# Dwyer Road, Reading

# Landscape Management Plan (5 - 25 years)

Month Year

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The terra firma Consultancy Ltd.
www.terrafirmaconsultancy.com

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LANDSCAPE ARCHITECTS

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**Appendix 1 – Activities checklist (years 1-5)**
**Appendix 2 – Indicative programme (years 1-5)**

# 1 Introduction

1.1 This document has been prepared by The terra firma Consultancy to provide a comprehensive ongoing management plan for the external environment at Dwyer Road, Reading.

1.2 The plan outlines the management principles and objectives to provide detailed guidance for the management and maintenance of the site for the first 5 years after practical completion of the development.

1.3 This document covers all landscape areas related to the development and should be read in conjunction with the following landscape proposals drawings by The terra firma Consultancy.

- 2530-TFC-00-ZZ-DR-L-1001 – Landscape General Arrangement
- 2530-TFC-00-ZZ-DR-L-2001 – Hard landscape (surface treatments and furniture)
- 2530-TFC-00-ZZ-DR-L-2002 – Hard landscape (enclosures and edges)
- 2530-TFC-00-ZZ-DR-L-3001 – Planting plan (structural planting)
- 2530-TFC-00-ZZ-DR-L-3002 – Planting plan (ornamental beds)
- 2530-TFC-00-ZZ-DR-L-4001 – Planting details
- 2530-TFC-00-ZZ-DR-L-4002 – Planting details (trees in hard landscape)

1.4 Soft landscape proposals include tree planting, ornamental shrub, groundcover and herbaceous planting, hedges, grass and wildflower turfing in addition to hard surfacing.

1.5 The site management and maintenance will initially be overseen by the Main Contractor and carried out by the Landscape Contractor for the duration of the defects period until final completion. It should be noted that there may be management and maintenance required prior to practical completion of retained areas of the site.

1.6 At completion, responsibility for ongoing maintenance will be handed over to the 'Management Team' (see 4.1 below) who will appoint a Landscape Contractor to undertake the work.

1.7 The management and maintenance works should be carried out by suitably qualified contractors, in particular where specialist management and maintenance is required (e.g. for ecological or arboricultural reasons). This document refers to the 'Landscape Contractor' to cover all parties undertaking management and maintenance works hereon, both before final completion and afterwards as outlined above.

# 2 Objectives

2.1 The overall objectives for the management and maintenance works are as follows:

- To ensure the thriving of existing planting, successful establishment of any new planting and long-term health of all landscape elements for the benefit of the users and the wildlife (flora and fauna).
- To maintain a crisp and tidy finish to all elements adjacent to building curtilages, access, car parks, entrances, and other hard surfaces and fencing so creating a high-quality environment.
- To continue improvements into the future by thorough and creative management.
- To ensure best horticultural and health and safety practices at all times.
- To ensure that methods employed enhance and encourage wildlife, wherever possible.
- To comply with all relevant legislation relating to flora and fauna, in particular protected species, whether known to be present on site, or found.

# 3 Maintenance activities (years 1-5)

3.1 Appendix 1 provides a list of maintenance activities to be carried out in the short term and doubles as a checklist to be used during maintenance visits.

3.2 The Landscape Contractor shall be required, whenever maintenance visits are carried out, to complete and sign the checklist itemising the operations that have been carried out and that the work has been completed. This should be submitted for approval to the Main Contractor or the Management Team.

3.3 The outline of a suggested programme of work has been produced as a guide (see Appendix 2). The final maintenance programme produced by the Landscape Contractor should ensure that the frequency of activities is sufficient to meet the management objectives in sections 7.1 – 7.14

# 4 Monitoring (reporting) and review processes

4.1 A Management Team shall be established to ensure that the management plan is implemented and oversee its ongoing use and development through a process of monitoring and review. The Management Team shall comprise representatives from the development company, the Landscape Contractor and any specialist consultants as appropriate.

4.2 In order to monitor standards and make amendments where required, the Management Team will need to review the management work (with reference to this document) with the Main Contractor and the Landscape Contractor prior to handover and at least quarterly for the first year after practical completion of the development. Post-handover, review annually with the Landscape Contractor unless agreed otherwise.

4.3 All plant failures should be logged and reported to the Management Team at the first opportunity. It is anticipated that, where approved, replacement planting should be carried out in the next planting season, with replacement plants to match size and species of adjacent plants. If the originally specified species is found to be unsuitable for the current situation (during the design stages species were chosen carefully so as to avoid this issue), then appropriate substitutions will be proposed by the Landscape Contractor and agreed with the Local Planning Authority.

4.4 The Landscape Contractor will contribute to an annual review of the use of the site carried out by the management team, looking at the following (as appropriate):

- Pedestrian routes and desire lines
- Litter
- Neighbouring properties and uses and any problems arising (such as dead, dying or dangerous trees)
- Wildlife impact
- H&S management and duty of care

4.5 It is anticipated that following the review of the use, any issues or changes that are impacting on the landscape will be either accommodated through design proposals by the Landscape Contractor or approach to the appropriate body by the Management Team.

4.6 It is suggested that the Management Team discuss any significant changes to the site layout and management regime, where appropriate, with the Local Authority.

# 5 Procedures for external contractors

5.1 The following should be discussed and confirmed at initial meetings with the Landscape Contractor:

- Storage of materials and parking;
- Location of underground services;
- First aid arrangements;
- Emergency procedures.

