

MCA

Lawn Road, Camden

LANDSCAPE MANAGEMENT PLAN

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MCA

Landscape
Ecology
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Landscape Management Plan

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1.0 Introduction, Design Philosophy and Aspirations

1.1 This document is intended as a guide to the post contract management of the approved landscape installation after the completion of the defects liability and maintenance period of the landscape contract.

1.2 The scheme includes trees, hedges, shrub beds, specimen plants, climbing plants, native screen planting, grass, hard landscape and play facilities. The following notes deal with the tasks and techniques required to maintain and manage each of the elements as the landscape develops.

1.3 This management plan will be in effect for a period of five years from the date of practical completion of the landscape contract and will run in parallel with the one years defects liability period and maintenance period for the first year after practical completion.

1.4 Landscape management will be undertaken by a grounds maintenance contractor employed by the management company who will themselves be employed by the residents to manage and maintain the estate.

Design Philosophy and Aspirations

The landscape scheme is designed to create or provide the following;

1.5 A well-defined landscape setting for the development within the context of neighbouring land uses using trees and/or hedges to 'contain' the as appropriate to the boundary conditions.

1.6 Maintenance or enhancement of privacy for new and existing local residents using trees of appropriate sizes to screen views and provide character and seasonal interest.

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1.7 An attractive and leafy environment within the development which will enhance the experience of residents of, and visitors to, the and which will also enhance the character of the buildings, streets and spaces which make up the development.

1.8 A landscape structure of trees and hedges which will create spaces, provide features at the ends of vistas and emphasise axis etc.

1.9 The planting design has been designed to achieve a long term sustainable character in which plants of every scale can mature into their natural forms without being compromised by excessive pruning.

1.10 To make a positive contribution to biodiversity and habitat through the use of native and wildlife friendly plant material with a range of wildlife benefits including connectivity of fragmented green spaces and forage and shelter for birds, mammals, bats and other wildlife.

1.11 To develop a biomass of vegetation on the including trees, shrubs, hedges, lawns and climbing plants which will contribute to sustainability by the transpiration of surface water run-off, amelioration of pollution by the absorption of CO₂ and airborne particulates and the reduction in the 'heat island effect' in which urban areas absorb and retain a heat signature above that of the surrounding countryside.

2.0 Service Visit Schedules

2.1 The schedules of service visit frequencies and the specification for disposal of arisings are defined below.

2.2 The contractor shall attend the fortnightly during the growing season (approximately the second week of March to the third week in November) and monthly visits at any other time. Arisings to be controlled as per section 4.0 of the specification.

2.3 Additionally the contractor shall attend the for the three consecutive weeks at the start of the programme (ie one additional visit) to bring the landscape into specification quickly at the start of the growing season.

2.4 The duration of each visit will vary in length due to the seasonal nature of the works, and shall be such as to ensure that all works defined in the specification are completed.

2.5 All works to be carried out Monday to Friday within the hours of 08:00 – 18:00.

3.0 Programming the works

3.1 Contractor's Programme - Prior to the commencement of the contract, the contractor shall provide a programme of his planned activities. In addition, the contractor shall provide a schedule of his proposed service visit dates for the year.

4.0 Grounds Maintenance Specification

Grass Care

4.1 Litter picking shall be carried out prior to grass cutting.

4.2 All grass areas shall be cut during each service visit during the growing season using the appropriate machinery to ensure that the grassed areas are maintained in a tidy condition. Cut established grass to leave 25mm of growth and remove all arisings from . Grass should not exceed 50mm height before it is cut.

4.3 Grass cutting shall also be carried out during other times of the year, subject to weather and ground conditions, to ensure that grassed areas are maintained in a tidy condition.

4.4 The Contractor shall collect and remove from any arisings from grassed areas adjacent to paths and roads. Particular care shall be taken to prevent arisings from being depod along roads or footpaths, within shrub beds, or within residents' private gardens. Any such arisings shall be removed and depod off-.

4.5 An additional annual rate to remove all arisings from during each service visit should be included in the Pricing Schedule.

4.6 Grass growing along edges, and around the bases of trees, along fences or adjacent to shrub beds and other obstacles, shall be kept tidy by strimming (ensuring that trees are not damaged) and hand trimming during each service visit, or by careful use of a suitable non-selective herbicide. The use of any approved herbicides must comply with COSHH legislation.

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4.7 Edges to paved areas, hard surfaces and shrub beds shall be cut back using an edging tool (half moon) once during each winter period.

4.8 Areas of naturalised bulbs should be left for a period of 6 weeks after flowering has finished before cutting back to normal height.

Correction of Hollows

4.9 Major hollows or ridges shall be corrected by cutting out a section of turf, removing or adding topsoil and replacing the turf evenly at the correct level. Mowing shall continue without interruption. Areas so treated shall be kept moist until rectified.

Fertilising

4.10 A dressing of lawn fertiliser shall be applied annually at the rate of 60gm/m² in spring.

Weed Control

4.11 The grass shall be treated where necessary with selective weed killer once established to maintain a weed-free sward.

Watering

4.12 Established grass areas must rely on natural soil moisture and will usually recover quickly after periods of drought. New turf or repairs must be watered and kept moist until established

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Meadows (Specified as such on approved landscape plans)

4.13

Year One

March/October Cut grass at three weekly intervals (Approx.12 cuts).

