	BTC	BTC				HCC	N/A	N/A	HCC	Monthly	HCC	HCC	life of asset	HCC				
Granite kerbs	NHDC / HH						3511	£45 per ml	BBS	HCC	N/A	N/A	HCC	Inspections will	HCC	HCC	life of asset	HCC				
Granite shared surface	NHDC / HH									HCC	N/A	N/A	HCC	highlight any defects	HCC	HCC	6yrs approx	HCC	HCC	HCC	HCC	HCC
Spray and chip	NHDC / HH									HCC	N/A	N/A	HCC		HCC	HCC	15yrs approx	HCC				
Road markings	HH				BTC	BTC				HCC			HCC		HCC							
Parking Bays	NHDC/HH				BTC	BTC				HCC/NHDC			HCC		HCC/NHDC							
Vehicle Xovers	NHDC/HH				BTC	BTC				HCC			HCC		HCC							
Drainage - Item 2																						
Gullies	HH	Mar-08	BTC - C team	HCC	BTC	BTC				HCC	Agreements will be required for any new gullies		HCC	Once per yr**	HCC	HCC	BDP to advise of any changes to gullies. This is to be added to HCC output inventory.	HCC				
Channets	HH			HCC						HCC			HCC	As per SLA*	HCC	HCC		HCC				
Pipes	HH			HCC						HCC			HCC	As per SLA	HCC	HCC		HCC				
Outfalls	HH			HCC						HCC			HCC	As per SLA	HCC	HCC		HCC				
Connections	HH			HCC						HCC			HCC	As per SLA	HCC	HCC		HCC				
	(Design, type & layout)									ANGLIAN	BDP to gain agreement from Agency (Anglian) Water where new connections are made some or additional gullies required.		HCC		HCC	HCC		HCC	HCC	HCC	HCC	HCC

Note: Please note that maintenance for all assets will only kick in after the 12 month maintenance agreement with the contractor has expired and any defects
 * A new agreement will only be required if additional gullies are being installed. If you move around gullies, there will be no agreement required. BDP to advise whether the pipes are steep enough to be self cleaning. Those which are not will require a committed sum to undertake regular cleansing keep them clear
 ** Anticipated minimum. Further information available from Jon Price's team.
 Item 2: If during construction, the drainage has been affected by a utility undertaker, the contractor is to advise HCC - who will seek compensation.

Fair Planning Drawings:

(90)LP029

(90)LP030

(90)LP031

(90)LP032

Temporary Traffic Regulation Order Drawings:

(90)LP020

(90)LP021

Appendix C - As Built Drawings & Additional Information

There is a lot of additional information available which is not included in this user guide, but has been provided to NHDC and HCC/HH within the Health & Safety file and contractors O & M manual for the project.

For easy reference listed below are the key drawings and As-Built drawings for the project if further information is required.

(90) LP005 Car Park Allocation

(90) LP011 Implementation Plan

(90)LP013 Lighting Layout

(90)LP014 Planting Plan

207086_10 - General Arrangement J

207086_20 - General Arrangement J

207086_30 - General Arrangement J

207086_40 - General Arrangement J

207086_50 - General Arrangement K

207086_60 - General Arrangement J

207086_70 - General Arrangement L

207086_80 - General Arrangement M

207086_90 - General Arrangement J

207086_100 - General Arrangement K

207086_110 - General Arrangement J

207086_120 - General Arrangement J

207086_130 - General Arrangement J

207086_16 - Drainage F

207086_26 - Drainage G

207086_36 - Drainage F

207086_46 - Drainage E

207086_66 - Drainage G

207086_76 - Drainage H

207086_86 - Drainage H

207086_96 - Drainage E

Copy of BDP Transmittal of As-Built Information

Document Issue Sheet

PROJECT **BALDOCK TOWN CENTRE** DATE 17/11/11
 LOCATION PROJ NO P2001668
 SENDER Lorraine Casey TRANSMITTAL NO BDP-000026
 TO Louise Symes, NHDC
 Ms Nicole Eva, BDP
 Lorraine Casey, BDP

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 E p2001668@email
 @tupload.com
 www.bdp.com