5.2 In the event of an incident occurring during the implementation of the landscape management works this would be required to be reported to the Management Team. Any incident shall be reported immediately and emergency services contacted if necessary.

# 6 Health and Safety

**Chemical Use**

6.1 It is the responsibility of the Landscape Contractor to ensure they are aware of, familiar with and abide by all current legislation pertaining to pesticides (insecticides, herbicides, fungicides) and their use.

6.2 A full Risk Assessment shall be undertaken and documented for each planned chemical application.

6.3 Chemicals are only to be used for weed control and pests/diseases where specified and approved. All work and workmanship shall comply with latest COSHH regulations. Where work is near to drainage ditches or land drains it must comply with Environment Agency guidelines for use of chemicals. Where scheduled or instructed the Landscape Contractor shall apply a suitable foliar acting herbicide to kill regrowth and allow the recommended period before clearing arisings.

**First Aid**

6.4 The Landscape Contractor shall provide a minimum of one First Aid trained staff member, who should be present on site at any time during working hours.

# 7 Management Specification

## 7.1 General actions

7.1.1 The Landscape Contractor is to produce Method Statements for approval by the Main Contractor or Management Team for all operations.

7.1.2 The Landscape Contractor is expected to adopt a pro-active approach to management and maintenance generally, and bring any issues requiring attention and action to the notice of the Main Contractor or Management Team.

7.1.3 All materials and workmanship are to be to the highest possible standards in accordance with relevant good practice, as described by British Standards or other relevant laws, policy or guidance.

7.1.4 All operatives must be appropriately skilled and experienced for the type and quality of work, especially where COSHH is applicable.

7.1.5 Work is only to be carried out work while soil and weather conditions are suitable, or as appropriate to any ecological constraints (e.g. bird nesting seasons etc.).

7.1.6 Only machinery and tools suitable for site conditions and the work carried out are be used. Hand tools should be used around existing trees and in confined places. Nylon filament rotary cutters or other mechanical tools shall not be used closer than 100mm to the stem of any tree or plant. All machinery is to be fitted with appropriate guarding to prevent damage to adjacent planting, structures, fittings or surfaces.

7.1.7 All grass cutting machinery to be well maintained and correctly adjusted to give a clean and even cut. Each machine is to be appropriate to the management plan requirements.

7.1.8 Any ground disturbed during maintenance operations must be made good.

7.1.9 All woody arisings are to be disposed of offsite. All grass cuttings may be let fly as appropriate.

7.1.10 Soil and other arisings are to be removed from hard surfaces and all areas left in a clean and tidy condition after maintenance operations are complete.

7.1.11 All litter is to be collected from all soft landscape areas and disposed of offsite. No burning on site will be allowed.

7.1.12 Prior to handover, all newly planted beds and grass areas shall be watered to ensure their successful establishment and vigorous growth, particularly during dry periods.

7.1.13 After handover, watering of planted areas shall not generally be carried out, with the exception of any newly planted beds or new grass, which shall be watered to ensure their successful establishment and vigorous growth, particularly during dry periods.

7.1.14 The contractor is responsible for ensuring availability of water, and transportation to planting areas (by hose or bowser). Water shall be kept free from any impurities at all times.

7.1.15 All plants and planting areas shall be maintained as weed free. Planting beds shall be kept clear of all weeds, including roots, by hand using hoes, trowels or forks, taking care to remove not more than a minimum quantity of soil and causing minimum disturbance to trees, plants and mulched surfaces, leaving the area in a neat, raked, clean condition. All mulch spilling onto adjacent areas shall be swept up and if not contaminated with weeds or rubbish, returned to planted/mulched areas. Remove weeds growing on or in mulch by hand weeding or use of herbicide.

7.1.16 All plants and planting areas shall be maintained as pest and disease free at all times. The Landscape Contractor is expected to adopt a pro-active approach to pests and diseases and treat accordingly. Any plant losses as a result of pest and disease infestation shall be reported to the Main Contractor or the Management Team and replacement planting discussed.

7.1.17 The Landscape Contractor will ensure feeding of all grass, plants and trees using a suitable and approved organic slow release fertilizer, used at appropriate times of year.

7.1.18 All vegetation shall be pruned as necessary and when requested to avoid the following: obstruction of pedestrians or vehicles; obstruction of signage or lighting; obstruction of sight lines.

7.1.19 Dead plants shall be removed and where approved by the Main Contractor or Management Team and deemed appropriate to the design of the landscape or required for functional purposes (i.e. screening), gaps should be

filled during the next planting season using an appropriate sized replacement. Dead foliage, wood and flowers shall be removed as far as is practical, with priority given to areas subject to closest and heaviest pedestrian and vehicular traffic.

7.1.20 Legislation relating to nature conservation and protection of wildlife and wild places is to be followed and any specialist licences obtained before commencement of work.

7.1.21 All plant species are to be resilient to pest and diseases and adhere to basic bio-security measures to prevent the introduction and spread of pests and diseases. Refer to relevant government guidelines and British Standards.

7.1.22 Carry out regular checks for graffiti and tagging of on-site features. Remove using appropriate method for location and surface.

## 7.2 Hard surfaces, external fittings and furniture

**Management objective**

7.2.1 To ensure that all hard surfaced areas, including roads and access points, are kept in a neat and tidy condition (in both planned and reactive manners), including hard surfaced areas in and around delivery, refuse and storage areas and parking bays.

