

LANDSCAPE MANAGEMENT AND MAINTENANCE PLAN

CIVIC OFFICES, READING

guarda
landscape

LANDSCAPE MANAGEMENT AND MAINTENANCE PLAN

Guide to the Management of Landscape Areas for
Civic Offices, Reading

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MAINTENANCE PLAN**

ON BEHALF OF
Morgan Sindall Group
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1. INTRODUCTION

- 1.0.1 Guarda Ltd has been commissioned by Morgan Sindall to prepare this Landscape Management and Maintenance plan. It sets out the maintenance operations required for the satisfactory management of the soft landscaping within the public spaces associated with the new extension proposals at the Civic Offices, Reading.
- 1.0.2 The landscape proposals and long-term management goals respond to the specific character of the existing site and surrounding landscape within the Reading area.
- 1.0.3 The **Management Areas and Responsibilities Plan** on page 8 shows the landscape areas which are covered by this Landscape Maintenance and Management Plan (Figure 1). These areas include existing vegetation and trees along with all new ornamental planting.
- 1.0.4 The **Implementation Programme and Recitals** sections of this document define the parties who are involved in and responsible for the implementation and maintenance of the landscape within the public spaces and how the proposals will be implemented.
- 1.0.5 Within the **Maintenance Operations** section of this document each landscape component is described and the management objectives defined. General maintenance actions are set out to ensure the long-term management of the landscape for users and wildlife. This section is accompanied by easy-to-read schedules to aid in the on-site application of the operations. The focus of this section is to ensure that the site is safe, comfortable, attractive, biodiverse and

sustainable and contains instructions for the management of the following landscape elements:

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1.1 PLANNING CONTEXT

- 1.1.1 Proposals to extend the Reading Borough Council Offices on Bridge Street to enable the accommodation of the relocated Reading Central Library function, currently on Kings Road, Reading, and provide an enhanced Customer Services reception.(Application reference: 231495).
- 1.1.2 The following management plan has been prepared in line with condition 9f. *'A maintenance programme detailing all operations to be carried out in order to allow successful establishment of planting'*.

1.2 AIMS AND OBJECTIVES

- 1.2.1 **The sustainable management of existing vegetation:** To retain existing trees and hedgerows as outlined in the arboricultural impact assessment, and to enhance their character, composition and age structure through positive management with consideration to long-term viability and health and safety;
- 1.2.2 **To maintain landscape character:** To incorporate locally indigenous species within screening/structural landscape areas, to provide an attractive and robust landscape setting for the buildings on the site and reinforce local distinctiveness;
- 1.2.3 **To achieve a high standard of maintenance:** To take measures to ensure the successful establishment and growth of new structural and incidental planting and to take appropriate long-term management measures to ensure the satisfactory appearance and sustainability of vegetation. To ensure that landscape components are replaced, augmented and/or improved over time as appropriate;
- 1.2.4 **To maintain and enhance biodiversity:** To protect and enhance the nature conservation interest of new habitats and to ensure the adoption of management practices that enhance the biodiversity value of the site. To fulfill all legal requirements in relation to the protection and management of ecological features and the protection and management of target species including bats and reptiles.
- 1.2.5 **To ensure health and safety:** To uphold the duty of care that all landscape components are safe and that all reasonable steps are taken to minimize risk of injury and damage to people and property.

1.3 RECITALS

1.3.1 The main parties involved include the following:

- **The Developer:** Morgan Sindall is responsible for the construction of this development. This will include the protection and management of existing landscape components through the construction phase and the implementation of the hard and soft landscape works in accordance with the planning drawings, including any contractual maintenance period associated with these works.
- **The Local Planning Authority:** This term (abbreviated to LPA) shall refer to Reading Borough Council and its Planning and Landscape Officers who are involved in the process of the approval of landscape and other documentation.
- **The Adopting Organization:** This is the organisation that will adopt ownership of the landscape areas and is therefore responsible for their management and maintenance including all landscape components and features within them. The Adopting Organization for the site will be LPA or a nominated management company. The Adopting Organization shall also be taken to mean any employee or representative of the organization in ownership of the grounds.
- **The Landscape Management Contractor:** Maintenance beyond practical completion will be by Reading Borough Council FM team. This Landscape Maintenance and Management Plan should be followed and carried out for a minimum of 5 years and then continued to be carried out indefinitely beyond this at the discretion of Reading Borough Council.

