

# 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.

NAME	POSITION	EMAIL	PHONE
Rupert Taylor	Head of Grounds Maintenance	<a href="mailto:r.taylor@reading.ac.uk">r.taylor@reading.ac.uk</a>	07843 344513
Lucy Jellis	Deputy Head of Grounds Maintenance	<a href="mailto:l.j.jellis@reading.ac.uk">l.j.jellis@reading.ac.uk</a>	07596 954130

### 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. 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, early 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 statutory tree protection measures in place.

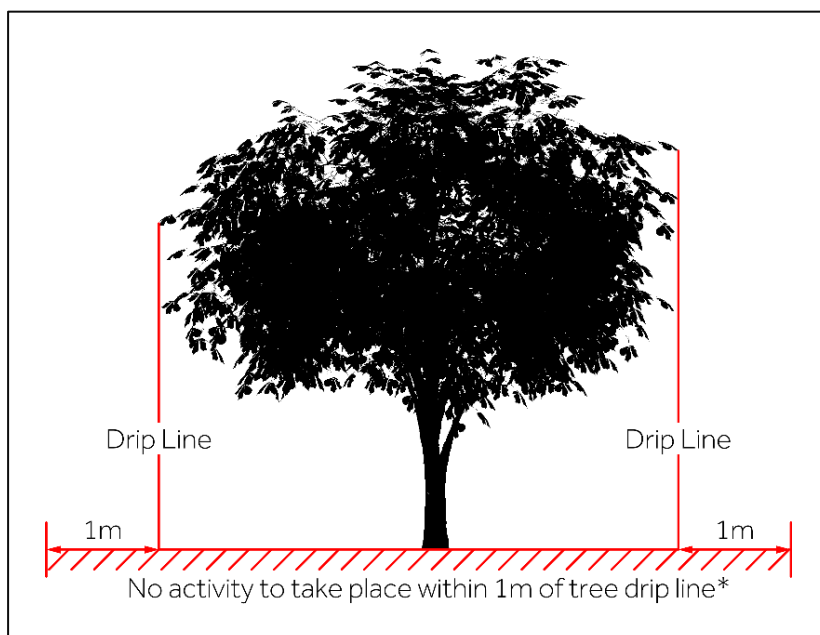


Figure 1 - Tree Dripline

## 2.3 Ground Protection

All vehicle movements must be kept to hard surfaces. Where this is not possible, track mats or temporary roadways may be appropriate to protect grass or lawn areas. Please ensure early engagement with the Grounds Maintenance team to ensure suitable ground protection is provided for the event. Temporary ground protection for vehicle movements should ideally only be in place for 48 hours on grass areas.

# 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.