7.2.2 To ensure that all fittings and furniture, including signage, lighting, bollards and seating, are kept in a clean condition and in good repair.

**Management operations**

7.2.3 Remove litter, fallen leaves, cigarette ends, chewing gum etc. from all paving to maintain neat appearance. Particular attention should be paid to areas where leaves collect e.g. to corners.

7.2.4 All bitmac and paved areas should be treated with a suitable herbicide spray in accordance with the manufacturer's recommendations (as required) to remove algae, weeds and moss. All bitmac and paving should be swept thoroughly to remove any debris. Allow for thorough annual cleaning of all bitmac and paving using jetwash or other effective means.

7.2.5 Permeable surfaces are to be cleaned and kept debris free to prevent silting and clogging. Manual or mechanical cleaning or removal of debris is to be in accordance with the manufacturer's recommendations and suitable for use on the type of surface.

7.2.6 All fittings and furniture should be maintained in a clean state at all times and shall be regularly checked.

7.2.7 Report any deterioration and damage to hard surfacing, fittings and furniture to the Main Contractor or the Management Team immediately to allow repair or replacement as soon as possible.

7.2.8 Painted fittings shall be regularly inspected for rust and any rusting surfaces reported to the Main Contractor or the Management Team. If authorised to do so these shall be treated appropriately before applying paint to match existing.

7.2.9 Road marking are required to be clear, visible and complete. Any deterioration in road markings should be reported to the Main Contractor or the Management Team so that specialist contractors can be engaged for reinstatement works.

7.2.10 Exterior stainless steel furniture requires cleaning 6-12 times per annum. Clean all stainless steel with suitable detergent/cleaning solution to remove dirt, oil and grease, limescale and staining.

## 7.3 Fencing and gates

**Management objective**

7.3.1 To ensure that all fencing and gates are kept in a well maintained, neat and tidy condition in order to ensure all gates and fittings are operational and in good working order.

**Management operations**

7.3.2 Remove litter and fallen leaves to maintain neat appearance on face and at base of fencing. Particular attention should be paid to areas where leaves gather, and these should be removed regularly to prevent a build up.

7.3.3 Maintenance of locks and hinges (e.g. regular lubrication) is not anticipated to form part of this management plan.

7.3.4 All posts shall be periodically checked for stability and damage to ensure that the integrity of fencing is not compromised. All cross members shall be similarly checked, as shall the tautness of wires where applicable.

7.3.5 Report any damage or deterioration in condition to the Main Contractor or the Management Team immediately to allow consideration of repair or replacement as soon as possible.

## 7.4 Surface water drainage systems

**Management objective**

7.4.1 To ensure that drainage system is kept in good working condition.

**Management operations**

7.4.2 Ensure that all above ground area of drains are kept free from litter and leaves at all times.

7.4.3 Any suspected blocked drains should be reported to the Main Contractor or the Management Team as soon as they are identified so that arrangements, with the Landscape Contractor or other specialist contractor can be made for their clearance.

7.4.4 All surface drains to be cleared out regularly by jet-washing or manually extracting debris, method of cleaning is dependent upon drain type and advice should be sought from the Management Team.

7.4.5 Report any blocked drains, deterioration or damage to the Management Team and repair or replace as soon as possible.

## 7.5 Lawns and amenity grass areas

**Management objective**

7.5.1 To provide an even stand of vegetation of uniform height and colour comprising predominantly grass species, although a small percentage of dicotyledonous plants - no more than 5% would be acceptable.

**Management operations**

7.5.2 All litter, large amounts of fallen leaves, twigs and branches shall be removed to maintain a neat appearance (and before mowing).

7.5.3 Mowing is to be carried out using approved machinery to maintain the vegetation length within the limits of 30 mm and 50 mm during April to August inclusive and between 50 mm and 70 mm during the rest of the year. (As a guide, this will normally require mowing at up to once a fortnight in the peak of the season). The clippings may be let fly but must be distributed evenly over the surface and at no time shall the layer of clippings be of such a depth that will affect the growth of vegetation. Clippings are not to be left on paths or roads. All machinery is to be fitted with appropriate guarding to prevent damage to adjacent planting, structures, fittings or surfaces.

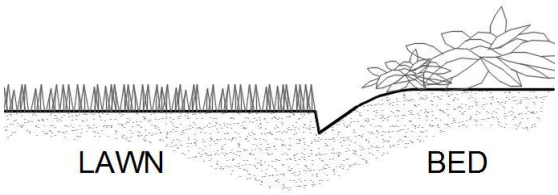
7.5.4 Nylon filament rotary cutters or other mechanical tools are not to be used closer than 100mm to the stem of any tree or plant. All machinery is to be fitted with appropriate guarding to prevent damage to adjacent planting, structures, fittings or surfaces.

7.5.5 Mowing shall be carried out without rutting or compaction of the surface, especially when ground conditions are soft. Do not cut during periods of drought, or when ground conditions or grass are wet, without the prior agreement of the Management Team.

7.5.6 All edges of grass areas, against footpaths, roadways, trees, posts, shrub borders and any other obstruction are to be kept trimmed neat and tidy at each mow.

7.5.7 Clippings are not to be left on paths or roads – all hard areas shall be swept clear of arisings.

7.5.8 Re-form edges abutting paths, borders, manhole covers and the like once a year, with a suitable edging tool, to clean straight lines or smooth flowing curves. A clean edge shall be formed, sloping slightly back from vertical (refer to diagram below). Soil shall be drawn back from edges to permit the use of edging shears and arisings removed.




