



SPECIFICATION FOR:

PHASE I SITE INVESTIGATION

FEBRUARY 2005

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DISCLAIMER

This document is intended for use by Second Party Consultants as a specification for Preliminary Site Investigation of sites to identify the risks, liabilities and feasibility of developing the sites as Community Woodland. The document refers only to the potential development of sites for soft end-uses in the United Kingdom. It is not applicable to hard-end use developments such as housing or other infrastructure.

Second Party Consultants will be vetted and selected according to current Forestry Commission and if applicable to European OJEC tendering procedures.

It is the responsibility of the Second Party Consultant to ensure that all site inspections, investigations, data collection, assessment and interpretation are conducted in line with current health and safety, environmental, planning legislation and all other current U.K legislation, statutory and non-statutory guidance and industry good-practice procedures.

This specification represents a **minimum** requirement for non-intrusive site investigation; it is not designed to supplant the professional judgement of the Second Party Consultant but to complement it and to request further information. It is therefore the responsibility of the Second Party Consultant to identify the need for and to obtain any additional data or factual evidence in order to present an accurate account of site conditions. The Forestry Commission accepts no responsibility for any loss, cost, liability, injury, damage or expense occasioned directly or indirectly by the Second Party Consultant which may arise during, from or subsequently to the preliminary risk assessment or from insufficient data collection, inappropriate or inaccurate interpretation of any factual evidence or any other negligence on the part of the Second Party Consultant.

The Forestry Commission accepts no responsibility for any loss, cost, liability, injury, damage or expense occasioned directly or indirectly by the Second Party Consultant or by any third party as a result of the application, lack of application or incorrect application of the contents of this specification.

1.0 Introduction and Objectives

The North West Development Agency (NWDA) has agreed that the Forestry Commission will lead a programme across the region on reclamation proposals where forestry or community woodlands is the appropriate principal after use. This programme is called “Newlands”. Information about the Newlands Programme is given in Appendix 1.

The Forestry Commission (FC) is committed to the England Forest Strategy, which has as one of its targets the regeneration of disturbed, damaged or derelict land. <http://www.forestry.gov.uk>.

The FC is also committed to expansion of existing woodlands by establishment of new community woodlands primarily in the designated Community Forests. <http://www.communityforest.org.uk/>

The Community Forest Partnerships work together to deliver a comprehensive package of urban, economic and social regeneration. This shared vision is creating high-quality environments for millions of people by diversifying land-use, revitalising derelict land, revitalising derelict landscapes, enhancing biodiversity and providing new opportunities for leisure, recreation, cultural activity, education, healthy living and social and economic development.

Under this remit, and where funding, both capital and revenue, can be secured, FC is seeking to either purchase, lease or manage sites where these would bring a strategic benefit and environmental enhancement to the area’s landscape, through the intended creation of community woodland.

The objectives of community woodland establishment are to ensure:

- (i) unrestricted public access within a pleasant and attractive setting, ensuring good amenity, recreation and social value;
- (ii) establishment of a robust and sustainable woodland framework to the site and to improve woodland value in the local area;
- (iii) protection, enhancement and expansion of existing ecological, landscape or heritage features;
- (iv) accessibility and high user-interest by the local community;
- (v) community influence and direct involvement in the way the site is improved designed and managed.

The aim of the work is to fulfil the requirements of the Newlands Project in relation to any liabilities that the Forestry Commission would potentially take on as a part of any lease agreement. The key concerns are in relation to Contaminated Land and Environmental Planning which may be present on the site.

The following information is supplied order to allow the consultants to provide detailed fixed price costing for Site X.

2.0 Site X

The Site X is located on Road Y in Town Z and encompasses land predominately owned by the local Council. These areas are shown on the Figure 1 and Figure 2. The site’s central point is located at SDXXXXXX. The site covers approximately 30ha.

There is some small-scale information already existing in relation to the site which will be sent to the Consultants once it has been received from the landowner.

