# GROUNDS MAINTENANCE EVENTS GUIDANCE

## 1 Introduction

The University of Reading campuses comprise three historic and award-winning parkland landscapes. These well-managed landscapes contribute to the campuses’ consistently high performance in national league tables, and community engagement efforts. The purpose of this document is to act as a guide for event organisers to ensure that outdoor events held on University campuses do not cause lasting damage to the fabric or character of these landscapes.

## 2 Planning

Early engagement with the Estates and Grounds Maintenance management teams at the planning stage can enable quicker event approvals and better outcomes for both the event and the landscape.

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>EMAIL</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rupert Taylor</td>
<td>Head of Grounds Maintenance</td>
<td><a href="mailto:r.taylor@reading.ac.uk">r.taylor@reading.ac.uk</a></td>
<td>07843 344513</td>
</tr>
<tr>
<td>Duncan Zacks</td>
<td>Deputy Head of Grounds Maintenance</td>
<td><a href="mailto:d.m.zacks@reading.ac.uk">d.m.zacks@reading.ac.uk</a></td>
<td>07843 344509</td>
</tr>
</tbody>
</table>

### 2.1 Permit to dig

Any activities or installations that involve ground penetration or excavation in excess of 150mm below ground level will require a permit to dig.

Permit to dig application forms and other policies and guidance can be found here.

### 2.2 Trees

Trees are an important feature of the University’s parkland character, and the University has many important veteran and champion trees. **No activities should take place within 1m of tree driplines** (Figure 1). This is to prevent damage to the soil structure within the rooting area of the tree which can cause long-term harm to the. These activities include planned pedestrian movements, vehicle movements, temporary structures, building works, and storage. In the case of some mature and veteran trees the rooting area extends much further beyond 1m outside of the drip line, engagement with the Grounds Maintenance team will help to properly site any structures.
or activities that may be in the vicinity of these trees and comply with any tree protection orders or conservation area directions.

![Figure 1 - Tree Dripline](image)

**2.3 Ground Protection**

All vehicle movements must be kept to hard surfaces. Where this is not possible, track mats or temporary roadways must be used to protect grass or lawn areas. Temporary ground protection for vehicle movements should ideally only be in place for a maximum of 48 hours.

**3 After the event**

**3.1 Waste**

After the event it is the responsibility of the event organiser to ensure the complete removal of all debris and waste associated with the event. This includes all waste left by event visitors (rubbish, cigarette butts, etc.) and materials associated with event provision (tape, cable ties, scaffold clamps, etc.).

**3.2 Reinstatement**

Reinstatement of any damage to the landscape will be charged at cost to the event organiser. The work will be organised by the Grounds Maintenance Department and carried out in accordance with the Estates Soft Landscaping Specification.