7.5.9 Spot weeding of isolated weed infestation is to be carried out, with spraying of areas with a suitable approved selective herbicide in accordance with the manufacturer's instructions as necessary.

7.5.10 Spring Renovation - all close mown grass areas are to be scarified, verti-drained (or spiked with hand fork where access is restricted) and overseeded where necessary.

7.5.11 All close mown grass areas are to receive an application of spring/summer organic fertilizer after the spring renovation works.

7.5.12 Between September and March one application of autumn/ winter turf fertilizer shall be applied. Do not apply if the rootzone is dry.

7.5.13 Any areas damaged by trampling, abrasion or scalping during mowing shall be re-seeded or repaired. Reinstate worn areas as follows:

- Remove the damaged turf to a depth of 50mm, cultivate to a fine tilth and either
  - returf using turf of a quality and appearance to match existing, or;
  - fill with fine topsoil to BS 3882 premium (or as originally laid) grade, substantially free from stones, debris and weeds, and reseed with a seed mix to match existing grass in quality and appearance;
- Provide protection and watering to promote successful germination and/or establishment;
- Turf laid for new grass areas or as part of repairs to existing grass shall be watered immediately after laying, then repeatedly and sufficiently during the establishment period to allow water to reach the underlying soil and ensure establishment.

7.5.14 All edges are to be trimmed with every cut and edges to be reformed once a year.

## 7.6 Species-rich Grassland / Wildflower meadow

**Management objective**

7.6.1 To provide lower maintenance species-rich meadow grassland areas with enhanced ecological diversity and value. For the sake of this section meadow grass refers to all types of species-rich/meadow grass/wildflower planting.

7.6.2 The management is divided into separate maintenance regimes;

- General operations – applies to all years
- First year management – Year 1
- Management of established grass areas – Year 2 and subsequent years

**Management operations - general**

7.6.3 All grass cutting machinery must be approved by the Management Team and be appropriate to the grass cutting operation required, giving due regard to grass type, mowing specification, ground contour and condition. Machinery shall be well maintained and correctly adjusted to give a clean and even cut without damage to the grass or ground.

7.6.4 Nylon filament rotary cutters or other mechanical tools are not to be used closer than 100mm to the stem of any tree or plant and care shall be taken to ensure that cutting does not impact on reptile populations along the edges of rougher grassland and hedge boundary habitat.

7.6.5 At the time of each cut all edges adjoining hard surfaces, manholes, tree pits and planting beds shall be trimmed.

7.6.6 Clippings are not to be left on paths or roads – all hard areas and footpaths shall be swept clear of arisings.

7.6.7 The Landscape Contractor shall walk through grass areas with a suitable portable applicator and spot treat excessive weed growth of Common Ragwort, ensuring to retain Hoary Ragwort, Creeping Thistle and Spear Thistle but not allowing these to spread to other land in accordance with the Weeds Act 1959 and Countryside Act 1981. Only excessive weed growth shall be treated, with a suitable selective herbicide approved by the Management Team and used in accordance with the manufacturer's instructions.

7.6.8 Where meadow areas adjoin paths and roads and where informal paths are intended a 1m wide close mown edge shall be maintained. Mowing shall be carried out using approved machinery to maintain the vegetation length within the limits of 30 mm and 50 mm during April to August inclusive and between 50 mm and 70 mm during the rest of the year. (As a guide, this will normally require mowing at up to once a fortnight in the peak of the season). The clippings shall be removed from site.

7.6.9 The number of cuts required is dependent on soil fertility and more cuts may be required for fertile soils to prevent excessive growth or allow one species to predominate.

**Management operations – Year 1**

7.6.10 Meadow grass will take a minimum of one year to become established and sown areas are unlikely to flower in the first growing season.

7.6.11 Additional cutting will be required during the first year as different grass species grow at varying rates. Cut regularly to keep excessive growth under control.

7.6.12 Cary out the first cut after eight weeks of growth and repeat every two months throughout the first summer.

7.6.13 Cut regularly to a height of 40-60mm to achieve an even height and to remove weeds and prevent competition.

7.6.14 Remove all arisings from the site.

7.6.15 For autumn sown sites where yellow rattle (annual species) has become established a different cutting regime is required. Avoid cutting between April and July to allow yellow rattle to set seed. If the area is cut during this period then replacement yellow rattle seed will need to be sown in the following Autumn.

**Management operations – Year 2**

7.6.16 Year 2 is the first year when the meadow grass is left uncut and the first main cut occurs in July.

7.6.17 The growth should be cut back to a height of 40-75mm for all cuts.

7.6.18 The cut grass should be dried on site, turning it to assist drying and disperse seeds. The dried grass should be removed within 7 days of cutting.

7.6.19 Leave some areas uncut at the boundary edge to provide habitat for over wintering insects.

**Management operations – subsequent years**

7.6.20 In subsequent years the cut can be varied between mid-June to late August to maintain a diverse sward. Do not cut meadow grass in May or early June to prevent disturbance to wildlife.

7.6.21 The growth should be cut back to a height of 40-75mm for all cuts.

7.6.22 The cut grass should be dried on site, turning it to assist drying and disperse seeds. The dried grass should be removed within 7 days of cutting.