3.0 Scope Of Works

Consultants will adopt and follow “Model Procedures for the Management of Land Contamination (CLR 11)”, which is available from the Environment Agencies Web site:

<http://www.environment-agency.gov.uk/subjects/landquality/113813/881475/?version=1&lang=e>

FC will appoint Consultants on the basis of a fixed tender for the Phase 1 Investigation with professional fees being inclusive of Consultants expenses. Disbursements paid to third parties for provision of information regarding services, planning history etc are to be included in the fixed tender price.

The Consultant shall maintain regular contact with the FC and shall discuss any issues arising during the progress of the investigations.

The Consultant will provide a checklist of information he intends to gather under the Phase 1 investigation to the FC to ensure that the FC has sufficient information for its purpose.

A draft Phase 1 report will be provided to the FC to ensure that the consultant has met the requirements of the brief.

Depending on the outcome of the report the FC will decide whether to proceed with acquisition or whether to commission further site investigations in line with CLR11.

The report will refer only to the site and any findings which are within 250m of the site boundary.

4.0 Reporting

A full draft report shall be submitted to the FC in digital format compatible with Microsoft Office. The Consultant will agree with the FC how and in what format supporting documentation is to be provided, and the number of copies of the complete report required. The report will be circulated within the FC and if necessary to other stakeholders for comment and for quality control purposes. The FC will assimilate all comments into one document and return this to the Consultant.

The Consultant shall then amend the draft report and, following discussion with the FC, conduct any additional works identified to be required which are still within the remit of the Phase 1 Preliminary Risk Assessment specification Arrangements and fees for any additional requirements beyond the scope of this Phase 1 Preliminary Risk Assessment specification shall be negotiated with the FC.

The Consultant may be required to amend and submit a second draft of the Phase 1 report if additional data is collected or if specifically requested to do so by the Forestry Commission.

Upon approval by the FC of the first or second draft (as appropriate), the Consultant shall then submit the final Phase 1 report as two hard copies along with 2 versions on CD as follows:

- (i) CD Version Number 1 shall contain:
 - the final report plus Appendices in electronic form in Microsoft Office Suite format.
 - all aerial photographs, maps and plans constituting the main text of the report and Appendices.

- all drawings, photographs and diagrams shall be submitted in CAD or Microsoft Office Suite format.
 - The first CD shall contain all constituent parts of the Phase 1 report in original accessible form; i.e. no document, plan, drawing or other constituent part of the Phase 1 report shall be read- or write-protected. This is purely for the purpose of enabling the Forestry Commission to import the information into document and data management systems and decision-support tools. The Forestry Commission undertakes to ensure that no unauthorised modification to the technical content or comment of the *final* version of original documents occurs without the prior written consent of the Consultant. Copies of both write-restricted and accessible files shall be retained to check compliance.
- (ii) CD Version Number 2 shall contain:
- all constituent parts of the Phase 1 report, including documents and plans, as read-only (write-restricted) material for general circulation within the FC. These files shall be condensed to Adobe Acrobat format where possible to facilitate ready e-mail circulation.

The FC reserve the right to make the Phase 1 report available to all parties subsequently concerned with or involved with the site, notably to provide specific information for the conduct of subsequent site investigation or remedial works.

5.0 FC Policy relating to Contamination and Liability Studies

It is the Forestry Commission's policy to ensure that it has sufficient information to satisfy both itself and future users of FC sites that:

- (i) the decision to acquire / develop the land was based upon an informed assessment using a risk-based approach
- (ii) the Forestry Commission are complying with the Environmental Protection Act 1990, The Environment Act 1995 and any other current legislation
- (iii) important features of the landscape, the cultural heritage and the natural resource heritage are protected and enhanced in accordance with current legislation and good practice.

Furthermore, the FC seeks to ensure that it has sufficient information from an appropriate level of study to assess the likely cost of reclamation for community woodland establishment taking into account factors such as contamination. It is the FC's policy to assess and confirm soil and water conditions irrespective of whether it believes the site is likely to be contaminated in order to allay the potential fears of prospective users of FC land.