207086_80	M	100	GENERAL ARRANGEMENT HIGH STREET CHAINAGE PDF
207086_86	H		100-CHAINAGE 200
207086_90	J		DRAINAGE HIGH STREET CHAINAGE 100 - PDF
207086_96	E		CHAINAGE 200
			GENERAL ARRANGEMENT HIGH STREET CHAINAGE PDF
			200-CHAINAGE 300
			DRAINAGE HIGH STREET CHAINAGE 200 - PDF
			CHAINAGE 300

SUBJECT **BALDOCK TOWN CENTRE AS BUILT DRAWINGS + FAIR PLANNING PLANS**
 REASON FOR ISSUE For Information Only
 AUTHORISED BY Nicole Eva

Status (for documents being returned with comments)
A: No comments. Information appears to meet requirements of the contract
B: Documents returned with comments marked up.
C: Information not accepted. To be revised and re-submitted for further examination

MESSAGE
 AS BUILT DRAWINGS FOR INFORMATION - CD TO FOLLOW BY POST

[Click here to download View files associated with the Transmittal](#)

DOC NO	REV	TITLE	FORMAT	REVIEW STATUS
(90)LP005	L	CARPARK ALLOCATION	PDF	
(90)LP011	F	PUBLIC REALM IMPLEMENTATION	PDF	
(90)LP013	E	LIGHTING LAYOUT	PDF	
(90)LP014	E	PLANTING PLAN	PDF	
(90)LP029	A	FAIR PLANNING SHEET 1 OF 4	PDF	
(90)LP030	A	FAIR PLANNING SHEET 2 OF 4	PDF	
(90)LP031	A	FAIR PLANNING SHEET 3 OF 4	PDF	
(90)LP032	A	FAIR PLANNING SHEET 4 OF 4	PDF	
207086_10	J	GENERAL ARRANGEMENT WHITEHORSE STREET CHAINAGE 0-CHAINAGE 120	PDF	
207086_100	K	GENERAL ARRANGEMENT HIGH STREET CHAINAGE 300-CHAINAGE 400	PDF	
207086_110	J	GENERAL ARRANGEMENT HIGH STREET CHAINAGE 400-CHAINAGE 500	PDF	
207086_120	J	GENERAL ARRANGEMENT HIGH STREET CHAINAGE 500-CHAINAGE 620	PDF	
207086_130	J	GENERAL ARRANGEMENT SIMPSON DRIVE	PDF	
207086_16	F	DRAINAGE WHITEHORSE STREET CHAINAGE 0-CHAINAGE 120	PDF	
207086_20	J	GENERAL ARRANGEMENT WHITEHORSE STREET CHAINAGE 120-CHAINAGE 220	PDF	
207086_26	G	DRAINAGE WHITEHORSE STREET CHAINAGE 120-CHAINAGE 220	PDF	
207086_30	J	GENERAL ARRANGEMENT MINI ROUNDABOUT JUNCTION WHITEHORSE ST HIGH ST & HITCHIN ST	PDF	
207086_36	F	DRAINAGE MINI ROUNDABOUT JUNCTION WHITEHORSE STREET, HIGH STREET & HITCHIN STREET	PDF	
207086_40	J	GENERAL ARRANGEMENT HITCHIN STREET CHAINAGE 0-CHAINAGE 160	PDF	
207086_46	E	DRAINAGE HITCHIN STREET CHAINAGE 0-CHAINAGE 160	PDF	
207086_50	K	GENERAL ARRANGEMENT FOR AREA BEYOND HITCHIN STREET CHAINAGE 160-CHAINAGE 300	PDF	
207086_60	J	GENERAL ARRANGEMENT CHURCH STREET & SUN STREET	PDF	
207086_66	G	DRAINAGE CHURCH STREET & SUN STREET	PDF	
207086_70	L	GENERAL ARRANGEMENT HIGH STREET CHAINAGE 0-CHAINAGE 100	PDF	
207086_76	H	DRAINAGE HIGH STREET CHAINAGE 0-CHAINAGE	PDF	

Appendix D - Base Plans

The following plans are provided to assist the users in the maintenance and planning of events in the town centre. The plans are supplied in a simplified format 'clean' copies which can be marked up as required.

- Overall site plan
- Events area plan