7.6.23 Every third year delay the main cut until late September to allow later developing species to flower and set seed.

7.6.24 Leave some areas uncut at the boundary edge to provide habitat for over wintering insects.

7.6.25 On more fertile soils an additional cut may be required in Spring or in Autumn.

**Additional cutting regimes for fertile sites, if required;**

7.6.26 Spring cut – cut to 40-75mm height before the end of April

7.6.27 Main cut - cut to 40-75mm height between mid-June to late August

7.6.28 Autumn cut - cut to 40-75mm twice from the time of the main cut to the end of November, aiming to leave the grass short through winter.

## 7.7 Existing trees & vegetation

**Maintenance objective**

7.7.1 To ensure existing trees and vegetation are kept in a healthy and safe condition.

7.7.2 The Landscape Contractor shall ensure that all existing trees and vegetation are treated with the same care and attention as the newly planted stock.

**Maintenance operations**

7.7.3 Regular checks are to be made on the condition of existing trees in order to identify any need for tree works. Where works to trees subject to a Tree Preservation Order are considered necessary, approval must first be sought from the Local Planning Authority following due process. Any necessary tree works are to be carried out by a qualified tree surgeon to BS 3998:2010 and approved by the Management Team.

7.7.4 The Wildlife and Countryside Act 1981 should be adhered to and any specialist licences obtained before commencement of work e.g for bat roosts.

7.7.5 If problems are identified in trees off site, the Landscape Contractor shall notify the Management Team, who should contact and notify the appropriate land owner.

7.7.6 Existing hedges, shrubs, groundcover and perennials retained should be regularly cut, trimmed, pruned, and thinned as required in accordance with the programme found in Appendix A. Planting beds are to be maintained as weed free at all times.

## 7.8 New specimen trees

**Management objectives**

7.8.1 To establish, within three years from planting, well-shaped new trees with balanced canopies and frameworks for future healthy growth, and a natural but overall neat and tidy appearance free from all dead and dying vegetation and crossing wood, including around the base of trees.

**Management operations**

7.8.2 Where trees are set within planting beds, the area to the base of each tree shall be maintained as weed free at all times.

7.8.3 Where trees are set within grass, provide a minimum 1m diameter mulched circle, minimum depth 75mm of mulch, to the base of each tree. To be maintained as weed free at all times.

7.8.4 In the first two years following planting, any new trees shall be closely monitored on a fortnightly basis to ensure they are upright, firm and stable and in good health.

7.8.5 The Landscape Contractor shall ensure during the first two years after planting that all new trees have adequate water, supplemented by other means if necessary. The soil around new trees in planting beds and tree pits shall be inspected to a depth of 300mm at regular intervals during the growing season to determine whether watering is required, and action taken if so. It should be anticipated that watering will be required at weekly intervals during the summer months.

7.8.6 In further years allow for watering newly planted trees throughout the summer months (May to August) at fortnightly intervals after any period of four weeks without significant rainfall (less than 5mm). Heavy watering will be required in dry periods, anticipating weekly watering. However, care should be taken to avoid over-watering, and if the ground becomes saturated the watering operations should temporarily be paused.

7.8.7 Should the Statutory Undertakers impose restrictions on the use of water for watering any plants, the Landscape Contractor shall be responsible for making any special arrangements which may be necessary to ensure regular and adequate watering of plant material to ensure successful establishment.

7.8.8 It is also important to ensure that the trees are not over-watered. All drainage points shall be regularly checked. Any plants lost due to water-logging or drought shall be replaced with matching species and size as appropriate. Size shall match that of the surrounding plants, rather than the originally specified size, unless agreed otherwise with the Main Contractor or the Management Team.

7.8.9 Stakes and ties shall be regularly checked for firmness, tightness and support and adjusted as necessary. Tree stakes shall be checked regularly for breaks and decay, replaced as necessary to original specification. All should be checked after strong winds for stability.

7.8.10 Check trees that are underground guyed are sufficiently supported and stable.

7.8.11 Soil shall be firmed around the roots to ensure that trees are securely planted in the ground and upright. All trees shall be re-firmed in the spring period following planting. Any trees loosened due to late frosts, strong winds or surface water movement shall be refirmed as required. 'Collars' at the base of tree stems created by tree movement to be broken up by fork, avoiding damage to roots and stem, backfilled with topsoil as necessary, and refirmed.

7.8.12 Adjust, refix or replace loose or defective ties as necessary, allowing for growth and some movement to encourage development of a stable root system whilst preventing chafing, excessive windrock, and to compensate for settlement. Where chafing has occurred, reposition or replace ties or guying cords to prevent further chafing. Ties shall at no point be over-tight on the tree and shall be checked and loosened regularly, especially at the start of the growing season to allow room for growth. Remove redundant tapes, tags, ties, labels and other encumbrances to prevent damage to bark.

7.8.13 Inspect, maintain and clear debris from any irrigation/aeration pipe and associated fittings.

7.8.14 Where stakes are longer than the height of the lowest branch of the tree, cut the stake to this height in spring and retie to tree firmly but not tightly with a single tie.

7.8.15 If a tree with a defective stake has grown sufficiently to become self-supporting, the Landscape Contractor shall inform the Management Team and, if instructed, remove stakes and fill the holes with lightly compacted soil. These trees should be continued to be monitored in cases of a deterioration in stability.

7.8.16 It is anticipated that all stakes and ties shall be removed in the region of 5 years after planting, but this must be approved by the Management Team before actioning.