1.4 SUPPORTING INFORMATION

1.4.1 The Management Plan shall be taken to include this document and any supporting plans, reports and specifications approved as part of the planning application for the residential development of land at the Civic Offices, Reading.

1.4.2

GUARDA LANDSCAPE DETAILED LANDSCAPING PACKAGE:

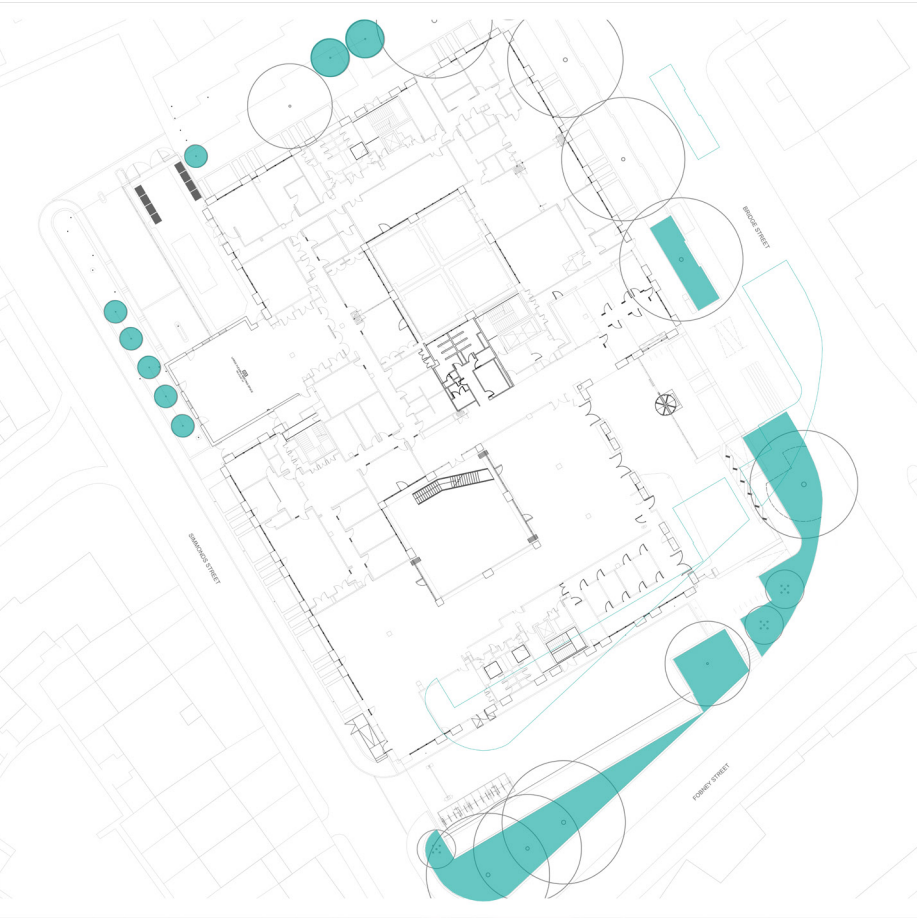
RLR-GUA-30-000-D-L-90100-DETAILED SOFT LANDSCAPING PROPOSALS

RLR-GUA-40-000-D-L-90101-LANDSCAPING SCHEDULE, DETAILS AND OUTLINE SPECIFICATION

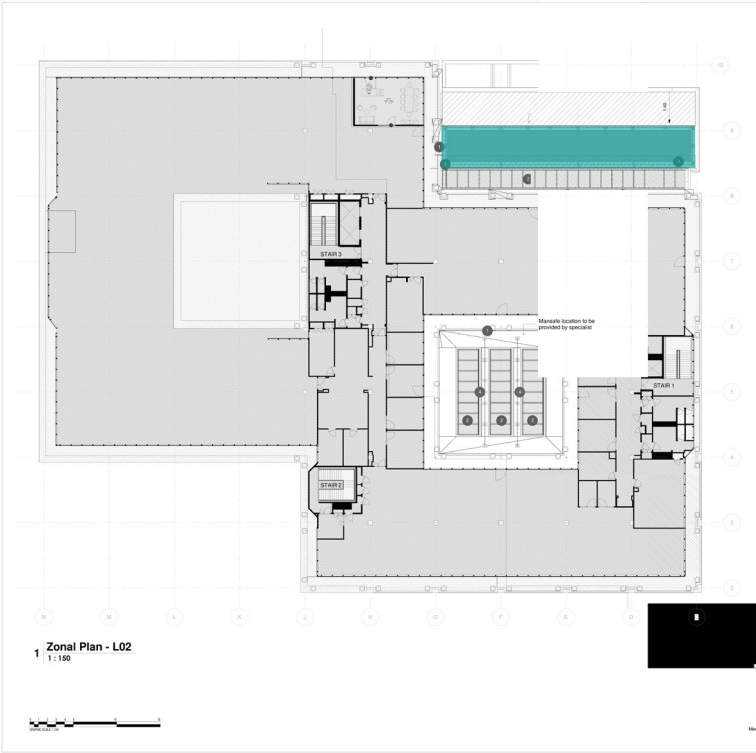
RLR-GUA-30-000-D-L-90105-DETAILED SOFT LANDSCAPING PROPOSALS - OFFSITE TREES

1.5 MANAGEMENT AREAS AND RESPONSIBILITIES PLAN

 Landscape areas to be managed



Ground floor



Second floor

Figure 3 - Landscape areas encompassed within this maintenance and management plan

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2. IMPLEMENTATION PROGRAMME

2.1 IMPLEMENTATION

- 2.1.1 All planting works shall be carried out in accordance with the approved details unless otherwise agreed with the LPA.
- 2.1.2 The planting is to be completed prior to the occupation of the completed extension.

2.2 IMPLEMENTATION OF MAINTENANCE OPERATIONS

- 2.2.1 The Landscape Management Contractor as appointed by the Adopting Organization will coordinate all management of the site in perpetuity in accordance with this Landscape Management Plan and the accompanying maintenance schedules. A representative of the Landscape Management Contractor/ Adopting Organization will be appointed as the main point of contact for residents, relating to the management of the site.
- 2.2.2 The Landscape Management Contractor will carry out general maintenance operations. Specialist Contractors may be used on an as needs basis to complete specialist operations and/or occasional works.
- 2.2.3 The Adopting Organization may also appoint from time to time consultants to provide specialist advice, monitoring or to undertake a watching brief in relation to particular aspects of this site or specific maintenance operations. This may include suitably qualified ecologists, arboriculturists, landscape architects, engineers and/or health and safety.

- 2.2.4 All works, materials and operations will be in accordance with relevant legislation, British Standards, Regulations (including the CDM Regulations) and Codes of Practice.

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3. MAINTENANCE OPERATIONS

3.1 EXISTING TREES AND VEGETATION

3.1.1 The arboricultural report and plans detail the existing condition, protection and any required works/ removal of existing trees and vegetation on site:

- AIA & AMS Plans by Hampshire Highways Arboriculture
- Ecological Appraisal Hampshire County Council Ecology Team

3.1.2 Management Objectives:

- Maintain the trees in an healthy and attractive condition to ensure continuity in tree cover and their contribution to the landscape structure, biodiversity, and screening/amenity value of the site; and
- Ensure that trees are healthy and safe, particularly in places in proximity to residential properties and with public access.

3.1.3 Trees should be visually checked once a year for the presence of any diseased or rotten wood; fungal or other infections/ disease; and stability. If any such issues are identified, then the advice of a qualified Arboriculturist should be sought.