Year Two and subsequent years

March/May Cut grass at three weekly intervals (Approx.3 cuts)

June/August Allow to flower

August Cut and remove Hay

September/October Cut grass at three weekly intervals (Approx.3 cuts)

Amenity Areas (Public Open Spaces/Parks etc.)

Year One and subsequent years

March/October Cut grass at three weekly intervals (Approx.12 cuts).

Shrub bed, Shrub and Plant Care

Annual Maintenance

4.14 Shrub beds and planted areas are to be maintained to ensure that they do not become overgrown.

4.15 Plants are to be thinned and removed annually between Christmas and the end of February to maintain an appropriate level of growth.

4.16 Shrub beds shall be pruned annually between Christmas and the end of February to remove unhealthy growth and to stimulate future growth. In addition all shrubs and plants shall be trimmed to ensure that they do not overgrow footpaths, roads or parking areas, and pruned or shaped to ensure functionality, healthy growth and a tidy appearance.

4.17 Mulch shall be applied to all shrub beds between Christmas and the end of February to prevent weed growth during the following year.

Routine Maintenance

4.18 Weed growth in all beds shall be controlled at all times. Manual removal of visible weeds shall be undertaken during each service visit. Shrub beds shall not be strimmed. The use of any approved herbicides must comply with COSHH legislation.

4.19 Shrub beds shall be maintained during each service visit to ensure that they are free of weeds, and that shrubs and plants do not overflow the boundaries of the bed.

4.20 Bare rooted plant material should have its roots protected at all times to prevent the roots drying out.

Preparation for planting

4.21 All weeds on areas to be planted must be cleared prior to being cultivated. Weeds to be disposed of off.

4.22 Topsoil to be cultivated to a depth of 75mm (500mm for new schemes) using cultivators, rotavators or similar approved equipment taking care not to bring up the subsoil to provide a medium fine tilth. Cultivation by hand to the same standard to be carried out where machinery cannot be used.

4.23 All stones, builder's rubbish, weeds roots > 50mm to be removed and disposed of off.

Pruning

4.24 The selection and arrangement of plants in shrub beds will usually be intended to create a gradation of plant heights from low-growing at the front or edges of the bed to taller-growing plants at the rear or centre. This presents the best view of the relationships of the plants in terms of texture and colour and ensures that individual plants are not deprived of light or swamped by competition. The aim of shrub bed management is to encourage the development of a diverse and attractive foliage cover which will suppress weeds taking care to avoid the excessive dominance of the most vigorous plants at the expense of variety and ensuring that plants do not become a nuisance or present a hazard. The result should be complete coverage of the ground under a canopy of lower growing plants with a central feature or features of tall shrubs in an attractive balanced composition of scale, form, texture and colour. In some cases shrub beds are short term underplanting for new trees which in time will become dominant features on a .

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4.25 To attend to the pruning and management of shrubs the managing contractor must be conversant with the commonly used plant material in order to apply the correct techniques as described below.

Pruning Shrubs

4.26 The object of pruning shrubs is to keep the plant healthy and vigorous, to promote the correct shape and balance and produce the best decorative effect and to maintain the role of an individual species within a planting composition without detriment to the other plants. Pruning tends to promote a growth reaction in a plant proportional to the severity of the pruning i.e. on a healthy stem the fewer the number of remaining buds after pruning the greater the individual bud's share of nutrients and the more it will grow.

4.27 Prune shrubs to encourage root development and to form a strong and balanced branch structure permitting the entry of light and air to the centre of the plant to encourage young vigorous growth from the base. Unbalanced shrubs should be pruned on the weak side to encourage eventual balance; cutting back the vigorous side to match the weak side will have the oppo effect as the vigorous side will grow even more after pruning.

4.28 Remove dead, damaged or diseased wood and crossing or weak branches by cutting back to healthy tissue and remove trimmings from .

4.29 Some shrubs such as *Elaeagnus 'Maculata'* are grafted on to a vigorous root stock, which will tend to develop basal shoots that can dominate and eventually kill the intended named variety. These shoots must be removed as they occur.

Plant Thinning

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4.30 In established beds it may be necessary thin out shrubs if one species is threatening to dominate the bed at the expense of the visual appearance of the planting composition. Such thinning should be done in dry weather between late November and early March. Some plants lifted in this operation may be relocated to other areas if space allows. They should be re-planted in large pits backfilled with top soil and well watered until re-established. Plants around the gaps in the original bed should be trimmed to remove dead wood and encourage growth.

Plant Replacements

4.31 It should not be necessary to replace shrubs unless permanent damage occurs to planting as a result of vandalism or pedestrian damage. In this case gaps should be cultivated and replanted as the original scheme ensuring that further damage is prevented where possible.

Watering

4.32 Evergreen shrubs will benefit from watering in extended periods of drought. They should be mist sprayed in the evening and kept moist at all times. Deciduous shrubs are more resistant to drought.

Weeding and Mulching

4.33 Shrub beds should be hand weeded until established and mulch should be maintained at a minimum depth of 75mm.

Pruning Techniques

4.34 One of the objects of pruning is to divert the food passing up the stem into one or more buds to encourage development in a particular direction. Cut immediately above a bud and as close to it as possible without damaging the bud or the portion of twig which is feeding it. Begin the cut on the oppo side of the stem level with the bud and cut slightly diagonally upwards to avoid the bud but to leave the smallest possible wound.