7.8.17 Soils around trees shall receive a surface application of suitable and approved compound, controlled-release fertilizer each spring.

7.8.18 Trees shall be pruned as necessary to remove any dead, diseased or damaged shoots and to create a balanced form for future growth.

## 7.9 Hedge planting

**Management objective**

7.9.1 To maintain hedges with healthy thriving plants and encourage strong growth.

**Management operations**

7.9.2 The planting area is to be maintained as weed free at all times.

7.9.3 Hedges shall be pruned to encourage dense bushy growth. The contractor will ensure that they are aware of the specific needs of each variety of shrub. The main stems of plants shall not be visible on the sides or top of the hedge.

7.9.4 Cut hedge twice a year (in February and October), to a uniform 1.5m height and a ‘wedge’ shape (with the top of the hedge slightly narrower than the base) to encourage healthy bushy growth.

7.9.5 When cutting hedges, care should be taken to ensure that there are no nesting birds within the hedging as it is an offence under the Wildlife and Countryside Act 1981 to disturb wild birds, their nests or eggs.

7.9.6 Where transitions in hedge height and width are required these shall be achieved in a smooth uninterrupted manner. Where abrupt changes in height are required these shall be maintained as crisp right angled profiles.

7.9.7 Ensure that tools used are sharp and cut hedge so that top is narrower than the base to ensure base will remain clothed in leaves.

7.9.8 Subject to approval, replace any dead or damaged plants with matching species and size.

7.9.9 Soils to receive a surface application of a compound, controlled-release fertilizer each spring.

7.9.10 Top up mulch as required to maintain continuous 75mm deep cover.

7.9.11 Allow for re-firming soil around roots to ensure plants are securely planted and upright especially following periods of high winds.

7.9.12 Ensure the all post and wire fencing remains in good condition with taut wires, and that all hedge plants are regularly checked to ensure that they are tied in.

## 7.10 Planting beds

**Management objectives**

7.10.1 To maintain attractive ornamental borders with healthily growing vegetation with a well-shaped framework for healthy growth, with a managed and tidy appearance.

**Management operations**

7.10.2 The planting area is to be maintained weed free at all times.

7.10.3 Plants are required to be pruned to encourage healthy regeneration and flowering. The contractor will ensure that they are aware of the specific needs of each variety of shrub.

7.10.4 When agreed with the Management Team the plants are to be selectively thinned to allow room for growth and avoid 'overcrowding'. Care is to be taken to avoid overthinning, so creating obvious 'gaps' in shrub beds.

7.10.5 Subject to approval, any dead or damaged plants are to be replaced with matching species and size. Size should match that of the surrounding plants, rather than the originally specified size.

7.10.6 Soils to receive a surface application of an organic compound, controlled-release fertilizer each spring.

7.10.7 Mulch is to be topped up as required to maintain continuous 75mm deep cover. Any additional material required is to match specified mulch.

7.10.8 Soil around roots is to be refirmed as necessary to ensure plants are securely planted and upright especially following periods of high winds.

## 7.11 Perennials

**Management objectives**

7.11.1 To maintain formal planting areas of dense, weed-free perennials of healthy growth, trimmed and supported as necessary to give a neat and tidy finish contained within the planted area and a crisp and even interface with all paved areas.

**Management operations**

7.11.2 The planted area shall be maintained as weed free at all times.

7.11.3 Where perennials abut road kerbs, they shall be trimmed and supported as necessary to ensure that they do not spill over the face of the kerbs. Care shall be taken to prevent perennials encroaching onto roads or footpaths.

7.11.4 Where perennials abut grass, they shall be trimmed to form a neat and tidy interface.

7.11.5 Plants shall be trimmed and tidied to remove dead vegetation or overgrowing branches. Dead flower heads shall be removed.

7.11.6 Untidiness of top growth shall be corrected by trimming as required.

7.11.7 Staking shall be introduced as required to support larger plants.

7.11.8 Soil around roots to be refirmed as necessary to ensure plants are securely planted and upright especially following periods of high winds.

7.11.9 Soils to receive a surface application of a compound, controlled-release fertilizer each spring.

7.11.10 Mulch around perennials shall be topped up each spring to maintain a continuous 75mm settled depth. Any additional material shall match existing mulch.

7.11.11 Any dead or damaged plants shall be replaced with matching species, which need not be the same size as adjacent plants.

## 7.12 Groundcover

**Management objectives**

7.12.1 To maintain areas of dense, weed-free groundcover of healthy growth, clipped or pruned as necessary to give a neat and tidy finish and contained within the planted area and a crisp and even interface with all paved areas.

**Management operations**

7.12.2 The planting area is to be maintained as weed free at all times.

7.12.3 Where groundcover abuts road kerbs, it shall be managed uniformly to cover the top and face of the kerbs.

7.12.4 Where groundcover abuts grass, it shall be encouraged to develop onto the sward and shall then be trimmed to form a crisp interface.

7.12.5 Care should be taken to prevent groundcover encroaching onto roads or footpaths.

7.12.6 Plants are to be trimmed and tidied to remove dead vegetation or overgrowing branches.

7.12.7 Untidiness of top growth shall be corrected by pruning as required.

7.12.8 Plants should not be allowed to climb other plant stems.

7.12.9 Subject to approval, any dead or damaged plants are to be replaced with matching species.

7.12.10 Soils to receive a surface application of a compound, controlled-release fertilizer each spring.

7.12.11 Mulch is to be topped up as required to maintain continuous 75mm deep cover.

7.12.12 Soil around roots to be refirmed as necessary to ensure plants are securely planted and upright especially following periods of high winds.