The FC will endeavour to remediate or minimise the impact of any hazards or risks that are identified as present within the community woodland sites which have a clearly defined source-pathway-receptor linkage and which exist at risk levels in excess of UK government and EU guidance criteria or other relevant standards applicable to informal public open spaces. Reclamation will be undertaken using current good practice to eliminate any residual liability relating to pollution and environmental damage and to guard against civil or criminal actions being brought by third parties against the FC or its successors in title.

Where land acquired by the FC is contaminated, the FC will endeavour to conduct remedial actions, in conjunction with the relevant Enforcing Authority under Part IIA of the EPA (1990), to ensure all

significant pollution is removed and/or all significant pollution linkages are broken, in order to ensure that no significant harm to receptors will take place.

6.0 FC Policy relating to Environmental Planning Studies

The FC seeks that new community woodlands are established in line with environmental good practice in that important features of the landscape, the cultural heritage and the natural resource heritage are protected and enhanced. As detailed above, this will entail a review of the suite of most appropriate end-uses of the site, which will be dependent upon specific site conditions and opportunities for improvement.

The FC also seeks to identify the planning history of sites in order to be sure that any outstanding planning consents or enforcement notices do not affect the viability of the site as a community resource.

The FC also wishes to ensure that the requirements, needs and safety of the general public are considered and met wherever feasible.

7.0 Timescales

The following is the timescale for the work to be undertaken;

- Day 1 – Issue Brief for Phase I Investigation to Consultants
- Day 12 - Return of Fixed price tenders
- Day 13 – Commission Phase 1 Investigation
- Day 53 – Return of Draft Phase I report to Forestry Commission
- Day 68 – Comments on Phase I returned to Consultants
- Day 89 – Issue Final Phase I report

APPENDIX ONE

Background to the Newlands Development programme

The North West Development Agency (NWDA) recently carried out a review of the policies and programmes which contribute to derelict land reclamation in North West England. The North West has approximately 25% of England's derelict land and the NWDA has identified that there is a need to increase substantially the quantity of land reclaimed over the next 20 years to deliver more projects for soft end uses including woodland.

The NWDA has agreed that the Forestry Commission will lead a programme across the region on reclamation proposals where forestry or community woodland is the appropriate principal after use. This programme is called "Newlands".

The programme has been initially allocated £23million for a 5 year period from April 2002 to 2007. These funds will consolidate and carry forward work in the Greater Manchester and Merseyside areas conducted by the Community Forests, Groundwork and Forestry Commission. Given successful delivery it is expected that financial allocation and time periods will be increased as Newlands is extended to cover Cumbria, Lancashire and Cheshire.

The following documents about the programme are available on the Forestry Commission website at <http://www.forestry.gov.uk/forestry/infd-5kyfar>:-

- Newlands Scheme - A summary of the Newlands Scheme
- Public benefit Recording System - A summary of the system used to rate potential Newlands sites
- Land Reclamation Review - North West Development Agency response to a review of Land Reclamation in the North West
- Reclaim the North West - A North West Development Agency document outlining the Agency's vision for reclaiming derelict, underused and neglected land in the North West of England
- Regeneration Prospectus - North West Development Agency guide to regeneration.

Further information about the Forestry Commission and its structure can be found at:
<http://www.forestry.gov.uk/forestry/HCOU-4U4HZT>

APPENDIX TWO

Requirements For Appendices, Drawings And Maps

APPENDICES

These shall be provided where the quantity of factual information gathered during the studies merits its inclusion as a separate appendix.

Appendices **must** include as a minimum:

- (i) A Summary Table listing and describing the zones and sub-zones of the site.
- (ii) Full copies of Envirocheck or site check reports
- (iii) Copies of all available documentary evidence pertaining to the site
- (iv) Copies of originals of previous site investigation reports, assessments or interpretations, including all site factual and numerical data.
- (v) Lists of all information searches, including all contact names, addresses and responses, including nil or negative responses
- (vi) Copies of all relevant correspondence.