4.35 Pruning of individual shrubs and perennials will be carried out in accordance with one of the pruning schedules as set out in Appendix 1. Refer also to Appendix 2 – Pruning of Plant Groups and Appendix 3 –Pruning of Individual Species for additional guidance.

Pruning Schedule A

4.36 No pruning required other than light shaping and removal of dead diseased wood. Shaping to be carried out in late Spring, remaining pruning as required. All arisings to be removed off and disposed of.

Pruning Schedule B

4.37 Remove all wood which has borne flowers, retaining the young wood to ripen and produce flowers the following year. Pruning to be carried out immediately after flowering. All arisings to be removed off and disposed of.

Pruning Schedule C

4.38 Remove completely one or two old stems, cut back younger flowering shoots to fresh growth of the main branches. Thin out crowded shoots and remove weak twigs. Pruning to be carried out between November and March. All arisings to be removed off and disposed of.

Pruning Schedule D

4.39 In February or March, cut back previous season's wood to within two or three buds of the old wood. All arisings to be removed off and disposed of.

Pruning Schedule E

4.40 To be cut back to within 75mm of the surrounding bed each Autumn. All arisings to be removed off and disposed of.

Specification for Mulching of Shrub Beds

4.41 Mulch shall be applied to each shrub bed on an annual basis between end November and the end of February.

4.42 Prior to the supply and spreading of mulch to shrub beds the areas shall be totally free of weed growth.

4.43 Any weed infested areas will be brought under control by use of Glysophate chemical taking care not damage shrub's or other live plants growing within the shrub bed. When chemical control has been established, hand weeding, hoeing or forking will take place to remove the dead weeds.

4.44 If regrowth or new seedlings germinate the shrub bed will be kept weed free until the onset of Autumn when the introduction of mulch to a depth of a minimum of 75 millimetre thickness will take place. Mulching is to commence in early November and be completed by late February. Care must be taken to avoid mulch spilling out of the beds and onto surrounding areas.

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4.45 All mulching material will be free of leaf /pine needles and will have no contamination from soil or other residues with the intention of producing a clean mulching bed to inhibit future weed growth.

Climbing Plant and Wall Shrub Management

General

4.46 Wall shrubs and climbing plants can be divided into four groups according to their habit of growth;

Self Supporting Climbers – Ivy, Hydrangea, Virginia Creeper.

Trim shoots in late winter/early spring if required.

Curling or Twining Climbers – Clematis montana, Honeysuckle.

Prune when necessary to thin out flowering shoots. Train to trellis or wire supports to create a fan or espalier shape as the plant develops.

Climbers with Hooked Thorns or Scrambling Stems – Roses.

Climbing Roses flower on the current seasons growth and it is necessary to train out a framework of permanent branches from which flowering growths are produced each year. Prune young growths in late February or March each year to within two or three buds from their base. Remove weak and dead wood at this time.

Wall Shrubs – Garrya, Ceanothus, Cotoneaster, Pyracantha.

Wall shrubs can be trained formally to form an espalier but can also be pruned as shrubs.

Tree Care

4.47 The contractor should notify the managing agent of any treeworks which he considers to be necessary or desirable in the interests of health and safety or good management.

4.48 The contractor must identify and take account of any Tree Preservation Orders and/or Conservation Area Orders in place when undertaking or proposing works. Any specialist services resulting from the above advice and surveys will be additional to the contract.

4.49 The Contractor shall ensure that young trees are firmly staked and correctly tied to minimise wind damage. Unnecessary tree supports shall be removed during regular service visits.

4.50 All suckers to be removed.

4.51 All pruning or shaping of young trees shall be carried out during the winter months.

Existing Trees

4.52 Existing trees should be maintained in a safe and healthy condition. Any damage or instability in major trees should be referred to a local tree surgeon that is registered with the Arboricultural Association (01794) 368717. Any work to major trees should be undertaken in accordance with BS 3998 'Recommendations for tree work'.

Recently Planted Trees.

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4.53 Trees generally should be regularly monitored and examined for damage, instability and general vigour and remedial action taken accordingly.

4.54 Check stakes and ties on a monthly basis and adjust or replace as required to adequately support the tree and avoid chafing. As soon as the tree is established and self-supporting remove the stake and ties to prevent damage or constriction of the trunk.

4.55 Fertilise trees each spring with a top-dressing of 100gm of bonemeal.

4.56 Weed tree positions by hand as required and remove any basal growth that may develop from root-stock on grafted trees. Avoid strimmer or mower damage to the base of the trunk.

4.57 Prune trees as required in the Autumn to remove dead or diseased wood and to encourage the formation of a balanced shape unless the tree is appropriately and naturally deformed due to species or environment.

4.58 Remove dead or diseased trees as required and replace.

Pruning Trees

4.59 Tree surgery to be in accordance with BS3998. Remove whole branches back to the join with the next largest branch or the main trunk. Do not leave long thick stubs. Cut branch close to but not flush with the trunk or branch to leave the smallest possible wound. Sealant paint is not necessary.