3.1.4 Tree replacement and enhancement of tree cover:

- Any tree that dies or is necessarily felled, but which is not removed as part of the approved programme, shall be replaced with a specimen of similar species and stock size so as to

maintain the character and ecological value of the site. Where disease has caused the loss of the tree, care must be taken in the selection of an appropriate alternative species, taking into account the local context, character of nearby trees, the potential impact on nearby buildings/services, and the potential susceptibility of the replacement tree to the disease.

- Allow for natural growth and spread of trees with minimal management unless there is significant conflict with pedestrian/ vehicular access.
- Maintenance should be carried out during September and February to avoid bird nesting season. Only when required, trees should be pruned during January and February to reduce the impact on berry crop.
- All arisings to be removed from site under advice from the ecologist.

3.1.5 Maintenance of existing vegetation:

- Maintenance of existing ornamental planting beds should continue to be carried out as per current management plan.

All works should be carried out in accordance with "Appendix 1. Guidance Note for Maintenance Practice" on page 21 and "Schedule 1. Existing Trees and Vegetation Maintenance Schedule." on page 13.

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
3.4 VISUALLY INSPECT TREES ANNUALLY											
3.1.5 CARRY OUT TREE REPLACEMENT AND ENHANCEMENT IF REQUIRED											
CARRY OUT TREE WORKS IF REQUIRED								CARRY OUT TREE WORKS IF REQUIRED			
		AVOID CARRYING OUT TREE WORKS DURING THE BIRD NESTING UNLESS A HEALTH AND SAFETY RISK OR ACCESS ISSUE (NOTE 2)									

Schedule 1. Existing Trees and Vegetation Maintenance Schedule.

Carry out all works in accordance with “Appendix 1. Guidance Note for Maintenance Practice” on page 21 and “Schedule 4. Softworks Maintenance Schedule.” on page 16.

3.2 PROPOSED TREE PLANTING

3.2.1 Trees are proposed as part of the landscape proposals within the raised planters and additionally ‘off-site’. Trees species have been carefully selected to ensure establishment across the scheme.

3.2.2 Management Objectives:

- Ensure the satisfactory establishment and growth of new tree planting so that trees are healthy and safe.
- Care for trees for the long term visual amenity, character and biodiversity of the site.

3.2.3 General tree maintenance during establishment

- Firm in unstable trees in the ground especially after frost and strong winds.
- Top up bark mulch levels to a depth of 75mm within a radius of 500mm of the tree stem and remove any weed growth around the tree by hand.
- Fertilize using a suitable and approved liquid feed during early May and again in late September.
- Prune back any diseased or rotten wood (including the removal of main stems and limbs) back to sound wood as required. Pruning should be carried out in accordance with BS 3998:2010. Remove all cut material from site.
- Prune young trees to encourage a strong leader and an even open crown.

- Inspect for pests and diseases and ensure remedial action is taken. **(Note 4)**
- **Watering:** Water trees during first two growing seasons. Frequency and volume as per softworks maintenance schedule and **Note 5.**

3.2.4 Tree Replacement

- Failing trees are to be replaced with the same specimen and stock size to maintain the character and ecological value of the scheme unless otherwise agreed with the LPA. Where disease has caused the loss of the tree, care must be taken in the selection of an appropriate alternative species, taking into account the local context, character of nearby trees, the potential impact on nearby buildings/services, and the potential susceptibility of the replacement tree to the disease.

Carry out all works in accordance with “Appendix 1. Guidance Note for Maintenance Practice” on page 21, “Schedule 4. Softworks Maintenance Schedule.” on page 16 and “Schedule 5. Shrub Pruning Groups Schedule.” on page 17.

3.3 PROPOSED MIXED ORNAMENTAL PLANTING

3.3.1 Planting beds create structure and interest throughout the year within the landscape areas. Mixed planting creates colour, scent and form with habitats and food for wildlife.