## 7.13 Climbers

**Maintenance objectives**

7.13.1 To establish and maintain attractive ornamental climbing plants of managed and tidy appearance, with healthily growing vegetation and a well-shaped framework for future healthy growth in formal planting areas.

**Maintenance operations**

7.13.2 The area around the base of each climbing plant is to be maintained weed free at all times.

7.13.3 Excess growth shall be removed by pruning, to ensure that signs, light fittings, doors, windows, gutters and downpipes are kept clear at all times.

7.13.4 Insecure growth shall be attached to supporting wires using natural fibre twine.

7.13.5 Check and repair as necessary supporting structures of climbing plants; wires to be extended if required.

7.13.6 Soil around roots to be refirmed as necessary to ensure plants are securely planted and upright especially following periods of high winds.

7.13.7 Soils around the base of climbing plants shall receive a surface application of compound, controlled-release fertilizer each spring.

7.13.8 Mulch within planted areas is to be topped up as required to maintain continuous 75mm settled depth during establishment period (first 3 years). Any additional material required is to match existing mulch.

7.13.9 Any dead or damaged plants shall be replaced with matching species and size. Size shall match that of the surrounding plants, rather than the originally specified size.

## 7.14 Bulbs

**Maintenance objectives**

7.14.1 To establish and maintain attractive ornamental bulb planting, managed and tidy appearance, with healthily growing vegetation.

**Maintenance operations**

7.14.2 For Daffodils (*Narcissus* species). Deadhead plants after flowering and let the leaves remain above ground level. After 6 weeks cut back foliage to the base of the flower stalk.

7.14.3 No routine maintenance is required for the Crocus or Bluebells (*Hyacinthoides non-scripta*).

## 7.15 Weed, Pest and Disease Control

7.15.1 All plants, planting beds, trees and grass areas shall be maintained as weed, pest and disease free at all times. The Landscape Contractor is expected to adopt a pro-active approach to weeds, pests and diseases and treat accordingly.

7.15.2 Any plant or trees losses resulting from pest and disease infestation will be replaced by the Landscape Contractor. Exceptions will occur when this is as a direct result of an instruction from the Management Team, e.g. a ban on chemical use.

7.15.3 The Landscape Contractor shall periodically inspect all planted areas, including trees, for any signs of pest or disease infection and report any such discovery to the Management Team.

7.15.4 The same diligence shall be required in monitoring soil and plant health in terms of the application of fertilizers, ameliorates, mulches or anti-desiccant sprays.

7.15.5 If damage is found to be occurring then, where necessary and with agreement and in consultation with the Management Team, appropriate pest control shall be used. The Landscape Contractor shall, where possible, use non-chemical means in the first instance and seek approval from the Management Team for any use of pesticides.

7.15.6 The use of chemical weed control is to be kept to a minimum and is only to be used where manual removal of weeds is inappropriate or where large areas of invasive weeds are present.

# Appendix 1 – Activities checklist (years 1-5)

| DATE: | OPERATIVES ON SITE: | WEATHER: | NOTES: |
|---|---|---|---|
| | | | |

| ITEM | REF | ACTIVITY | ACTIONED Y / N / NA | NOTES / COMMENTS (incl. any reasons for not actioning) |
|---|---|---|---|---|
| General actions | | • Litter pick<br>• Remove dead plants / foliage / wood / flowers<br>• Top up mulch<br>• Fertilizer application<br>• Weed control as required<br>• Prick up soil in all beds<br>• Pruning as required<br>• Check for loose plants and re-firm<br>• Clean up and remove all arisings<br>• Water grass, trees & planted areas as required | | |
| Hard surfaces, external fittings & furniture | | • Weed control as required<br>• Inspect and clean<br>• Report damage<br>• Treat rust as required<br>• Paint as required<br>• Inspect road markings for wear | | |
| Fencing & gates | | • Inspect, check stability<br>• Report damage<br>• Cut back vegetation as required | | |
| Surface water drainage system | | • Inspect<br>• Clear drains<br>• Remove debris | | |
| Lawns & amenity grass | | • Mowing<br>• Edging<br>• Reform edges/repair uneven surfaces and damage (once annually)<br>• Selective herbicide/spot weeding as required<br>• Spring renovation<br>• Fertilizer application | | |
| Species rich grassland / wildflower | | • Cutting (once/twice per year)<br>• Short cut at edges<br>• Edging where required<br>• Selective herbicide/spot weeding as required | | |
| Existing trees & vegetation | | • Regular tree inspections<br>• Remove dangerous material<br>• Arboricultural work as required<br>• Understorey management<br>• Thinning as required<br>• Pruning as required<br>• Weed control as required | | |
| New specimen trees | | • Weed control as required<br>• Check & adjust ties, stakes & fittings<br>• Fertilizer application<br>• Break up root collars<br>• Pruning<br>• Mulch<br>• Reform tree circles in grass areas | | |

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| ITEM | REF | ACTIVITY | ACTIONED Y / N / NA | NOTES / COMMENTS (incl. any reasons for not actioning) |
|---|---|---|---|---|
| Hedge planting | | • Weed control as required<br>• Prune/trim/cut<br>• Fertilizer application<br>• Top up mulch<br>• Inspect post & wire fencing | | |
| Planting Beds | | • Weed control as required<br>• Thinning as required<br>• Pruning as required<br>• Fertilizer application<br>• Top up mulch<br>• Trimming and support as required | | |
| Perennials | | • Weed control as required<br>• Trim and deadhead<br>• Support as required<br>• Fertilizer application<br>• Top up mulch | | |
| Groundcover | | • Weed control as required<br>• Trim edges<br>• Remove from other plant stems as required<br>• Fertilizer application<br>• Top up mulch | | |
| Climbers | | • Weed control as required<br>• Trim<br>• Secure loose growth to support as required<br>• Fertilizer application | | |
| Bulbs | | • Dead head<br>• Cut back foliage | | |

| | | | | | |
|---|---|---|---|---|---|
| **SIGNED:** (for Management Team) | Print: | date: | **SIGNED:** (Landscape Contractor) | Print: | Date: |
| ..... | ..... | ..... | ..... | ..... | ..... |

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# Appendix 2 – Indicative programme (years 1-5)

| Item | Ref | Activity and minimum frequency | Jan. | Feb. | Mar. | Apr. | May | Jun. | Jul. | Aug. | Sep. | Oct. | Nov. | Dec. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| General | 7.1 | Litter 12/yr | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| | | Water as required | | | | | | | | | | | | |
| | | Weed control as required | | | | | | | | | | | | |
| | | Top up mulch 1/yr | | | ■ | | | | | | | | | |
| | | Prick up soil as required | | | | | | | | | | | | |
| Lawn and amenity grass areas | 7.5 | Cutting 16/yr | | | ■ ■ | ■ ■ | ■ ■ | ■ ■ | ■ ■ | ■ ■ | ■ ■ | ■ ■ | | |
| | | Edging 15/yr | | | ■ | ■ ■ | ■ ■ | ■ ■ | ■ ■ | ■ ■ | ■ ■ | ■ ■ | | |
| | | Reform edges 1/yr | | | ■ | | | | | | | | | |
| | | Selective herbicide / spot weeding as required | | | | | | | | | | | | |
| | | Spring renovation 1/yr | | | | ■ | ■ | | | | | | | |
| | | Fertilizer application 2/yr | | | | | ■ | | | | ■ | | | |
| Species rich grassland / wildflower (dependent on soil fertility and growth rates) | 7.6 | Cutting 1/yr | | | | | | | | ■ | | | | |
| | | Short cut at edges 16/yr | | | ■ ■ | ■ ■ | ■ ■ | ■ ■ | ■ ■ | ■ ■ | ■ ■ | ■ ■ | | |
| | | Edging where required 16/yr | | | ■ ■ | ■ ■ | ■ ■ | ■ ■ | ■ ■ | ■ ■ | ■ ■ | ■ ■ | | |
| | | Selective herbicide/spot weeding as required | | | | | | | | | | | | |
| Existing trees and vegetation | 7.7 | Regular tree inspections and work as required | | | | | | | | | | | | |
| | | Cutting and pruning | | ■ | | | | | | | | ■ | | |
| New specimen trees | 7.8 | Selective herbicide / spot weeding as required | | | | | | | | | | | | |
| | | Check and adjust ties, stakes 2/yr | | | ■ | | | | | | | ■ | | |
| | | Fertilizer application 1/yr | | | | ■ | | | | | | | | |
| | | Weed control as required | | | | | | | | | | | | |
| | | Break up root collars as required | | | | | | | | | | | | |
| | | Prune 1/yr | | | | | | | | | | ■ | | |
| Hedge planting | 7.9 | Weed control as required | | | | | | | | | | | | |
| | | Cutting 2/yr | | ■ | | | | | | | | ■ | | |
| | | Fertilizer application 1/yr | | | | ■ | | | | | | | | |
| | | Check post and wire support 4/yr | | ■ | | | ■ | | | ■ | | | ■ | |
| Planting beds | 7.10 | Weed control as required | | | | | | | | | | | | |
| | | Thinning as required | | | | | | | | | | | | |
| | | Pruning as required | | | | | | | | | | | | |
| | | Fertilizer application 1/yr | | | | ■ | | | | | | | | |
| Perennials | 7.11 | Weed control as required | | | | | | | | | | | | |
| | | Trim edges & deadhead 4/yr | | | | ■ | | ■ | | ■ | | ■ | | |
| | | Support as required | | | | | | | | | | | | |
| | | Fertilizer application 1/yr | | | | ■ | | | | | | | | |
| Groundcover | 7.12 | Weed control as required | | | | | | | | | | | | |
| | | Remove from other plant stems as required | | | | | | | | | | | | |
| | | Fertilizer application 1/yr | | | | ■ | | | | | | | | |
| | | Trim edges 4/yr | | | | ■ | | ■ | | ■ | ■ | | | |
| Climbers | 7.133 | Weed control as required | | | | | | | | | | | | |
| | | Pruning as required | | | | | | | | | | | | |
| | | Secure loose growth to support as required | | | | | | | | | | | | |
| | | Fertilizer application 1/yr | | | | ■ | | | | | | | | |
| Bulbs | 7.134 | Deadhead Daffodils | | | | ■ | | | | | | | | |
| | | Cut back vegetation to ground level | | | | | ■ | | | | | | | |

As required  Frequency of visit

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