Woodland Areas (Copses etc)

4.60 Woodland areas are areas consisting of Deciduous or Coniferous species which are growing in groups, copses or areas of semi-forest planting. These areas will be managed

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to a standard which will give a neat, maintained appearance yet will provide a habitat for wildlife.

4.61 Areas of grass/vegetation within Woodland Areas will be kept to a height of 150mm with a frequency of cut to be set at monthly intervals commencing March and completing in November of the same year.

4.62 The area of grass will extend to one metre to the outside of the perimeter of branch formation where it will meet the adjoining grassed area mown to the normal short grass specification.

4.63 All litter to be collected as when normal frequency of short grass mowing takes place.

4.64 Any fly tipping to be immediately reported to the managing agent with supporting photographs showing the extent of the fly tipping together with the and location.

4.65 In the event of a badger sett being located in a woodland area the managing agent must be immediately informed.

4.66 Adherence to the 1981 Wildlife and Countryside act is to be maintained at all times.

Hedges

4.67 Monitor hedges regularly and make good gaps as they occur with appropriate plants ensuring that vulnerable areas are subsequently protected until established.

4.68 Hedges should be maintained to the following maximum heights;

| | |
|-----------------------------|--------|
| Mixed Native Hedges | 1500mm |
| Single Species Hedges | 1200mm |
| Hedges within vision splays | 600mm |

Pruning Hedges

Ornamental Hedges

4.69 Ornamental hedges to be pruned twice annually in September and February.

4.70 If a hedge is in a regularly maintained condition remove current growth rather than old wood. Cutting not to exceed 1 year's growth.

4.71 To comply with the 1981 "Wildlife and Countryside Act", no hedge cutting to take place in the period 1st March to 31st August inclusive during each year.

4.72 All hedges are to be pruned to a rectangular shape with the base slightly wider than the top.

Native Hedges

4.73 Normally these will consist of hedge type species of Hawthorn, Holly, Hazel, Field Maple which can be layed if overgrown. These will normally be located on the boundaries

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of an estate or adjacent to large open spaces where annual growth does not normally cause nuisance to the occupants;

4.74 Cutting to be carried out once between the months of October to February of the following year.

4.75 All hedges are to be pruned to a rectangular shape with the base slightly wider than the top. Hedges must also be impenetrable.

4.76 If a hedge planted within a public area consists of a field type species the hedge will be treated as an ornamental hedge.

4.77 Prune young deciduous hedges in early spring to within 15cm of the base of the young leading shoots to encourage vigorous side branching.

Hedge Methodology

4.78 Hedges are not to be cut back into the old wood. Hedges will be cut using either sharp secateurs, hand held shears or hand held reciprocating blade powered hedge cutters. All cuts will be clean, and any ragged edges will be removed using a sharp knife. The use of tractor mounted flail type cutters will not be allowed. All arisings will be collected and disposed of at the contractors own expense. All arisings including clippings lodged in the hedge, will be cleared from at the end of each working day and disposed of at a suitable, previously agreed approved tip or recycled as green waste. All arisings must be removed from adjacent surfaces. All staff using powered hedge cutting equipment will hold a N.P.T.C. or similar certificate of competence. Any damage caused by the contractor will be rectified at the contractor's own expense.

Native Planting (where present)

Weed Control

4.79 Contact herbicide, such as 'Round-Up' or approved equivalent, shall be applied to weeds, taking care to avoid all contact with shrubs or trees etc. Dead weeds which result from this application shall be cleared without disturbing the surface mulch and removed to a registered tip.

Stakes and Ties

4.80 Stakes and ties shall be checked for restriction of growth, chafing or damage and any defects remedied ensuring that all plants are adequately supported until self-supporting when the stake and ties shall be removed.

Minor pruning and damage

4.81 Minor pruning of damaged or dead wood shall be carried out as necessary.

Fertilising

4.82 An application of balanced NPK top dressing should be applied to all planted areas at a rate of 40gm/m² in May until established.

4.83 Trees shall be top dressed in May with 75mm fine compost including 2Kg of bonemeal per tree until established.

Mulch

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4.84 Chipped wood mulch shall be added in March of each year after weed clearance to maintain a consolidated depth of 75mm until a complete canopy is established.

Plant Replacement

4.85 As odd plants die they do not need to be replaced providing the overall canopy can be maintained with the remaining plants. Large areas of plant failure should be replanted at a similar density to the original planting using species which are proving successful on the . The areas should be subsequently mulched and maintained as above.

Long Term Management

4.86 The long term object of the management of the planting areas will be to create mixed belt of substantial trees while maintaining a dense understorey of lower growing plants. This will entail selective felling of trees, in time, to encourage the best specimens and to prevent shading-out of the understorey. During all operations within the woodland areas the ground layer should remain undisturbed following initial mulching and planting.

4.87 As the woodland develops it will be necessary to select-out trees for retention as long term canopy trees and to remove competing neighbours. The trees selected should be Oak and Ash although other species which have developed well should not be discounted. The understorey plants *Corylus* (Hazel), *Cornus* (Dogwood) & *Salix* (Osier) should be coppiced annually in October to maintain the integrity of the understorey planting. Thinning of the understorey within species groups can be undertaken if one plant is becoming invasive unless that plant is serving a useful function of screening or security in which case it should be retained.