3.3.2 Management Objectives:

- To ensure establishment and growth of new ornamental planting to enhance the visual quality of the development and provide tidy, welcoming spaces for users.
- Maintain planting in a healthy and attractive condition and enhance the value of planting for wildlife.

3.3.3 General Maintenance:

- **Watering:** Water ornamental planting regularly, saturating the full depth of topsoil. The programme of watering must be sensitive to the weather conditions to ensure the establishment and healthy growth of plants. **(Note 5)**
- **Weeding:** Remove all weed growth by hand as necessary to ensure weed free and tidy planting areas. Visits should occur approximately monthly in the growing season, subject to weather conditions from April to October, with an extra visit outside of the growing season in December or January to inspect the condition of the beds. All weeds shall be removed from the site.
- Top up bark mulch levels to maintain a depth of 75mm using the same or similar product to that previously supplied.
- **Removal of Bindweed:** Remove all bindweed by hand and along with all of the root system. Where it is not possible to remove bindweed roots, regular removal of new stems will

suppress it, and if done persistently can eventually eradicate it. Any signs of regrowth should be removed straight away. Use a hand fork to lift seedlings from the soil, ensuring you remove the entire root and avoid damaging established plants. Additional mulch can be added in persistent areas of bind weed to restrict as much light as possible reaching the roots.

- **Spot Herbiciding:** Where required, persistent perennial weeds can be controlled using herbicide. For planting beds containing herbaceous plants and shrubs, apply a suitable folia-acting systemic translocated herbicide using a weed wiper device to avoid killing wanted plants. The use of herbicides should only be made following a risk assessment to consider potential effects on the environment and on human health, but also spray drift killing the wrong plants. **(Note 4)**
- **Fertilizer:** Apply an annual single dose of evenly spread, 11:22:9 NPK slow release fertilizer at a rate of 60g per m2, from March - April.
- **Replace failing planting:** Remove and replace plants which are weak and failing or have died with stock of the size, species and quality originally specified. Ensure that the ground is well prepared and that any replacement planting is well watered. Include any plants that are destroyed by vandalism, theft or similar cause through no fault of the Landscape Management Contractor, up to and not exceeding 5% of the plant stock.
- **Pest Control:** Check unstable or failing shrubs and perennials for vine weevil larvae in the roots. Treat with a chemical or biological control and/or remove the plants, replacing with a species that is not susceptible.

3.3.4 Pruning:

- Prune shrubs according to their **pruning groups** and horticultural expertise. Pruning should aim to enhance the natural form of shrubs and maintain the health and visual amenity of planting beds.
- Cut back herbaceous perennials and deciduous grasses in late

Schedule 4. Softworks Maintenance Schedule.

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
CHECK TREE STAKES & TIES											
WATERING AS REQUIRED			REGULAR WATERING (NOTE 5)						WATERING AS REQUIRED		
REPLACE FAILED TREES & SHRUBS				1	FERTILISE TREES & SHRUBS			2		REPLACE FAILED TREES & SHRUBS	
PRUNE SHRUBS ACCORDING TO PRUNING GROUP											
			PRUNE EVERGREEN SHRUBS (GROUPS 8 & 9)								
				1	PRUNE ORNAMENTAL HEDGES			2			

Additional advice can be found on the RHS website: <https://www.rhs.org.uk/advice>

Pruning Group	Latin Name	Pruning Guidance
Pruning group 1	Aucuba japonica 'Crassifolia' Euonymus alatus 'Compactus' Hydrangea paniculata 'Bombshell' Hydrangea quercifolia 'Alice'	Light pruning Lightly prune only where required. Remove diseased, damaged congested or crossing shoots. Shoots that are growing in unwanted directions can also be pruned out. Regularly trim Photinia to maintain a neat form and fresh growth. Remove suckers from Eleagnus 'Quicksilver' as necessary.
Pruning group 8	Choisya ternata Euonymus fortunei 'Emerald Gaiety' Sarcococca hookeriana var. humilis Viburnum opulus 'Compactum'	Early flowering evergreen shrubs Prune just before growth starts in mid-spring, after any risk of frost has passed. Prune out any diseased, damaged or dead shoots and thin out crowded shoots and any badly positioned ones that spoil the shrub's appearance. Remove up to one-third old wood as required.
Pruning group 9	Fatsia japonica Hebe 'Red Edge' Hebe rakaiensis Osmanthus heterophyllus 'Goshiki'	Late flowering evergreen shrubs This group of evergreen shrubs bloom in summer and late autumn on the previous or current year's growth. Prune lightly removing unsightly shoots as required to create a bushy form. Avoid cutting into old wood of Hebe.

Schedule 5. Shrub Pruning Groups Schedule.

3.4 SEDUM GREEN ROOF

3.4.1 The sedum green roof is located on the library extension roof (effectively 2nd floor). A summary of maintenance operations are listed below. Any additional operations should be performed to protect the validity of the waterproofing system guarantee as required by the supplier.

3.4.2 The Contractor must ensure safe access can be gained to the roof and that relevant Health and Safety procedures are followed when working at roof level. It is advised that the contractor should always seek proof of current maintenance for any man-safe roof access systems prior to proceeding with the work on site.

3.4.3 Management Objectives:

- To ensure the long term establishment of the green roof.
- To ensure that the roof is maintained in a safe manner.
- To ensure that the green roof does not represent a fire risk by controlling the buildup of organic content on the roof and maintaining fire breaks.

3.4.4 Maintenance during establishment (first 12 weeks after installation following implementation)

- Green roof systems include living products must be installed on day of delivery and watered immediately upon installation. If watering is not implemented immediately and for the first 12 weeks in situ, the supplier will not take responsibility for the growth and success of the vegetation. This is especially important during the Spring and Autumn period each year.

For pitched roofs over 7.5 degrees, we would recommend an irrigation system to be installed with the roof.

- Where it is not possible to install the plugs on the day of delivery, the trays should be watered for overnight storage and installed as soon as possible.
- All living materials must be unloaded immediately and installed within the 24-hour period after delivery to the site. Failure to do so will risk the vegetation deteriorating and create a poor roof finish
- If it is a large roof, it would be recommended that the supporting build-up of the drainage layers, filter fleece and substrate is completed before the live material is delivered to the site, minimising vegetation stand time.
- The optimum period to install a living system is Spring/Autumn. Extra irrigation may be required during the summer months, these are discussed below.
- The installed green roof systems must be thoroughly watered in, initially at a rate of 10-15 litres/m². Irrigation should take the form of complete system saturation at least once a week in the first 12 weeks following installation. These same steps should be taken during prolonged periods of hot and dry weather.

3.4.5 Irrigation (times of drought only)

- Water thoroughly in times of hot dry weather where no significant rainfall has taken place for two weeks, at a rate of 10-15 litres/m². Irrigation should take the form of complete system saturation at least once a week.

3.4.6 General maintenance of biodiverse roof areas (following establishment) biannually in spring and autumn:

- Clear any fallen leaves, rubbish or detritus from the biodiverse roof, the pebble border and drainage outlets.
- Strim annually in Autumn.
- Remove the lids of all inspection chambers, ensure that all rainwater outlets and downpipes are free from blockages and that water can flow freely away.
- Ensure that any protective metal flashings and termination bars remain securely fixed in place and advise the Adopting Organisation of the need to repair or renew as necessary.
- Examine all mastic sealant and mortar pointing for signs of degradation and advise the Adopting Organisation of the need to repair or renew as necessary.
- Check that all promenade tiles and paving slabs are securely fixed to the roof surface and in good condition.
- **Plant encroachment:** Any vegetation which has encroached into drainage outlets, walkways and the vegetation barriers (pebbles) should be removed.
- **Maintain the pebble barrier/fire break:** If movement/settlement of the pebble vegetation barrier has occurred, additional washed stone pebbles similar to the existing are to be added. There should be no substrate within the fire break area.
- **Weeding:** Remove invasive species and/or tree seedlings and/or plants with large growth habits/ aggressive root systems which have established themselves into the roof by hand annually in Spring.

3.4.7 Maintain records of all inspections and maintenance carried out on the roof.

- Any signs of damage, contamination or degradation to the waterproofing should be reported to the relevant party immediately, in order that arrangements can be made for remedial work to be carried out if necessary.

3.5 HARD LANDSCAPE AREAS

3.5.1 Management Objectives:

- To ensure that hard landscape surfaces are safe and comfortable to use and are clean from litter and other debris.
- Maintain the furniture in public spaces to ensure the long-term amenity value of elements.

3.5.2 General maintenance of hard landscape areas:

- Ensure all paved surfaces are clean, tidy and free from dust, litter and debris through regular sweeping (removing all arisings off site). Increase maintenance in autumn when leaves are falling.
- Regularly inspect all hard landscape surfaces and edgings to ensure they are sound and free from: mechanical damage, vandalism, settlement, frost heave, staining, litter and debris or any other defect.
- Failing areas which cause a health and safety concern **are to be clearly fenced-off from the public.**
- Document all defects and **repair as new as soon as feasibly possible** in agreement with the Adopting Organization.
- MEWP access is to be used around the building for ongoing maintenance. Plywood sheets are to be laid where required to protect resin bound gravel when using rubber wheeled MEWPs. Any evidence of damage should be reported and repaired as soon as possible.

4. APPENDICES

APPENDIX 1. GUIDANCE NOTE FOR MAINTENANCE PRACTICE

NOTE 1	Tree Work Consents	Any works to a TPO tree (such as crown raising, crown reduction, substantial pruning, removal of limbs, pollarding or felling) should be documented and a formal application made to the LPA for approval (with the exception of the removal of dead wood) in advance of the works being undertaken.
NOTE 2	UK/EU Wildlife legislation	All works should be completed in accordance with relevant EU and UK wildlife legislation. Where possible this should be outside of the bird nesting season (i.e. between 1st September and end of February). During the nesting season a suitably qualified ecologist will be required to check for any active nests.
NOTE 3	Good Practice of Arboricultural Contractor	All tree works shall be carried out by a suitably qualified tree surgeon, a member of the Arboricultural Association, in accordance with BS3998: 2010 'Tree Work - Recommendations'. All brushwood and logs that result from surgery and felling of trees on site shall be removed off site, unless needed to enlarge or renew hibernacula or eco piles. Brushwood may be chipped on site, but all wood chippings resulting from these operations shall be raked up, bagged and removed. Where surgery works affect a highway, the Arboricultural Contractor shall ensure the relevant permissions and road control permits are obtained, and all necessary health and safety parameters are met.
NOTE 4	Use of Herbicides, Biocides and Pesticides	Any works requiring the use of pesticides and/or biocides should comply with the latest regulations in place at the time of the application. In practice, guidance is provided on the Health and Safety Executive (HSE) website: https://www.hse.gov.uk/pesticides/ and includes a series of codes of practices adapted to the situation. These should be followed: 'Code of Practice for Using Plant Protection Products'; 'Information Statement on application of pesticides using vehicles in public areas'; etc. In addition, the following recommendations should be followed, but in no way replace the full compliance of the regulations mentioned above: The operator should have relevant and up-to-date certification and training and wear appropriate PPE equipment. All herbicides must have an appropriate full or "off-label" approval for use in a relevant situation. All pesticides shall be applied in suitable calm weather conditions; allow for repeat spraying as required to achieve a complete kill. Apply herbicide as required and at intervals to ensure no regeneration of weed. Extreme care must be taken to avoid damage to surrounding plants, grass and Environment; as such, avoid spray drift. Any damage resulting from incorrect usage, spillage, and spray drift, are to be reported appropriately and rectified at the Landscape Management Contractor's expense.
NOTE 5	Watering	For the first two years after planting proposed trees, mixed ornamental planting and amenity grass will require regular watering to ensure establishment. Watering Period and Frequency: Water during the growing season (mid March- early October) to be carried out on a weekly basis or more regularly as required by climatic conditions, such as hot, dry weather, wind and lack of rainfall. Water evergreens twice in winter. The Landscape Management Contractor shall be entirely responsible for increasing the frequency of visits according to climatic conditions and for contacting the Adopting Organization to agree the timing of any additional watering visits if required. Watering Volume: When watering shrubs, the top layer of soil should be fully saturated. During the first season after planting apply 25L/week to HS trees, This may be increased or decreased depending on weather conditions. Where restrictions are placed on the use of water, sources and costs of obtaining second class water must also be agreed. The Landscape Management Contractor shall be responsible for any failures of plants and trees or excessive die back from drought stress during the management contract. Following the first year after planting, the frequency of watering can be reduced and focused on ornamental planting and trees during periods of dry weather only.

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MAINTENANCE OPERATION	NUMBER OF VISITS (INDICATIVE TIMES SHOWN ONLY AS DEPENDANT ON SITE CONDITIONS AND WEATHER)				TOTAL NUMBER OF VISITS PER YEAR
	NOV-FEB	MAR-MAY	JUN-AUG	SEPT-OCT	
SOFTWORKS					
Visual inspection of mature trees Carry out further assessment if defects recorded (by suitably qualified professional).	At each site visit	At each site visit	At each site visit	At each site visit	12 (minimum number of visits)
Significant tree works to mature trees and hedgerows. Works to be undertaken by a suitably qualified professional.	As required	Do not carry out during bird nesting season unless a Health and Safely risk.		As required	As required
Pruning trees and shrubs	Refer to “Schedule 4. Softworks Maintenance Schedule.” on page 16 & “Schedule 5. Shrub Pruning Groups Schedule.” on page 17.				As required
Re-firm and stabilize shrubs and trees after strong winds and frost.	As required	As required	As required	As required	As required
Fertilizing trees and shrubs, using a slow release granular product.		Early May		Late Sept	2
Replacement of failing or damaged trees and shrubs.	As required				As required
Cut back herbaceous perennials and perennial grasses.	Late winter/ early spring or as plants show signs of disease.		Cut back geraniums and deadhead to encourage a second flush of flowers.		3

MAINTENANCE OPERATION	NUMBER OF VISITS (INDICATIVE TIMES SHOWN ONLY AS DEPENDANT ON SITE CONDITIONS AND WEATHER)				TOTAL NUMBER OF VISITS PER YEAR
	NOV-FEB	MAR-MAY	JUN-AUG	SEPT-OCT	
GENERAL MAINTENANCE OF SOFTWORKS AREAS					
Watering (refer to “Schedule 4. Softworks Maintenance Schedule.” and Note 5).	As required to ensure establishment, adjust frequency to climatic conditions.	Watering should be significantly increased within the summer months with the minimum number of visits being once per fortnight. The frequency should be increased further during dry spells.		As required to ensure establishment, adjust frequency to climatic conditions.	As required
Hand weeding, to ensure tidy beds and control competition with new shrub and tree planting.	As required	At each site visit	At each site visit	At each site visit	16 (minimum number of visits)
Spot herbicide pernicious weeds (Refer to Note 4). Only use where absolutely required and hand weeding/mulching will not sufficiently control weed growth/competition with new planting.		Apply to vigorous new weed growth in Spring/ Early Summer.			As required
GENERAL MAINTENANCE OF GREEN ROOF					
Inspect and record the condition of the green roof, ensuring all drainage outlets, walkways, vegetation barriers and inspection chambers are free of debris, blockages and encroachment of vegetation. Ensure that all walkways and flashing are securely fixed and in good condition.		At each site visit	Irrigate in times of drought	At each site visit- additional visits may be required in autumn if close to overhanging trees	2 (minimum number of visits)

Suite F, Second
Floor
Queens House
123-129 Queens
Road
Norwich
NR1 3PL

Tel: +44 (0)1206 638085

Email: admin@guardalandscape.com

www.guardalandscape.com

guarda
landscape