SITE PLANS AND DRAWINGS

These shall be provided at a recognised scale (preferably 1:1250 or 1:2500).

The format of plans and drawings should be horizontal, not vertical.

All plans and drawings must include a scale bar and a North point, which should be vertical.

All plans and drawings must include a key, which shall list the main features represented on the plan.

All plans and drawings shall have clear, crisp defined lines.

The FC logo and name should be at the bottom right hand corner of the plan and be in corporate colours and style.

The consultant's name and address (which should not be more prominent than FC name and logo), together with the date of the drawing, should be included.

Where possible, all plans and drawings shall be provided in AutoCAD format or other software capable of being downloaded into Arc GIS

All site features including boundaries, existing buildings, infrastructure, existing or assigned zones or mapped areas shall be assigned co-ordinates in 3-dimensional space enabling the information to be imported into Arc GIS.

National Grid Referencing is preferred above any other form of arbitrary co-ordination system. All National Grid References shall be provided in 12-figure format (2 letters, 10 numbers) and shall have the following example format: "TQ5428383764" (no spaces between the letters or numbers).

GIS-based polygons should be used as a basis for identifying common zones or mapped areas within the site. Point data sources shall also be provided to locate important corner, boundary markers, sampling point etc of each mapped zone or feature.

APPENDIX THREE

References And General Search / Reference Material

Community Woodland principles

- Forestry Authority. 1992. Forest Recreation Guidelines. H.M.S.O., London.
- Forestry Authority. 1992. Lowland Landscape Design Guidelines. H.M.S.O., London.
- Forestry Commission, 1991. Community Woodland Design. Forestry Commission. The Stationary Office, London.
- Forestry Commission, 1998. The UK Forestry standard. Forestry Commission The Stationary Office, London.
- Forestry Commission. 1990. Forest Nature Conservation Guidelines. H.M.S.O., London.
- Forestry Commission. 1994. Forest Landscape Design Guidelines. H.M.S.O., London.
- Forestry Commission. 1998. Forests and Soil Guidelines. Forestry Commission, Edinburgh.
- Forestry Commission. 2000. Forests and Water Guidelines. Forestry Commission, Edinburgh.
- Hibberd, B.G. 1989. Urban Forestry Practice, Forestry Commission Handbook 5, HMSO, London.
- Hodge, S.J. 1995. Creating and Managing Woodlands Around Towns. Forestry Commission Handbook 11, HMSO, London.
- Perry, D. and Handley, J. 2000. The potential for woodland on urban and industrial wasteland in England and Wales. Forestry Commission Technical Paper 29. Forestry Commission, Edinburgh, 65pp.
- Pyatt, G., Ray, D., Fletcher, J. 1999. An Ecological Site Classification for Forestry in Great Britain. Forest Research, Roslin, Midlothian.
- Rodwell, J.S. and Patterson, G.S. 1994. Creating New Native Woodlands. Bulletin 112. HMSO, London.

Disturbed and contaminated land assessment

- Environment Agency (2004) Model Procedures for the Management of Land Contamination (CLR 11), ISBN 1844322955

<http://www.environment-agency.gov.uk/subjects/landquality/113813/881475/?version=1&lang=e>

This document contains an extensive reference guide. Woodland establishment on disturbed and contaminated land

- Bending, N.A.D. & Moffat, A.J. 1997. Tree Establishment on Landfill Sites: Research and updated guidance. Forestry Commission, Edinburgh.
- Bending, N.A.D., McRae, S.G. and Moffat, A.J. 1999. Soil-forming materials: their use in land reclamation. The Stationery Office, London, 237pp.
- Dobson, M.C. and Moffat, A.J. 1993. The potential for woodland establishment on landfill sites. HMSO, London, 88pp.
- Hutchings, T.R., Moffat, A.J. and Kemp, R.A. 2001. Effects of rooting and tree growth of selected woodland species on cap integrity in a clay capped landfill site. Waste Management and Research 19, 193-200.
- Hutchings, T.R., Moffat, A.J. and Stubbs, I. 2001. Woodland restoration of contaminated land. In Forest Research Annual Report and Accounts 1999-2000, 30-37. The Stationery Office, Edinburgh.
- Kennedy, F. and Moffat, A.J. 1999. Tree species selection for restored landfills. Waste Planning 33, 7-8.

- Moffat, A. J. and McNeill, J. M. 1994. Reclaiming disturbed land for forestry, HMSO, London.
- Moffat, A.J. 1997. Site preparation - getting it right. In: Recycling land for forestry ed. A. J. Moffat. Forestry Commission Technical Paper 22, Edinburgh, pp. 16-20.
- Moffat, A.J. 1995. Minimum soil depths for the establishment of woodland on disturbed ground. Arboricultural Journal 19, 19-27.
- Moffat, A.J. 2001. Increasing woodland in urban areas in the UK – meeting ecological and environmental standards. International Forestry Review 3, 198-205.
- Moffat, A.J. and Bending, N.A.D. 2000. Replacement of soil and soil-forming materials by loose tipping in reclamation to woodland. Soil Use and Management 16, 75-81.
- Moffat, A.J. and McNeill, J.D. 1994. Reclaiming disturbed land for forestry. Forestry Commission Bulletin 110. HMSO, London, 103pp.
- Moffat, A.J. and Roberts, C.J. 1989. The use of large scale ridge and furrow landforms in forestry reclamation of mineral workings. Forestry 62, 233-248.
- Moffat, A.J., & Houston, T.J. 1991. Tree Establishment and growth at Pitsea Landfill Site, Essex, U.K. Waste Management & Research, 9, 35-46.

Landscape and Visual Impact Assessment

- The Landscape Institute and the Institute of Environmental Management & Assessment. 2002. Guidelines for Landscape and Visual Impact Assessment, 2nd Edition. Spon Press
- The Countryside Agency and Scottish Natural Heritage. 2002. Landscape Character Assessment - Guidance for England and Scotland. The Countryside Agency and Scottish Natural Heritage. <http://www.countryside.gov.uk/cci/default.htm> The Countryside Agency's Countryside Character Initiative website gives details of regional character.

Archaeology

- Institute of Field Archaeologists. 1999. Standard and Guidance for desk-based archaeological assessment (see www.archaeologists.net).
- Department of the Environment (DoE). 1990. Planning Policy Guidance Note PPG 16: Archaeology and planning. HMSO, London.
- Department of the Environment (DoE). 1994. Planning Policy Guidance Note PPG 15: Planning and the Historic Environment. HMSO, London.
- Forestry Commission. 1995. Forestry and Archaeology Guidelines. Forestry Commission, Edinburgh.
- Forestry Commission. 2001. Woodland Grant Scheme Applicants Pack. www.onlineplanningoffice.co.uk for tree preservation order searches
www.alqao.org.uk Association of Local Government Archaeological Officers

Ecology

- Joint Nature Conservation Committee (JNCC). 1990. Handbook for Phase I habitat survey: a methodology for environmental audit.
- Institute of Environmental Impact Assessment. 1995. Guidelines for Baseline Ecological Impact Assessment. E and F Spon, London.
- English Nature. 1994. Nature Conservation in Environmental Impact Assessment. English Nature, Peterborough.
- Department of the Environment (DoE). 1994. Planning Policy Guidance Note PPG. 9: Nature Conservation. HMSO, London.
- The Conservation Natural Habitats, &c. Regulations. 1994. Statutory Instrument No. 2716. The Stationary Office, London.
- www.ukbap.org.uk for information on Biodiversity Action Plans
www.ukbiodiversity.net National Biodiversity Network