Litter and Debris Collection

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4.88 Removal of litter is a major priority for residents. During each service visit and prior to commencing cutting the grass, the contractor shall collect all litter and debris from all communal areas, including shrub beds roads, footpaths, play areas, and communal rubbish bins, and remove from . Any fly-tipped material or improperly disposed trade waste shall be notified to the managing agent, who may instruct its removal as an addition to the contract.

Leaf Clearance

4.89 The Contractor shall collect leaves from all communal areas, including roads, footpaths and play areas, and remove from as follows:

On three consecutive service visits after 1st leaf fall early November – Mid December.

On one further service visit in January after 2nd fall.

Weed Control

4.90 A weed is defined as a plant which has grown in the wrong place. This might include self-sown trees and shrubs as well as suckers.

4.91 The contractor shall control the growth of weeds and moss on hard surface areas including kerb lines, car parks, gravel areas and paths using a suitable non-selective herbicide. Herbicide shall be applied twice annually in February and September in addition to any necessary spot treatments required during the season. In addition weed growth to hard surfaces and along fences should be kept clear by strimming or manual removal.

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4.92 All excess weed growth in flowerbed, herbaceous borders, base of hedges & shrub beds will be removed by hand weeding, forking or hoeing which ever is practicable after chemical application.

4.93 All weed growth along kerblines, at kerb junctions with road surfaces, footpaths or hardstanding shall be removed.

4.94 The above cost will be deemed to have been included in the rates for weed control when taking into account at time of tendering. All damage to surfaces of hard areas or areas of occupants lawns, shrub beds, trees or living plants will be made good at the contractors own expense.

Pesticides

4.95 The contractor must hold a certificate of competence for the correct use of pesticides, fertilisers and weed killers where such certification exists. It will be a requirement of the contract, where appropriate, that a certificate must be produced before the commencement of any works on . All pesticides must be to the latest relevant British Standard and shall be applied strictly in accordance with the manufacturers instructions. Particular attention should be paid to the safety of children, pets or any other specific hazard identified. Spraying shall not take place when the weather is inclement and the contractor will not undertake spraying of any type unless the weather conditions are deemed to be suitable.

4.96 If the weather conditions are suitable for spraying, the contractor should be aware of spray drift and familiarise themselves with the areas which will be receiving the application e.g. the possibility of the existence of wind tunnels on the corner of building lines.

4.97 The contractor shall be held responsible for any damage due to negligence or carelessness in carrying out spraying operations. All fertilisers and pesticides must be kept in a locked metal or heavy-duty plastic container within or on the contractor's vehicle whilst on the scheme. The container must be clearly marked with the words " Danger Poison". A record must be kept of pesticides and fertilisers being applied, the record must include (as a minimum):

- The person who applied the pesticides and fertilisers
- The area to which the pesticides and fertilisers have been applied
- The date that the application took place
- The signature of the operative responsible.

The record must be kept up to date at all times and be open to inspection by the managing agent. Failure to do so will be viewed as a breach of the contract terms and conditions.

Sweeping of Hard Areas

4.98 All private hardstandings and other areas such as footpaths and play areas where debris accumulates shall be swept at each service visit and the arisings removed.

4.99 The contractor shall remove fallen fruit from communal areas. Fallen tree branches and other tree debris shall also be removed.

Footpaths

4.100 In certain circumstances, footpaths, hardstandings roads etc can become overgrown by plants, shrubs etc. which belong to third parties such as residents. Where this is identified the agent may instruct that the footpath, hardstanding or road is cleared, and the arisings are placed back in the third parties' land.

Road Signs

4.101 All private road signs and road name signs shall be wiped clean twice per year in March and September. Any remedial works required shall be reported to the managing agent.

Litter Bins

4.102 Litter Bins will be emptied by the contractor and the contents taken to a registered recycling centre. This will require visits at 14 day intervals.

Staff engaged in the emptying of bins will be made aware in their risk assessment of potential hazards such as broken-glass and other sharps and staff will be suitably protected against the presence of such items.

Dog Excreta Bins

4.103 Excreta bins will be emptied by the contractor to ensure that the container is never completely full. This will require visits at 14 day intervals to empty the contents. Jeyes fluid or similar approved disinfectant will be applied to the dog bin container prior to the polythene bin liner being replaced. Staff engaged in the removal of excreta will be made aware in their risk assessment of Carta-Carna-Canina which can exist in the handling of dog excreta.

Maintenance of Hard Landscape, Fencing Gates, and Street Furniture

4.105 To be checked for damage and repaired as follows;

Fences To be checked for damage and repaired as required.

Gates

Check General state of repair
Hinges.
Spring Closers.
Latches and Bolts.
Remove splinters.

Surfacing and Kerbs

Check General integrity of paved surfaces.
Vehicle damage to paving and kerbs.

Furniture (Bins, Seats etc.)

Check Ground fixing and general stability.
General integrity of item.
Bolts and connections for tightness.
Timber slats.

Maintenance of Play Areas and Play Equipment

Frequency of Play Area Inspections

4.106 Recorded routine visual inspections to identify hazards from vandalism, use or weather conditions to be undertaken weekly.

4.107 Operational inspections to check operation, stability and wear to be undertaken monthly.

4.108 Annual main inspection to check long term levels of safety.

4.109 Remedial action to rectify faults or failures to be undertaken in accordance with the following items.

Perimeter Fence(s)

To be checked for damage and repaired as required.

Gates

| | |
|-------|-------------------------|
| Check | General state of repair |
| | Hinges. |
| | Spring Closers. |
| | Latches and Bolts. |
| | Remove splinters. |

Safety Surfacing

| | |
|-------|--|
| Check | General integrity of safety surface. |
| | Gaps at edges of safety surface. |
| | Ensure edges remain flush with surrounding paving. |

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General Surfacing in Play Areas

Check General integrity of paved surfaces.
Gaps at edges of safety surface.

Grass in Play Areas

Check Grass mowing.
General health and extent of wear of Turf.
Holes.

Play Area Furniture (Bins, Seats etc.)

Check Ground fixing and general stability.
General integrity of item.
Bolts and connections for tightness.

Play Equipment

(Basic routine maintenance details should be provided by the manufacturer of the individual items of play equipment).

Check Ground fixing and general stability.
General integrity of item.
Bolts and connections for tightness.
Steps, seats, hand-grips and footrests (for security).
Splinters in timber items.
Lubrication in moving items.
Ropes, Wires and Chains (for fraying and security).
Tube ends (for security).
Moving gaps should not close to less than 12mm.

5.0 Reporting Requirements

Annual Inspection

5.01 The planting will be checked for ill-health and plant failures at the end of each growing season so that replacements can be identified, scheduled and ordered for planting in the next planting season. Replacements will be in accordance with the approved landscape plans.

Recording and Reporting Service Visits

5.02 The work carried out at each estate during each service visit is to be recorded on a maintenance visit record sheet after each visit. The record sheet is to be signed by the responsible operative to confirm that the works have been completed in accordance with the specification.

5.03 The Contractor shall take a minimum of 10 standard photographs after each service visit. These shall be date stamped.

Recording and Reporting Quality Control Visits

5.04 A member of the Contractor's management shall carry out regular quality control visits. The frequency of the quality control visits shall be: March, April, May, June @ one visit per month.

5.05 The work carried out shall be checked by a manager during each quality control visit, and the check is to be recorded on a Quality Control Check record sheet. The record sheet is to be signed by the responsible manager to confirm that the works have been completed in accordance with the specification.

Problem Reporting

5.06 The contractor is required to report to the managing agent any damage, faults or issues that become apparent on the site during visits. This could include (but not be limited to):

- abandoned vehicles.
- water leaks.
- flooding/pooling of surface water.
- potholes.
- broken fences and signs.
- inoperative or visibly damaged streetlights.
- damage to play areas.

Letter Drops

5.07 The contractor will leave a card stating the date, time and duration of the visit with a single named resident.

Evening Residents' Meetings

5.08 The contractor shall allow for attending an evening meeting with the residents at the frequency of one meeting per year.

6.0 Health, Safety and Welfare

General

6.01 The Contractor will be responsible for ensuring that all activities on are coordinated for safety and that the standards of safety on will be to recognised standards.

6.02 The contractor will be required to report all accidents and dangerous occurrences to the managing agent by the fastest means practicable.

6.03 The use of any approved herbicides must comply with COSHH legislation.

APPENDIX ONE – PRUNING SCHEDULE

The following represents general guidelines for pruning. The contractor must note that methods of pruning will differ for spp and cvs with Genera and where there is doubt the contractor will consult with the landscape architect who will advise accordingly. Where shrubs have been incorrectly pruned the contractor will be expected to carry out remedial pruning or to replace the plant other than from acts of vandalism or theft.

Pruning Schedule A

No pruning required other than light shaping and removal of dead diseased wood. Shaping to be carried out in late Spring, remaining pruning as required. All arisings to be removed off and disposed of.

Pruning Schedule B

Remove all wood which has borne flowers, retaining the young wood to ripen and produce flowers the following year. Pruning to be carried out immediately after flowering. All arisings to be removed off and disposed of.

Pruning Schedule C

Remove completely one or two old stems, cut back younger flowering shoots to fresh growth of the main branches. Thin out crowded shoots and remove weak twigs. Pruning to be carried out between November and March. All arisings to be removed off and disposed of.

Pruning Schedule D

Landscape Management Plan

In February or March, cut back previous season's wood to within two or three buds of the old wood. All arisings to be removed off and disposed of.

Pruning Schedule E

To be cut back to within 75mm of the surrounding bed each Autumn. All arisings to be removed off and disposed of.

| SHRUB SPECIES | PRUNING INSTRUCTION |
|---------------------------------------|---------------------|
| Amelanchier | B |
| Arbutus | A |
| Artemesia | D |
| Aucuba | A |
| Berberis | A |
| Ceanothus | A |
| Cistus | A |
| Cornus | D |
| Cotinus | A |
| Cotoneaster | A |
| Cytisus | A |
| Elaeagnus | A |
| Escallonia | A |
| Euonymus | A |
| Fatsia | A |
| Forsythia | B |
| Fuchsia | D |
| Genista | A |
| Griselinia | A |
| Hamamelis | A |
| Hebe | A |
| Hippophae | A |
| Hydrangea (Dead head after flowering) | A |
| Hypericum | A |
| Ilex | A |
| Kalmia | A |
| Kerria | B |
| Kolkwitzia | C |
| Lavandula | D |
| Ligustrum | A |
| Lonicera | A |

Landscape Management Plan

| SHRUB SPECIES | PRUNING INSTRUCTION |
|--------------------------------------|---------------------|
| Mahonia | A |
| Olearia | A |
| Osmanthus | A |
| Pachysandra | A |
| Pernettya | A |
| Perennials (All) | E |
| Perovskia | C |
| Pittosporum | A |
| Potentilla | A |
| Prunus | A |
| Pyracantha | A |
| Rhododendron | A |
| Ribes (except <i>R. sanguineum</i>) | D (B) |
| Rosmarinus | B |
| Rubus | D |
| Ruta | D |
| Salix | D |
| Salvia | D |
| Sambucus | D |
| Santolina | D |
| Sarcococca | A |
| Senecio | A |
| Skimmia | A |
| Spiraea | B |
| Symphoricarpos | A |
| Syringa | A |
| Viburnum | A |
| Vinca | A |

APPENDIX TWO – PRUNING OF PLANT GROUPS

The following notes relate to the pruning of plant groups;

Deciduous Shrubs

- Flowering in spring or early summer.

These bear flowers on stems produced during the previous growing season. They include *Berberis x stenophylla*, *Forsythia*, *Weigela*, *Philadelphus* and early flowering *Spiraea*. Prune after flowers have faded to remove all one year old stems on which flowers have been borne. As young growths develop from the base of the plant cut them back to leave the lowest one on each former flowering branch.

- Flowering in summer and early autumn.

These bear flowers on the current season's growth. They include *deciduous* *Ceanothus*, *Buddleia davidii* (not *alternifolia*) and *Caryopteris*. Prune in March or April to cut back the previous years growth, on which old flower heads can still be seen, to within one or two buds or pairs of buds from the base. Also remove any weak, dead or diseased wood at this time.

Prune lightly in the autumn if plants have developed excessive growth and complete the operation at the normal time in the spring.

Note that *evergreen* *Ceanothus* and *Buddleia alternifolia* should be pruned immediately after flowering.

- Deciduous shrubs grown for their stems or foliage.

Cornus species (Dogwoods). Cut stems back to near ground level at the end of March or early April.

Evergreen Shrubs

Evergreens start to make growth later in spring than most plants and should be pruned in late May or June. Remove diseased or damaged wood at this time.

Do not prune evergreens in late summer or autumn as this will encourage soft growth which will be damaged in the winter.

Also remove shoots bearing green leaves from anywhere on a variegated plant such as *Elaeagnus* or *Euonymus*.

APPENDIX THREE – PRUNING OF INDIVIDUAL SPECIES

| | |
|-----------------------|--|
| Amelanchier | Thin out weak or crowded growths if necessary after flowering in May. |
| Arundinaria | Cut dead canes at the end of winter down to ground level. |
| Aucuba | No regular pruning except to shape and remove dead wood or dieback as it occurs. |
| Berberis | Prune deciduous Berberis in late winter. Prune evergreen Berberis in April or after flowering in late May or June. |
| Buddleia alternifolia | Prune after flowering to cut out flower bearing branches. |
| Buddleia davidii | Prune hard in early spring just as growth starts. |
| Buddleia globosa | No pruning except removal of weak or dead wood in March and general shaping. |
| Buxus (Box) | When grown as a shrub needs no pruning. Formal hedges will need clipping at least twice during the summer to maintain their shape. |
| Caryopteris | Cut back flowering shoots from previous year in February or early March. Shorten growths to 5-10cm each year and remove thin growths entirely. |
| Ceanothus (evergreen) | Prune evergreen Ceanothus annually after flowering to trim to within 10cm of the base of flowering shoots. Prune short side growths back almost to framework branches. |
| Ceanothus (deciduous) | Prune deciduous Ceanothus annually in February or March to remove weak wood and to shorten strong shoots back to two or three buds from the base. |
| Chaenomeles | After flowering shorten side growths back to two or three buds. |
| Choisya | No regular pruning except removal of dead wood. |

APPENDIX THREE – PRUNING OF INDIVIDUAL SPECIES

| | |
|---|--|
| Cornus Tall flowering Dogwoods, C.kousa, C. florida | – No pruning. Bushy Dogwoods, C. alba, C. stolonifera – prune severely in March. |
| Corylus | Prune vigorous growths of purple and golden leaved nuts in February or early march annually. |
| Cotinus | Purple leaved forms can be pruned hard in late March to encourage long shoots or left to develop naturally. |
| Cotoneaster | Require no regular pruning except removal of dead wood. Hedges require regular clipping. |
| Cytisus | Prune after flowering to shorten young growth to 2/3 its length taking care not to cut into two year old wood. |
| Elaeagnus (variegated) | No regular pruning except to remove any green leaved shoots. |
| Euonymus | No regular pruning unless clipping as low hedge. |
| Fatsia | No regular pruning except removal of dead foliage. |
| Garrya | No regular pruning except removal of dead foliage. |
| Genista | No regular pruning except removal of dead foliage. |
| Hebe | No regular pruning except removal of dead foliage. |
| Hedera | Clip if required with shears in May or June. |
| Hydrangea | Cut out old non-flowering wood to ground level and keep shrub well thinned. Leave flower heads over winter and trim plants back to sound wood when the leaves begin to open. |
| Hypericum | Trim low growing varieties to 100mm annually in March and lightly trim taller growing varieties to remove dead shoots at the same time. |
| Kerria | After flowering cut out old wood back to young growth or ground level. |
| Lavandula | Lightly trim over as soon as flowers fade to remove old stalks and shape plants. |

APPENDIX THREE – PRUNING OF INDIVIDUAL SPECIES

| | |
|--------------------------------|---|
| Ligustrum | No regular pruning unless trimmed as a hedge. |
| Lonicera nitida | No regular pruning unless trimmed as a hedge. |
| Lonicera pileata | Trim over annually in March to maintain low bushy growth. |
| Mahonia | Remove long bare stems in late April or May. |
| Philadelphus | Prune after flowering in summer to remove weak growth and cut back to the strongest young shoots at the base of the plant. |
| Photinia 'Red Robin' | Shorten long shoots in May. |
| Prunus laurocerasus/lusitanica | Trim with secateurs in late May or early June unless growing as a hedge in which case trim six to eight weeks later. Old plants should be cut back into hard wood in late April or early May. |
| Pyracantha | As a hedge clip twice annually, once after flowering and again in late August or early September taking care to preserve and expose the fruits. |
| Rhus | Cut hard back annually in April to within one or two buds of the old wood. |
| Rosmarinus | Light pruning of shrubs and hedges should be undertaken at the end of May after flowering. |
| Salvia | Cut back bare stems in spring. |
| Sambucus | Cut back to within one or two buds of the old wood in March. |
| Santolina | Prune annually in April or early May cutting back hard to produce a rounded hummock. |
| Senecio | Shape if required in the late spring. |
| Skimmia | Shape if required in the late spring. |
| Spiraea | Spring or early summer flowering – prune after flowering back to strong young shoots. |

APPENDIX THREE – PRUNING OF INDIVIDUAL SPECIES

| | |
|----------------|--|
| Spiraea | Late summer flowering – prune in early spring, cutting back to within two or three buds of the older wood. |
| Symphoricarpos | Thin out weak stems in late winter. |
| Tamarix | Spring flowering – Prune after flowering. Late summer/autumn flowering – prune back in February or early March to within two or three buds of the old growth. |
| Ulex | No regular pruning except old plants can be cut down to 30cm above ground in April to rejuvenate. |
| Viburnum | No regular pruning. V.tinus can be trimmed as a hedge in May annually. |
| Vinca | Clip over in spring as required. |
| Weigela | Prune after flowering to remove the previous years growth. |

APPENDIX 4 – LANDSCAPE MAINTENANCE SPREADSHEET

| MCA Landscape Architects Landscape Maintenance/Management Schedule MAINTENANCE OPERATIONS (REFER TO LANDSCAPE SPECIFICATION AND LANDSCAPE MANAGEMENT SPECIFICATION) | | MONTHLY OPERATIONS / FREQUENCY | | | | | | | | | | | | ANNUAL OPERATIONS | | | | | | | | | | | | | |
|---|--|--------------------------------|---|---|---|---|---|---|---|---|---|---|---|-------------------|---|---|---|---|---|---|---|---|----|----|----|----|----|
| | | YEAR 1 | J | F | M | A | M | J | J | A | S | O | N | D | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| Trees | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Watering to establish new trees in years 1 & 2. | | | | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 1 | | | | | | | | | | | | | | | | |
| Formative pruning of new trees. | | | | 1 | | | | | | | 1 | | | | | | | | | | | | | | | | |
| Shrubs | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Watering to establish new planting in years 1 & 2 | | | | 1 | 1 | 2 | 2 | 2 | 2 | 1 | 1 | | | | | | | | | | | | | | | | |
| Weeding; by hand & litter removal | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | | | | | | | | | | | |
| Fertiliser; first 5 years to establish new planting. | | | | 1 | | | | | | | | | | | | | | | | | | | | | | | |
| Formative pruning inc. wall shrubs and climbing plants. | | | | 1 | | | | | | | 1 | 1 | | | | | | | | | | | | | | | |
| Formal hedge trimming to 1.2m height. | | | | 1 | | | | | | | 1 | | | | | | | | | | | | | | | | |
| Top up mulch as required; first 5 years only. | | | | 1 | | | | | | | | | | | | | | | | | | | | | | | |
| Herbaceous planting | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bulbs fertilised after flowering and cut back dead growth. | | | | | | | | | | 1 | 1 | | | | | | | | | | | | | | | | |
| Plant replacement | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dead or otherwise failed trees & shrubs replaced as required. | | | | 1 | 1 | | | | | | | | | | | | | | | | | | | | | | |
| Formal Grass Areas | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cut and edge as required. | | | | 1 | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | | | | | | | | | | | |
| Scarification and aeration. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fertiliser | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hard Landscape Areas and Furniture | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Paved areas; sweep & suction clean. | | | | | | | | | | 1 | | | | | | | | | | | | | | | | | |
| Handrails, furniture and play equipment clean. | | | | | | | | | | 1 | | | | | | | | | | | | | | | | | |
| Inspect paths and edgings. | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | | | | | | |
| Litter pick. | | | | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | | | | | | | | | | | |
| Inspect, paint or repair fences and barriers. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Leaf removal and weed control as required. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| YEAR 1 | | | | J | F | M | A | M | J | J | A | S | O | N | D | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |