Colt International, Havant for Drew Smith

Landscape Maintenance & Management Specification

November 2019

D2763_FAB_00_XX_SP_L_07000 Landscape Maintenance & Management Specification
Revision PL01

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Note: Input has been given from Ecosupport in the ecology section of this document.

Revisions

No	Reason	Date
PL01	**Issued for planning approval**	**12.11.19**

1.0 INTRODUCTION

1.1 fabrik have been appointed by Drew Smith, working in association with Ecosupport LTD on ecological matters, to prepare this Landscape Maintenance and Management Plan for the external landscape of Colt International, Havant (the Site).

1.2 This document should be considered as the starting point for an evolving document and is to be reviewed on an annual basis. It relates to an area of approximately 2.44ha for the whole Site.

1.3 This document sets out the management and maintenance objectives and schedule of operations for the protection and enhancement of the landscape fabric of the Site, how the issues of landscape and ecological significance will be managed and the requirements of the management company that will undertake the work and oversee an ongoing review of the strategy.

1.4 The legal agreement for the Site covers the land and, in-part, the trees within and on the boundaries of the Site. The agreement also covers tree related matters. As such, any works in relation to trees is to be carried out following consultation with the Local Planning Authority (LPA), Havant Borough Council.

2.0 GENERAL SITE DESCRIPTION

2.1 The proposed development site is located approximately 2.6km north of Havant town centre. The Site is framed by a number of secondary roads that forms part of the surrounding road network, Barton Road forms the northern boundary and Martin Road to the east of the Site. The Site was once a working factory; however, any remains of its former use have now been removed. The Site has small woodland blocks to the south and south-west and mature trees and shrub vegetation within the site and along the boundaries.

Ecology

2.4 At the time of ecological assessment in 2017 the Site comprised a number of buildings, areas of hard standing, managed amenity grassland, isolated patches of dense scrub, a concrete lined ditch and scattered trees around the site boundaries. The site was considered to hold relatively low ecological value, although the potential for a range of protected bat species was identified.

2.5 Further bat survey work carried confirmed the likely absence of bat roosts. Furthermore, anecdotal information from previous employees of the industrial site suggest that birds nesting on site included herring gulls *(Larus agentatus).*

3.0 POLICY, LEGAL PROTECTION (AND GUIDANCE) RELATING TO THE SITE

3.1 The Site lies within the administrative authority of Havant Borough Council.

3.2 The Site is not subject to any nature conservation or landscape designations.

3.3 All bats are protected as European Protected Species (EPS) under the Conservation of Habitats and Species Regulations 2010 (the 'Habitat Regulations' 2010). Any works are to be in accordance with the Habitat Regulations 2010, the Natural Environment and Rural Communities Act 2006 and the Wildlife and Countryside Act 1981 (as amended).

3.4 All birds and their nests are also protected under the Wildlife and Countryside Act 1981. Site management must be aware of the need to avoid disturbance or harm to nesting birds either by avoiding the nesting season, March to August inclusive and / or by checking that no nests would be affected by particular works.

3.5 Existing trees and bank vegetation are to be retained and as such any removal is to be advised and written consent given by the Local Planning Authority (LPA) and in accordance with BS:5837 (2005) 'Trees in relation to construction'.

3.6 **Health and Safety:** All work undertaken on the site by contractors, volunteers or direct employees must comply with the appropriate legislation relating to health and safety and the control of hazardous substances. Particular caution should be employed to operations within five metres of any existing or proposed water bodies.

4.0 OBJECTIVES OF THE LANDSCAPE AND ECOLOGY MANAGEMENT PLAN

4.1 Generally, the landscape objectives for the site are:

- to maintain the existing wildlife and nature conservation interest and provide replacement wildlife habitat for that lost within the development areas;
- to create additional wildlife habitats and enhancements to biodiversity;
- to provide and maintain an attractive/visually appealing and robust landscape setting to the development, particularly along the access routes and residential frontages;
- to contribute to the value of the green infrastructure on site, and helping provide links with the wider countryside;
- to integrate the nature conservation and recreational aims for the public open space with other community and infrastructure requirements;
- to retain the majority of the mature tree stock and to put in place a management scheme which maintains the tree stock in perpetuity;

- to supplement existing trees with new tree planting to maintain the longevity of this resource and create a sense of place and different character areas within the Site;
- to control invasive and undesirable species and aim to reduce cover of other non-native species to a set level;
- to maintain and reinforce the landscape and ecology structure of the site;
- to manage, retain and provide the opportunities to improve areas of existing ecological interest;
- to increase the number and amount of native plants, improve the boundary treatments and to establish native buffer planting zones;
- to preserve and enhance the ecology of the site and improve local biodiversity wherever possible;
- to undertake essential tree surgery/selective felling to avoid significant third party risks both internally and to the periphery of the site. Notably:
    - the main site entrances, all access roads, car parks and pedestrian routes;
    - existing ditches;
    - those trees located on the boundaries.
- to undertake essential tree surgery/selective felling to encourage an enhanced landscape structure bearing in mind the need to encourage bat roosting. Where trees need to be removed, replacement planting with the same or similar species is to be carried out where appropriate; and
- to maintain health and safety requirements to all areas of public open space for both residents and visitors.

5.0 MANAGEMENT OBJECTIVES

5.1 The key objective is to improve and maintain the existing and new landscape and ecology structure in perpetuity. This will be achieved through the implementation of this management plan by an appointed management company.

5.2 All operations are to be carried out in accordance with the Maintenance Specification included in sections 7 -17 of this document.

5.3 The Site has been divided into vegetation types and habitat areas, based on existing conditions, the relationship of particular areas to the development and the influences and constraints affecting those areas. The extent of these vegetation types and the proposed habitat areas are given a brief description below, as are the influences and constraints on them. Specific objectives are given, drawn from the overall objectives, followed by proposals for the establishment of new habitats.

6.0 SCHEDULE OF OPERATIONS

[All areas are illustrated on plans D2763.L.7001 in Appendix C]

6.1 1 – Trees and Woodland

A significant number of specimen trees, of local provenance, are proposed across the Site. These trees are located to allow the development of their full, natural shape and maturity. This will create a further structure and succession, a sense of place and different character areas within the Site. Existing trees are to be retained with any removal to be advised and written consent given by the Local Planning Authority (LPA).

- Trees will be managed to enhance biodiversity of the Site and ensure safety of both residents and visitors;
- Essential tree surgery/selective felling will encourage an enhanced landscape structure and the need to encourage bird nesting and bat roosting. Where trees are removed, replacement planting with the same or similar species is to be carried out;
- Control of non-native species will be encouraged and in areas low public accessibility log and brash piles will be constructed for reptile refugia and hibernacula.

6.2 2 – Buffer, Native and Ornamental Shrubs

It is intended to further establish the comprehensive planting regime for the Site by introducing buffer, native and ornamental shrub areas. A robust vegetative screen of native trees and shrubs will create a buffer to Bartons Road & Martin Road reducing noise and visual intrusion and create a varied habitat mosaic. Native shrub expanses will be integrated to complement and enhance areas of existing woodland understorey and scrub. Ornamental shrub species will be located at strategic points along the site boundary and site entrances for their amenity value.

6.3 3 – Meadow Grassland and Wildflowers

An extensive area of meadow grassland and wildflower areas are proposed across the Site. These will be established from existing areas of grassland sowing of additional species to increase biodiversity:

- Meadow grass mixes will be composed of 20% wildflowers and 80% grasses;
- Where existing grassland is present, areas of bare ground will be opened up by light mechanical disturbance for sowing in a method known as ‘oversowing’;
- Seed mixes are based on relevant NVC communities (Rodwell, 1991 and Rodwell, 1992) and are obtained from local or regional sources and native to the soil type;

- A medium length sward will be achieved by mowing three times a year.

6.5 **5 – Existing Ditches and Watercourses**

The existing Storm Drain is to be retained with any removal to be advised and written consent given by the Local Planning Authority (LPA). The Storm Drain has the potential to be particularly valuable for wildlife, the areas adjacent the ditches could be enhanced to increase biodiversity and managed in the long-term as follows:

- Create variation in the planting profile to encourage growth of matrix planting mixes.
- Control invasive and undesirable species, with removal by hand pulling, of non-natives such as Himalayan Balsam and Giant Hogweed.

6.6 **6 – Wildlife Refugia and Nesting Habitats**

Bat and bird boxes will be located sensitively across the site and the arisings from grassland and woodland management; brash, grass cuttings and logs will be used for the construction of reptile refugia and hibernacula.

- All habitats will be subject to annual monitoring and inspection, with replacement of broken or damaged boxes or repairs as required.

7.0 GENERAL MAINTENANCE CONDITIONS

7.1 **Introduction**

(i) The works consist of the maintenance and management of the existing trees and vegetation, together with new high-quality amenity planting, including trees, shrubs, bare-root transplants, herbaceous planting and seeded areas.

(ii) The works to be maintained are detailed on the following drawings that accompany this Maintenance and Management Specification – Refer to Appendix C D2763 L.7001.

(iii) The works shall be maintained by the responsible Landscape Contractor from practical completion for the Defects liability as follows;

- Trees - 24 months from practical completion
- Shrubs/Herbaceous Planting - 12 months from practical completion
- Seed Areas - 12 months from practical completion

  or

- Until works are signed over to either Havant Borough Council or the appointed Estate Management Company where appropriate. At this point the responsibility will transfer to that party.

7.2 **Landscape Contractor**

A suitable specialist Landscape Contractor, employed by the Estate Management Company or Havant Borough Council, shall carry out the works described in this

specification. The proposed Landscape Contractor shall be a full member of the British Association of Landscape Industries and shall only be selected from the list of approved Contractors.

7.3 **Machines and Tools**

Machines and tools are to be used that are suitable for the site conditions and the work to be carried out. Use hand tools around trees, plants and in confined spaces where it is impracticable to use machinery.

7.4 **Workmanship**

(i) Method of Work – the method of executing any of the work in this specification and schedules unless specifically mentioned, is at the discretion of the Landscape Contractor and the Estate Management Company.

(ii) Good Practice – Where and to the extent that materials, products and workshop are not fully specified they are to be suitable for the purposes of the works states in or reasonably to be inferred from the contract documents, and in accordance with good horticultural practice, including the relevant provisions of current British Standard documents.

(iii) Maintenance standards should at all times reflect the development's high quality image. The Contractor shall keep all planting area weed free, plants vigorous and healthy, and the overall landscape environment neat and tidy.

7.5 **Programme of the Works**

(i) The Landscape Contractor shall co-ordinate with the Estate Management Company's programme then submit a detailed programme of works prior to starting work on site.

(ii) The specification equates calendar months to Performance Periods. Performance Period 1 –12 equates to January to December (PP1 = January, PP12 = December).

(iii) The Landscape Contractor shall report any potential failures to meet the specified programme to the Estate Management Company. Any changes to the agreed programme must be in writing with the Estate Management Company.

7.6 **Chemicals**

(i) **Legislation**

Pesticides include herbicides, insecticides, fungicides and plant growth regulators. The use of pesticides is governed by legislation. The Landscape Contractor must comply with the 'The Control of Pesticides Regulations 1986' made under the 'Food and the Environment Protection Act 1985', 'The

Control of Substances Hazardous to Health Regulations 1988' made under the 'Health and Safety at Work Act 1974' and any other legislation enacted during the contract period.

All pesticides must be products on the current list of Agricultural Chemicals Approval Scheme. All pesticide users shall comply with the conditions of approval relating to use clearly stated on the product label.

The Contractor must comply with all relevant Codes of Practice issued by DeFRA. In particular where work is near water, comply with the 'Code of Practice for the Use of Herbicides on Weeds in Watercourses and Lakes'. Written approval from the Environment Agency (EA) should be obtained prior to the use of pesticides within these areas.

(ii) Certificates

A recognized nominated storekeeper's certificate of competence (BASIS) is required by a Contractor storing more than 200 litres of pesticides. All pesticides transported or stored in the Contractor's vehicles (regardless of quantity) shall be locked in a separate storage compartment in the vehicle or within a lockable container in 'pickups' that are bolted to the floor of the vehicle.

The storage locker must be sealed and clearly marked as containing pesticides and must bear a standard black and yellow hazard sign.

A Certificate of Competence (National Proficiency Training Certificate) must be held by the Contractor applying pesticides and handed to the Estate Management Company prior to commencement on site. Only Certificate of holders shall mix, apply and dispose of pesticides and other chemicals on the site.

(iii) Use of Pesticides

Notification of at least 24 hours shall be given to the Estate Management Company of the Contractor's intention to carry out application of pesticides. The Contractor shall select the most appropriate and effective method for each particular area or situation or for any particular use or specific work, and shall notify the Estate Management Company of the type of pesticide, active ingredient, and method and timing of application.

The Contractor shall keep a written logbook detailing all uses and pesticide applications carried out and a copy shall be submitted to the Estate Management Company for record.

The Contractor is required to notify the public of any pesticide application. A warning sign shall be posted at the entrance to the areas to be treated. Where contained solely within planting beds the sign shall be placed adjacent to edges in noticeable positions. Details of the application and a contact person shall be indicated on the sign.

The Contractor shall in accordance with COSHH Regulations protect employees and other persons, including the public, who may be exposed to substances hazardous to health.

The Contractor shall restrict the use of chemicals strictly to where necessary either to maintain formal landscape areas or to control notifiable weeds. Informal landscape areas, areas of natural play and peripheral areas should be free of both pesticides and fertilizers except where absolutely necessary.

(iv) Disposal

The Contractor shall dispose of waste pesticides and containers in accordance with the control 'Control of Pesticides Regulations 1986', Control of Pollution Act 1974', and 'Water Act 1989'. Safe disposal arrangements shall be made before starting to apply pesticides.

Concentrated pesticides shall be disposed of in arrangement with the local Environmental Health Department or with a specialist waste disposal contractor.

Empty containers shall not be re-used for any purpose and containers shall be cleaned thoroughly in accordance with label instructions prior to safe disposal.

(v) Generally

The Contractor shall be responsible for making good and or compensation for any damage resulting form negligence in the application, handling and storage of pesticides.

The Contractor shall be responsible for keeping up to date with all legislation and regulations regarding the use of pesticides. The Landscape Contractor shall inform the Estate Management Company of any subsequent changes to legislation and regulations that affect the contract.

7.7 **Liability for Damage of Existing Vegetation**

Existing trees or vegetation damaged during the works shall be replaced by trees or plants of similar size and maturity or numbers considered reasonable by the Local Planning Authority (LPA). Cost of the replacement shall be borne by the Contractor.

7.8 **Protection**

The Landscape Contractor shall in respect of the maintenance works and adjacent areas of the site used by him in the course of the contract ensure that:

- Adequate protection of existing and newly planted/turfed areas is erected and maintained to prevent damage.
- There is appropriate making good on removal of any protective measures on completion.
- There is repair of any damage to adjacent and existing site works and features.
- All hard surfaces used are kept, protected, clean and tidy.
- All protective fencing at the end of the 12/24 months defect liability period will be removed.

7.9 **Watering**

After Practical Completion of the main contract the Landscape Contractor appointed shall supply all necessary hose attachments and fittings to keep the infrastructure landscape grass, planting and trees watered. Watering shall be undertaken as necessary to ensure that trees, grass and plants remain healthy, establish and grow. Emergency legislation restricting the use of water from the mains during drought conditions, the Landscape Contractor shall arrange the collection and application of suitable second class water for irrigation purposes, by bowser or other means, from approved source to deliver to site and apply as specified. This shall be included for in the price for maintenance during the defects liability period.

7.10 **Arisings**

The Landscape Contractor appointed by the Estate Management Company is to remove from the Site and dispose of weeds, prunings, leaves, litter, rubbish, dirt and other arisings unless specifically described as to be left and spread over beds etc.

7.11 **Focal Areas**

When carrying out maintenance operations the Estate Management Company Landscape Contractor is to ensure the focal areas such as the landscape setting to the boundaries of the Site/Site entrances, storm drain, the main corridors of access and formal planting are given priority.

8.0 GRASS MAINTENANCE SPECIFICATION [GC]

GRASS CUTTING

The Contractor shall maintain all grass areas in accordance with the specifications set

out below.

8.1 **Preamble**

(i) All grass cutting shall be carried out by cylinder or rotary machines, or a combination of the two: unless otherwise specified. The Contractor shall notify the Estate Management Company of the machines they propose to use on each of the regimes. The Contractor shall ensure that all machines engaged in this contract are sharp, properly set and operated at the speed in accordance with manufacturer's recommendations. All grass shall be cut cleanly and evenly to the same height as specified in the regimes allocated to each site and without damaging the existing surface, or causing a washboard effect. Tractors and ride-on self powered equipment shall not be operated on sloping ground with the gradient exceeding that recommended by the manufacturer.

(ii) The Contractor shall produce and follow a programme of work approved by the Estate Management Company at the commencement of the Contract, in line with the submitted method statements, to ensure that all applicable areas are maintained to the standards specified in this section.

(iii) The Contractor shall complete an entire area (plot) of grass cutting at each cyclic visit within the same day of the first grass cutting operation. The entire area is deemed to include: wall and fence bases; up to pavement edges or other boundary; tree base or any other obstruction.

(iv) The Contractor shall not change the designated regime in this document, unless the Estate Management Company has granted written permission.

(v) Where grass cutting is undertaken and the arisings are allowed to 'fly', all arisings shall be evenly distributed over the whole of the grass area and not left in wind-rows. Excess arisings due to the failure to meet the Specifications of Section 8.3 shall be removed immediately at the Contractor's own expense.

(vi) Any arisings that 'fly' onto paths or other hard surfaces shall be removed by the Contractor and distributed evenly over the grass area or, if the arisings are deemed excessive, removed from the premises to a designated location for disposal. This shall take place promptly after grass cutting, in any event within one hour, at the expense of the Contractor.

(vii) Where a boxed mowing machine is used, the arisings shall be removed from site at the end of each work period and taken to the designated location for disposal.

(viii) The Contractor shall report to the Estate Management Company any damage to the grass surface, fences, walls, street furniture, any plant material or other property caused during grass cutting operations. Should it be determined by the Estate Management Company that the failure of a newly planted tree or

shrub is due to the Contractor's negligence in grass cutting operations, then a replacement tree or shrub, approved by the Estate Management Company, shall be supplied, planted and maintained until established, as detailed in Specification, at the Contractor's expense.

(ix) Prior to cutting any area, the Contractor shall remove all stones above 37mm in any dimension, as well as any litter, twigs, etc. (see Section 13.0, Litter Clearance, for definition). All such material shall be removed to the designated location for disposal. If the amount to be removed is considered excessive and has been deposited as a single load in excess of 1- 2m³ (i.e. fly-tipping), the Contractor shall inform the Estate Management Company immediately, who will consider each site on its individual merit and may, in exceptional circumstances, arrange for the debris to be removed in accordance with the Contractor's tendered rates.

(x) Any herbaceous plant growth, such as clover or flowering stalks of grass and weeds, within an area designated for grass cutting shall be cut as if it is grass.

(xi) The Contractor may be required to cut grass on additional areas or new developments. These additional or reduced areas will be included in the Contractor's grass cutting programme. The Contractor shall ensure that they have sufficient resources to take on extra cutting if required.

(xii) The Contractor shall not cut the grass in the area extending 75mm around the perimeter of a bulb area, until a minimum of six weeks, has elapsed after completion of flowering. Areas shall not be left uncut for more than eight weeks after flowering has finished.

In order to return such areas to the standard of the adjoining grass, the Contractor shall use suitable mowing machinery to reduce the bulb debris and grass growth to a sufficient height to enable the area to be cut with the type of machine designated for use on the adjoining grass area and to the same standard.

All the arisings from the first cut will be collected and taken to the designated location for disposal at the end of each work period. The Contractor shall allow for this remedial work to return bulb areas to the required grass standards in his price for grass cutting.

(xiii) Trees in formal areas shall be maintained with a cultivated tree ring 600mm in diameter greater than the largest diameter of the tree trunk. All newly planted trees shall be maintained with a cultivated tree ring 300mm in diameter greater than the largest diameter of the tree trunk for the remainder of the contract period. All edges shall be maintained in accordance with Section 8.4, Edging

(xiv) Any damage caused to grass areas by the Contractor's negligence shall be

made good, as directed by the Estate Management Company and to the Havant Borough Council's entire satisfaction, at the Contractor's expense.

(xv) The use of grass growth regulators is not permitted.

8.2 **Variations to the Planned Grass Cutting Schedule**

8.2.1 Unless weather conditions as stated in Section 8.2.2 prevail, the Contractor shall be required to keep to the standards detailed in the regimes.

8.2.2 In very wet weather, all operations involving grass cutting shall cease until conditions allow operations to continue without damaging the surface level and contours of the ground or creating grass cutting 'divots' from the rollers or cutters.

8.2.3 If inclement weather, as detailed in Section 8.2.2, prevents the Contractor from grass cutting, the Contractor shall inform the Estate Management Company of work not completed from the programme. When the weather improves, the Contractor shall resume grass cutting in order to return to the agreed programme of work. The Contractor shall be expected to provide sufficient staffing and machinery to catch up if there is a substantial amount of mowing time lost through bad weather.

8.3 **Grass Cutting Standards**

8.3.1 **Regime A – Amenity (Medallion Turf)**

[AA4]

<u>*GCA1: Amenity Grass</u> *(PP3 – PP12)*

Performance Height 25 - 50mm

Cut grass with an approved tractor-drawn, ride-on or pedestrian guided cylinder mower. The Contractor shall allow for grass edge trimming, as detailed in Section 8.4, on at least 16 occasions at fortnightly intervals from PP4 to PPI0, with an early and late cut in PP3 and PPI2.

8.3.2 **Regime C – Wildflower Meadow (EM2 seed mix)**

[EW1]

<u>*GCF1: Wildflower Meadow</u> *(PP3, PP5, PP9/PP10)*

Performance Height 50mm

Cut grass with approved rotary or flail machinery, rake and removal all arisings to designated area for disposal. To maintain species-richness, the meadow grass areas that have been sown with a species-rich seed mix will be mown in September. This will allow wild flowers to set seed.

8.3.3 **Regime D –Grassland Meadow (EG1 seed mix)** **[EP1F]**

*__*GCM1: Meadow Grass*__* *(PP3,PP5, PP9/PP10)*

Performance Height 25-50mm

To a natural height to all banked grass areas but without woody plant encroachment and a height of 25-50mm to the publically accessible terraced areas during the growing period. Cut grass with an approved strimmer or mower capable of dealing with woody stems up to 25mm diameter.

Damp wildflower banks are to be cut once a year, the cut being in September / October to 70mm, timing subject to whether damp areas are inundated. Arisings are to be left to decay naturally in situ.

Applies to: All.

8.4 **Edging**

Preamble

(i) All edging operations shall be carried out at the times specified within the regimes for grass maintenance and considered as part of the grass cutting regime.

(ii) All finished edges shall be neat and vertical with no grass overhanging the finished edge.

(iii) All arisings from edging operations shall be collected and removed to the end of each work period and taken to the designated location for disposal.

(iv) The Contractor shall cut smooth curves or use a line to obtain a straight edge. Edging operations shall not change the size of grass areas nor create new channels.

(v) All channels adjacent to a flowerbed, shrub bed, tree base, etc. shall be maintained so that following each edging operation it is left clean and litter free.

(vi) The Contractor shall be required to use a half-moon edging iron, mechanical edge and trim and/or long handled shears or spades.

(vii) ***Kerb Edge Maintenance***

The Contractor shall cut a clean edge to all grass areas where they meet kerbs; other hard surfaces or gully channels. This operation shall include removing the overgrowth of grass and any soil that is covering the kerb gully channel or any other, hard surface. The frequency of this operation shall be in accordance with the edge requirements of the Grass Cutting Regime specification. All rates quoted for kerb edge maintenance shall include the removal of all weed and grass growth by scraping or brushing all soil, litter

and other debris that has accumulated at this junction to a minimum width of 200mm for the entire length of edging. The Contractor shall collect and remove all arisings to a designated location for disposal at the end of the work period.

(viii) ***Trimming Grass Edges***

The Contractor shall cut the overgrowth of grass at edges of cultivated areas and chemical edging channels with long handled shears or mechanical edge trimmers approved by the Estate Management Company. The grass is to be cut to the same height as the surrounding grass. All edges will be neat and vertical, with no grass overhanging the finished edge. The rates quoted for trimming must include the collection and removal of all litter, arisings and similar debris from the adjacent channel for disposal. The frequency for trimming will be in accordance with the Regimes for grass or cultivated area maintenance, as detailed within each section of this specification.

(ix) Once per annum the Contractor shall reform and cut back all edges in accordance with 8.4(i) to (vi). The Contractor shall, during this operation, ensure that any cutting does not decrease the grass or bed area as per 8.4(iv).

8.5 ***GCO1: Selective Herbicide Treatment***

Upon instruction from the Estate Management Company, the Contractor shall supply and apply an approved selective herbicide to specified areas. Application shall normally be made during April to June. The grass shall not be cut two days prior to, or after, the application.

8.6 ***GCO2: Irrigation of Grass Areas***

During periods of prolonged dry weather, the Estate Management Company may instruct the Contractor to water grassed areas, using an irrigation method approved by the Estate Management Company. The Contractor shall provide a rate to ensure that sufficient water is applied to the entire area of grass to moisten the soil to a depth of 125mm.

8.7 ***GCO3: Cut 'Weed' Stalks***

The Estate Management Company may instruct the Contractor to cut areas of grass which are normally cut with cylinder mowing machines (other than grass cut 'high'), with a suitable rotary mower to removal all bent stalks from the entire area.

8.8 ***GCO4: Rake Arisings by Machine and Remove***

The Contractor shall collect all arisings from areas specified by the Estate Management Company, using machinery approved by the Estate Management Company. Arisings shall include all grass cuttings, litter, leaves, debris and similar items. All arisings shall be collected and removed to the designated location for

disposal at the end of the work period.

8.9 Grass Replacement

8.9.1 Preamble

(i) Bare and damaged patches shall be identified by the Estate Management Company for returfing and re-seeding works.

(ii) The Contractor shall continue all operations necessary, to include top dressing, watering and further over-seeding, to achieve a 100% grass cover within eight weeks.

(iii) Where soil has been contaminated by chemicals, oils, etc., the Contractor shall remove to tip all such soil, replacing it with suitable soil, to enable re-seeding or turfing as specified and to ensure the pollutants do not affect the future growth of the vegetation.

(iv) If the seed fails, due to any cause whatsoever. He shall be required to make good the soiling and repeat the seeding until a good sward is obtained.

(v) Grass areas will only be accepted as reaching practical completion when germination has proved satisfactory and all weeds have been removed. Management will be necessary to prevent infestation by weed species after seeding an area. A weed species may be defined as a species that is undesirable to the purpose/ objective of the grassland; species considered to be weeds will depend on the grassland type.

(vi) Damage, failure or dying back of grass due to neglect of watering, especially for seeding out of normal season, shall be the responsibility of the Contractor.

(vii) Any settlement below the specified levels during the contract or defects liability period shall be rectified at the Contractor's expense.

(viii) The Contractor shall exercise care in the use of rotary cultivator and mowing machines to reduce to a minimum the hazards of flying stones and debris. All rotary mowing machines shall be fitted with safety guards.

8.9.2 *GC05: Seed and seeding*

<u>Preparation</u>

During any fallow period prior to sowing seed, tilth shall be maintained free from weeds.

8.9.3 Fertilising

The Contractor shall use pre-seed fertilizer on formal amenity grass seeded areas only, British Seed House No.1 or equivalent approved by the Estate Management Company prior to use, which shall be applied at the minimum rate of 70gm/m^2 (700kg per ha). No fertiliser is to be used on the species-rich wildflower or meadow seed mix

areas.

8.9.4 **Final Preparation**

In preparation for sowing, the surface shall be lightly and uniformly formed and reduced to a fine tilth of a minimum depth of 25mm, by raking or harrowing with a spike and chain harrow. All large stones more than 50mm in any dimension, perennial weeds and rubbish shall be removed from the surface and removed to the designated location for disposal.

8.9.5 **Finished Levels**

(i) Finished levels shall, after allowing for settlement to marry in with adjacent grass levels, be just proud of adjacent hard surfaced areas (paving, kerbs, etc.) or as otherwise indicated on drawings.

(ii) There shall be a minimum gradient for run-off of 1:60 and maximum of 1:3, or as indicated on drawings. The area shall be free of depressions.

8.9.6 **Seed**

The seed mixture shall be selected according to the soil type, light conditions and climate; the intended use of the area; and be from an approved source and of proven germination. Seed type is to be approved by the Estate Management Company prior to works. Seed of local provenance should be used wherever possible.

8.9.7 **Sowing**

(i) ***Season***

Sowing operations shall be carried out from the end of August to mid-October, or the end of March to the beginning of May, or at any other time with the written approval of the Estate Management Company.

(ii) ***Weather and Rate***

Sowing shall be carried out during suitable calm weather conditions at a minimum rate of 45 gm/m^2.

(iii) ***After Sowing***

After sowing, the ground shall be raked or chain harrowed. On light soils, the surface shall be rolled and cross-rolled with a suitable lightweight roller.

(iv) ***Pre-Emergent Weedkiller***

Where fallowing has not been possible, the Contractor may apply a pre-emergent weedkiller after sowing, in accordance with the manufacturer's instructions. The herbicide shall be of an appropriate type and one which has no soil persistence, and shall be approved by the Estate Management Company.

8.9.8 **Initial Cut (Topping)**

(i) The Contractor shall remove all large stones (more than 50mm in any dimension) and roll all flat and terraced areas with a light roller to firm the grass and press in any remaining stones. This shall be done approximately 48 hours prior to topping.

(ii) A rotary mower to the flat and terraced areas and a strimmer shall be used to top grass when it is 80mm high, to leave a height of 50mm to cut weeds, control the growth of coarser grass and encourage tillering.

(iii) Where mowing without a box produces a swathe, this shall be spread evenly to prevent drainage to the growing grass beneath. This applies particularly to grass cut during periods of dull or wet weather.

8.9.9 **Protection of Seeded Areas**

(i) The Contractor shall protect newly grassed areas at vulnerable points, as necessary.

(ii) For this purpose, the Contractor shall provide and fix a fence of three strands of wire supported on wooden posts 900mm out of the ground at approximately 1.8m centres. These fences shall be maintained by the Contractor and, when grass is established, shall be cleared away and the ground reinstated.

(iii) Any damage to the grass shall be made good until the areas are handed over.

8.9.10 **Maintenance**

(i) The Contractor shall maintain all seeded areas to establish a uniform and healthy sward until notification by the Estate Management Company. This shall include all necessary watering, weeding, cutting, repair of all erosion and settlement, and re-seeding operations.

(ii) The Contractor shall treat pernicious weeds with a suitable approved selective herbicide twelve weeks after seeding if the grass was sown in the spring. Grass sown in the autumn shall be similarly treated at the end of May the following year.

8.9.11 ***GCO6: Turf and Turfing***

The Contractor shall comply with British Standards BS 3969 and BS 4428.

(i) ***Condition of Turf***

The Contractor shall provide good quality lawn turf complying with BS 3969, the grass being of close texture, even density and green in colour. The grass shall be closely mown, so the height does not exceed 25mm and show no visible sign of pest or disease. The turf shall be sufficiently fibrous for turves to hold together during handling and an excess of fibre of mat is desirable.

(ii) ***Dimensions***

Turves shall be of a rectangular shape and of uniform thickness. They shall have a minimum soil thickness of 25mm and a width of 300mm, unless otherwise agreed by the Estate Management Company.

(iii) ***Weedkiller***

A selective weedkiller shall be applied to the turf no less than four weeks prior to lifting.

(iv) ***Lifting***

Turves shall not be lifted in frosty weather or when waterlogged. They shall be packed to avoid drying out in transit and shall be rolled or laid flat

(v) ***Delivery***

Turf shall be delivered to site within 36 hours of lifting and offloaded by hand to be stacked to a maximum height of 1m, unless arranged on pallets for mechanical handling.

(vi) ***Stacking***

Turves shall be placed grass to grass if stacked. Stacked turves shall be inspected at frequent intervals for deterioration. If kept for any period, the turves shall be laid out and maintained as turfed areas.

8.9.12 **Cultivation**

(i) The Contractor shall cultivate the area to be turfed to a depth of 100mm, removing all large stones (over 50mm in any dimension), perennial weeds and rubbish to designated area for removal.

(ii) All topsoil shall be conserved to provide a minimum depth of 100mm after re-leveling.

8.9.13 **Final Preparation**

The Contractor shall reduce the surface to a fine tilth, to a minimum depth of 25mm and lightly and uniformly firm the surface.

8.9.14 **Laying Turf**

(i) ***Season***

Turf shall be laid when weather and soil conditions are suitable. No turf shall be laid in exceptionally dry or frosty weather, or in other unsuitable weather conditions. The Contractor shall give preference to autumn and early winter for this operation.

(ii) ***Laying***

No turf shall be laid until topsoiling has been completed to the satisfaction of the Estate Management Company.

(iii) At no time shall turves support workmen, barrows or provide access.

(iv) Turves shall be laid on the prepared soil bed and be firmed into position in consecutive rows with broken joints, closely butted and to the correct levels.

The turves shall be laid off planks, working over turves previously laid.

(v) A dressing of finely sifted topsoil or fine peat shall be applied to the joints and well brushed in. The Contractor shall adjust any inequalities in the finished levels, owing to variation in turf thickness or uneven consolidation of the soil, by raking and/or packing fine soil under the turf. Use of a roller is not permitted.

8.9.15 **Finished Levels**

(i) Finished levels shall, after allowing for settlement, be just proud of adjacent hard surfaced areas (pavings, kerbs, etc.), or as otherwise indicated on drawings.

(ii) There shall be a minimum gradient for run-off of 1:60 and maximum of 1:40 or as indicated on drawings. The area shall be free from depressions.

(iii) Margins shall be laid with whole turves.

8.9.16 **Maintenance**

Identical to that for seeded areas (Specification 8.6).

8.10 **Native wildflower grass and meadow grass seeding**

8.10.1 **Preamble**

The purpose of seeding the native grassland meadow is to encourage an increase in the floral diversity of the grassland and to provide native planting to the existing site slope.

8.10.2 **Preparation**

Prior to seeding, the surface of the meadow is to be scarified using a tine harrow.

8.10.3 **Sowing**

(i) *Season* - Sowing operations shall be carried out from the end of August to mid-October, or the end of March to the beginning of May, or at any other time with the written approval of the Estate Management Company.

(ii) *Rate* - The seed is to be applied to the grassland at the manufacturer's suggested rate.

8.10.4 **Maintenance**

(i) The Contractor shall maintain all seeded areas to establish a uniform and healthy sward until notification by the Estate Management Company. This shall include all necessary watering, weeding, cutting, repair of all erosion

and settlement and re-seeding operations.

(ii) The Contractor shall treat pernicious weeds with a suitable approved selective herbicide twelve weeks after seeding if the grass was sown in the spring. Grass sown in the autumn shall be similarly treated at the end of May the following year.

9.0 HARD LANDSCAPE [HL]

9.1 ***HLS1: Maintenance of Hard Landscape Surfaces*** *(PP1-PP12)*

The Contractor shall price an all-inclusive rate HLSI to include all operations HLMI to HLM3.

9.2 **Preamble**

In addition to, and at the same time as, the general litter and refuse clearance is being carried out, the Contractor shall clean all paths, hard surfaces and gullies.

9.3 ***HLM1: Sweeping of Hard Landscape Surfaces*** *(PP1-PP12)*

(i) In the areas specified, the Contractor shall be required to maintain surfaced areas clear of litter, twigs, leaves, glass, debris and similar at all times. The term 'sweeping' is deemed to include the raking of hoggin/gravel or similar surfaced paths with a Springbok rake or similar approved implement. The Contractor shall remove all arisings from site at the end of each work period and take them to the designated location for disposal.

(ii) The Contractor shall inform the Estate Management Company immediately they are aware of any occurrence of acts of vandalism to these areas.

9.4 ***HLM2: Weeds*** *(PP1-PP12)*

(i) The Contractor shall maintain all hard landscape surfaces weed-free and at no time shall weed growth exceed 5% of any area. Should the Contractor wish to employ any chemical methods for this particular item, it shall be with the written approval of the Estate Management Company.

(ii) Weed growth is deemed to include the removal of moss.

9.5 ***HLM3: Gullies and Slot Drains*** *(PP1-PP12)*

(i) The Contractor shall allow for inspection of all gullies, grilles, covers, on each site visit. The Contractor shall thoroughly clean them of any silt, dirt, debris, leaves, litter, stones, concrete etc. as necessary.

(ii) The Contractor shall check that water is running freely in gullies and drains, reporting any defects or unacceptable obstruction to the Estate Management Company.

(iii) On removing any grating, cover or grille, the Contractor shall clean the rebate

in the frame and ensure that it is replaced flush in the frame. All arisings shall be removed from site to the designated location for disposal.

9.6 **Associated Works**

9.6.1 ***HLO1: Additional Sweeping***

The Contractor may be required to undertake additional areas of sweeping outside the normal routine sweeping.

9.6.2 ***HLO2: Clear Snow and Supply and Apply Rock Salt***

(i) The Main Contractor/Estate Management Company may at times of inclement weather require the Contractor to clear snow and ice and apply approved rock salt, evenly spread at 20 grammes per square metre, to specified areas within the Contract area. Payment for this operation will be in accordance with the quantity and the tendered rate submitted by the Contractor.

(ii) The Contractor shall take care to avoid spreading rock salt near and around trees, shrubs, seed and other plant material. Any damage caused by the Contractor's negligence shall be fully reinstated at the Contractor's expense to the Estate Management Company's satisfaction.

9.6.3 ***HLO3: Supply and Apply Rock Salt***

(i) This rate shall assume no snow requires moving prior to application.

(ii) The Contractor may be required to undertake these operations during normal working hours, outside normal working hours; at weekends and during Bank Holidays.

(iii) Payment shall be in accordance with the area treated and the tendered rate submitted by the Contractor.

9.6.4 ***HL04: Spray and Scrape Weeds on Hard Surfaces***

The Contractor shall provide a rate to apply an approved pesticide to areas of weeds growing in paved or hard surfaced areas at the manufacturer's recommended rates. The purpose of this rate is to treat areas of hard surfaces where weeds have rooted and require a thorough drench in order to achieve a complete root kill. The Contractor shall allow in this rate to return to site in approximately two weeks following application (as agreed by Client), depending on the time of year and the prevailing weather conditions, to scrape the remaining surface growth off the weeds (which should by then be browned and showing signs of die-back) and remove all arisings to designated location for disposal at the end of each work period. The Contractor shall allow in this all-inclusive rate to apply chemicals in accordance with manufacturer's recommendations.

9.6.5 ***HL05: Street Furniture***

All elements, such as bollards, railings, gates, fences, tree grilles/guards, litter bins, benches and all other street furniture elements are to be regularly maintained throughout the year to meet function and health and safety requirements.

10.0 HEDGE MAINTENANCE [HM]

10.1 Preamble

(i) The Contractor shall, at all times, maintain hedges so that they are neat, tidy, vigorous, dense and do not obstruct or overhang footpaths and roads or encroach on other maintained areas. Cutting shall generally maintain the original profile, both linear and sectional.

(ii) All hedges shall be cut using sharp shears, reciprocating hand held cutters or secateurs. The use of tractor mounted hedge cutting equipment during the establishment of new hedges will not be permitted.

(iii) All cuts shall be clean and any ragged edges shall be removed using a sharp knife or secateurs.

(iv) The Contractor shall supply and use planks, trestles or similar where necessary to increase reach.

(v) All hedges shall be cut to leave a clean, even height and well cared for appearance.

(vi) All arisings shall be collected immediately following cutting or at the end of each work period and taken to the designated location for disposal. This includes trimmings hung up in hedges and the sweeping of adjacent hard surfaces.

(vii) The Contractor shall ensure that the width of the hedge or any vegetation within it, i.e. brambles, does not present a hazard or obstruction to pedestrians, pavements, roads or signs at any time. The Contractor shall allow for this in their tendered rate.

(viii) Once commenced, the cutting operation shall continue and be completed without delay.

(ix) The Contractor shall give the Estate Management Company 5 working days notice of their intention to commence hedge cutting works.

10.2 Pruning

(i) The hedge shall be pruned back to the same height, width and general shape as that which existed at the completion of the last approved pruning. The sides of the hedge shall be slightly inward sloping (i.e. wider at the bottom of the hedge than at the top to give more stability) with the top of the hedge level and at right angles to the ends.

(ii) As a general rule, large leafed plants, such as Laurel, shall only be pruned by

using secateurs or similar approved equipment.

(iii) No pruning shall take place when the hedges are in flower unless this has been approved by the Estate Management Company.

(iv) Should the Contractor believe that they have been asked to do anything which, in their opinion, is detrimental to the hedge, an obstruction to pedestrians/vehicles, or they consider it appropriate to deviate from the specification, the Estate Management Company shall be notified prior to the work commencing.

(v) The Contractor shall avoid cutting/pruning in March to July to cause minimum disturbance to nesting birds and wildlife, in compliance with the Wildlife and Countryside Act.

10.3 **Pruning Regimes**

(i) Hedge cutting will be undertaken according to vigor and type, as listed in the Bills of Quantity. All hedges are to be cut once every two years when they are fully established.

* HMA1: Prune low vigor hedges

(ii) Pruning shall be carried out at times appropriate to each species, defined below:-

Species **Time(s) of Cut**	**Cutting regime**	**Time(s) of Cut**
Ornamental hedge	Twice every year	Late October (PP10)

10.4 **Associated Maintenance Work**

10.4.1 ***HMO2: Maintenance of Hedge Base*** *(PP1 – PP12)*

(i) The Contractor shall be required to leave the base of the hedge clean, tidy and weed free on every occasion that hedge maintenance operations are carried out, and this shall include the removal of all litter,' leaves, debris and other such deleterious matter.

(ii) The soil shall be lightly cultivated (taking care not to damage the root system) to a distance of 0.5m from the centre of the hedge and all litter, leaves, debris and any other rubbish shall be removed to the designated area for disposal. The site shall be left clean and tidy.

(iii) All hedges and associated beds together with bare areas shall be maintained

95% free of litter and weeds at all times.

(iv) For native hedges all herbaceous species at the base of the native hedgerows are to be retained to increase biodiversity and none of the above operations apply save the clearance of litter as defined in Section 11.2.

11.0 HERBACEOUS BORDERS MAINTENANCE [HB]

11.1 **Litter**

Herbaceous borders shall be kept free of litter, so that at no time shall litter coverage of 5% be tolerated, and in accordance with Section 13.0 of this specification.

11.2 ***HBM1: Maintenance of Herbaceous Borders** *(PP1-PP12)*

The Contractor shall provide an all-inclusive rate HBM1 to include the undertaking of all operations from HB01 to HB05.

11.3 ***HBO1: General Maintenance Visits** *(PP3 – PP10)*

The Contractor shall provide a rate to carry out a minimum of 32 weekly visits for general maintenance at equally spaced intervals from March to October inclusive. The Contractor shall maintain the borders in a tidy and attractive appearance, ensuring maximum flowering. At each of these visits, the Contractor shall undertake all operations detailed in 5.1 of this specification.

11.3.1 All borders shall be kept clear of weeds by hoe, fork or hand weeding as required, avoiding excessive treading of the border. Care shall be taken not to damage the plants' root system. At no time shall weed growth in excess of 5% of the area of the border be tolerated.

11.3.2 The Contractor shall ensure that all plants that require staking shall be staked and tied by using pea sticks or similar material and secured with twine or similar. All materials must be approved by the Estate Management Company prior to use. This operation shall be undertaken, as necessary, in accordance with good horticultural practice.

11.3.3 The Contractor shall immediately inform the Estate Management Company of all insect or fungal attacks and damage caused by vandalism.

11.4 ***HBO2: Cultivate and Supply and Apply Fertiliser** *(PP3)*

The border shall be forked over lightly in March and a general fertiliser, approved by the Estate Management Company, with an N.P.K. ratio of 7:7:7, shall be supplied and applied at a rate of 35gm per square metre and incorporated into the surface by fork or hoe.

11.5 ***HBO3: Edging of Herbaceous Borders**

The herbaceous borders shall be edged as detailed in 8.4(i-vi) of this specification,

Grass Edge, on two occasions - once in November (PP11) and again in March (PP3).

11.6 ***HBO4: Autumn Maintenance Visits** *(PP11 – PP12)*

(i) The Contractor shall carry out a minimum of eight weekly visits for autumn maintenance, at equally spaced intervals throughout November and December. The Contractor shall, on each visit, cut down all growth of the herbaceous perennials that have finished flowering and stems have died back and shall fork over the soil, minimising disturbance to plants.

(ii) This operation shall be undertaken, as necessary, in accordance with good horticultural practice. and the Contractor shall allow for the gradual treatment of the entire border over the full eight planned visits. All arisings shall be removed from site at the end of each work period and taken to the designated location for disposal.

11.7 ***HBO5: Water Planted Areas** *(PP1 – PP12)*

During periods of prolonged dry weather, the Contractor may be required to water herbaceous borders to achieve saturation of the soil to a depth of 225mm. The Contractor shall provide all equipment necessary to undertake watering and shall be responsible for arranging supplies of water. Care shall be taken that no soil erosion or plant damage occurs as a result of irrigation.

11.8 **Associated Works**

11.8.1 ***HBO6: Supply and Apply Pesticide***

The Estate Management Company may instruct the Contractor to treat an insect or fungal attack with pesticide approved by the Estate Management Company. The Contractor shall supply and apply the pesticide at the rate of application, strictly in accordance with the manufacturer's recommendations.

11.8.2 ***HBO7: Dig Up, Split and Replace Plants***

(i) The Contractor may be required to undertake the following operations on specified areas of border between November (PP11) and March (PP3).

(ii) In these areas, plants shall be dug up and split in accordance with good horticultural practice, removing any perennial weed entwined within the plants. The Contractor shall dig over area disturbed by the lifting and splitting operations, using a spade to a depth of 275mm.

(iii) The Contractor shall incorporate into the soil an approved, well rotted manure. This shall be supplied and applied at a rate of 10kg per square metre and the soil shall then be consolidated and raked prior to planting. The Contractor shall then replant as per plan supplied by the Estate Management

Company.

11.9 **Vandalism**

Damage caused by vandalism shall be immediately reported to the Estate Management Company. The Estate Management Company may instruct the Contractor to make good vandal damage.

12.0 LEAF CLEARANCE [LE]

12.1 **Standard**

(i) The Contractor shall be responsible for the clearance of leaves, twigs, etc., from areas specified from leaf fall (normally October (PP10) until the end of December (PP12)). The Estate Management Company will instruct the Contractor when leaf clearance will commence.

(ii) The Contractor shall carry out leaf clearance by hand raking or sweeping, or using machinery appropriate to this work and approved by the Estate Management Company.

(iii) The Contractor shall ensure that all flowerbeds, shrub beds, grass areas, paths, channels, drains, designated driveways, steps and play areas, or other specified by the Estate Management Company, are kept clear of leaves.

(iv) Machines used for the clearance of leaves from large grassed areas must be fitted with suitable tyres to prevent damage. Any damage caused by the Contractor's negligence shall be reinstated at the Contractor's expense.

(v) The Contractor shall remove all collected leaves to the designated location for disposal, at the end of each work period. The Contractor shall not leave groupings of collected leaves on site for bulk removal, unless specific approval from the Estate Management Company has been issued in writing.

(vi) All pieces of play equipment or trim trail elements are to be kept free from leaves at all times.

12.2 ***LEO1: Leaf Clearance*** *(PP10 – PP12)*

The Contractor shall ensure that all leaves, as specified in 12.1(i)-(v), are not laying on the ground for any more than one week. The Contractor shall schedule operations to achieve this standard.

13.0 LITTER CLEARANCE [LC]

13.1 **Preamble**

The Contractor shall maintain all sites and all areas covered by the Contract to a clean and litter free standard by removing all litter to the standards defined below.

13.1.1 **Definition of Litter**

(i) 'Litter' is anything whatsoever which is thrown down, dropped or otherwise deposited in, onto or from any place in the open air to which the public are permitted to have access without payment, unless otherwise by law or done with the written permission of the Estate Management Company. This shall include all items, i.e. beverage containers, fast food packaging, tree branches and animal faeces.

(ii) Large items such as discarded furniture and household effects, mattresses, etc., which require two or more people to lift and single deposits in excess of 1-2m^3 will be treated as fly tipping. The Contractor shall inform the Estate Management Company soon as possible after discovering any fly tipping. The Estate Management Company will, in appropriate circumstances, issued instructions to the Contractor to remove such waste material. Payment for this work will be in accordance with the Contractor's tendered rates.

13.1.2 **Method of Litter Collection**

(i) Methods of litter collection may be by hand, paper picker or mechanical means as approved by the Estate Management Company.

(ii) Any damage caused to the soft landscaped or hard landscaped areas due to lifter picking/collection operations being carried out by the Contractor shall be made good at the Contractors expense and to the completed satisfaction of the Estate Management Company.

(iii) All arisings from litter collection operations shall be immediately cleared from each plot on completion. The Contractor shall leave groupings of collected litter on site for bulk removal unless specific approval from the Estate Management Company has been issued in writing.

13.2 **Standards**

13.2.1 **(i)**

Grade	Condition of Site
1	No litter or refuse
2	Predominantly free of litter and refuse apart from small items such as cigarette ends and ring pulls
3	Widespread distribution of small items such as beverage containers fast food packaging and animal faeces
4	Heavy littering of large and small items, with accumulations on boundaries
5	All litter picking to be carried out on a fortnightly basis.

(ii) Sites are zoned by performance category. In all cases, the requirement is to maintain or return the site to the standard set out below:

Zone

A All communal open spaces, and amenity space.

B All other areas.

13.2.2 **(i)** ***LCA1: Zone A*** *(PP1 – PP12)*

(a) The Contractor shall achieve Grade I after cleaning.

(b) If the standard of the site falls to Grade 2 or below, it shall be restored to Grade I within three hours of notification.

(iv) **** LCB1: Zone B*** *(PP1 – PP12)*

(a) The Contractor shall achieve Grade 2 after cleaning.

(b) If the standard falls to Grade 3, it shall be restored to Grade 2 within five days.

(c) If the standard falls to Grade 4, it shall be restored to Grade 3 within 48 hours.

13.2.3 **Response Times**

(i) The Contractor shall price to provide a 'call-out' facility. The Contractor shall price to attend areas specified by the Estate Management Company and commence operations to collect and remove the excessive litter from the areas failing to meet the designated zone requirements within the appropriate response time call-out, as detailed in 13.2.2 above.

LCO1:	*(a)*	*1 hour emergency litter pick*	*(during working hours)*
LCO2:	*(b)*	*3 hours emergency litter pick*	*(during working hours)*
LCO3:	*(c)*	*6 hours emergency litter pick*	*(during working hours)*
LCO4:	*(d)*	*1 hour emergency litter pick*	*(out of normal hours)*
LCO5:	*(e)*	*3 hours emergency Litter pick*	*(out of normal hours)*
LCO6:	*(f)*	*6 hours emergency Litter pick*	*(out of normal hours)*

Normal working hours are deemed for the purpose of this Specification to be 7.30 a.m. -6.00 p.m., Monday to Friday. Out of hours shall not include Bank Holidays.

13.3 ***LCO7: Remove Fly – Tipped Material***

The Contractor shall price to collect and remove 'fly-tipped' material and remove to the designated location for disposal.

13.4 **Emptying of Rubbish Bins**

(i) As part of the litter scavenge the Contractor shall allow for the emptying of rubbish bins and baskets within the contract area for the duration of the contract

(ii) The Contractor shall note that there are several different sizes and designs of litter bins used in this contract and the Contractor shall take this into account when pricing the following rates.

(iii) Every rubbish bin/basket shall be lined with an approved black plastic bag, which will be renewed at each time of collection. The Contractor shall include in their rate for the supply and installation of the black plastic bags, as detailed above.

(iv) All arisings shall be removed from site at the end of each work period and taken to the designated location for disposal.

(v) All damaged or missing litter bins and baskets shall be reported to the Estate Management Company within two working days.

(vi) Any additional litter bins or baskets installed within the boundary of the contract shall be emptied.

(vii) The Contractor shall clean the bins as regularly as is necessary to ensure that they remain clean, do not smell or attract unwanted insects or animals or become insanitary.

(viii) All litter bins shall be emptied at least once monthly, spaced at equal intervals, or more frequently where this is necessary to meet the standard specified in 13.5.(i).

13.5 ***LCO8: Standard***

(i) Each bin shall be emptied regularly so that at no time is a bin more than 75% full.

(ii) The Estate Management Company opinion shall be final when determining whether a bin requires emptying.

(iii) At no time shall there be litter protruding from the bin or around its base.

(iv) The Estate Management Company may instruct the Contractor to empty a litter bin which is not yet 75% full. This will be in exceptional circumstances, such as the presence of odorous rubbish. This shall be carried out at the Contractor's own expense.

(v) Each time a bin is emptied; all litter that has fallen within a 2.0 metre radius of the bin shall be removed.

13.6 ***LCO9: Clean and Disinfect Bins***

The Contractor shall price a rate to clean and disinfect a bin or basket following emptying, leaving the site clean and tidy, ensuring public health and safety at all times.

14.0 SHRUB BED MAINTENANCE [SB]

Preamble

14.1 **Litter**

(i) The Contractor shall remove all litter as detailed in Section 13 from all shrub areas.

(ii) All arisings shall be collected and removed from site at the end of each work period and taken to the designated location for disposal.

(iii) Remove, using correct horticultural practices, all fallen flowers, leaves and other debris. All cultivated areas shall be cleared of litter and other debris on each maintenance visit.

(iv) ***Edging***

(a) ****SBO1: Maintain Edges of Shrub Beds*** *(PP1-PP12)*

The Contractor shall maintain the edges of all shrub beds in a neat and tidy appearance by using a half moon edging iron on one occasion between October (PP10) and March (PP3). Bed soil shall be pushed back and left at a 45 degree angle from the edge, starting slightly below surrounding levels. The edges of beds abutting grassed areas shall be slightly sloped to avoid a vertical or undercut appearance. The shape and size of the bed edge shall not be altered by this operation. All litter, arisings and similar debris shall be removed from the adjacent channel for disposal in order to leave the channel neat and tidy following each visit. This operation shall be carried out in conjunction with Specification 8.4 of the Grass Maintenance Regime.

(b) ****SBO2: Trimming Grass Edges*** *(PP1-PP12)*

The edges of grass areas which abut maintained beds and similar areas shall be trimmed with long handled shears or other approved mechanical means, at a frequency detailed in Grass Specification Section 8.4 of the Grass Maintenance Regime.

14.2 **Shrub Beds Regime A - 'Ornamental'** **[SBA]**

14.2.1 **Hand Weeding and General Maintenance**

****SBA1: Ornamental Shrub Area Maintenance*** *(PP1 - PP12)*

(i) The Contractor shall visit each shrub bed identified for Regime A Maintenance on a minimum of 26 occasions equally spaced through the year, i.e. fortnightly visits. The Contractor shall undertake the following operations on each visit;

(ii) Remove, using correct horticultural practices, all fallen flowers, leaves and other debris. All cultivated areas shall be cleared of litter and other debris, as detailed in Section 13.0. The Contractor shall ensure that each maintenance visit coincides with a litter removal visit.

(iii) The Contractor shall prune shrubs in accordance with Specification 14.4, in order to prevent obstructions to paths, roads, signs, steps, sight lines, windows, doors and other similar situations and to allow access as directed by the Estate Management Company.

(iv) The Contractor shall at each visit remove all dead, damaged, infested, reverted or diseased branches and stems using correct horticultural practices. The Contractor shall otherwise prune all plant material at the correct pruning time and in accordance with point 14.4.3 of this specification. Any plants grown for winter stem colour or similar effects, as specified by the Estate Management Company shall be pruned at the optimum time to provide the maximum display.

(v) All dead shrubs and plants shall be removed and the Estate Management Company advised.

(vi) The Estate Management Company may instruct the Contractor to supply and plant new plant material in accordance with the Planting Specification, at the same time as the plant material is removed or as specified by the Estate Management Company within the planting season.

(vii) Remove weeds by pulling by hand, hoeing and raking, avoiding damage to stems, branches and plant roots, leaving a clean weed free surface cultivated to a medium tilth. No herbicides shall be used.

14.2.2 **** SBA2: Cultivation Visit*** *(PP11)*

(i) The Contractor shall undertake the following works to the entire shrub bed on one occasion during November (PP11).

(ii) The Contractor shall cultivate beds to relieve areas of compaction to a depth of 75mm in order to maintain a high standard of appearance, by forking or similar approved method. Care will be taken not to damage or disturb roots, branches and stems, and avoid excessive treading of the surface. The Contractor shall break down any lumps and leave the surface weed free with a medium/fine tilth.

14.3 Shrub Beds Regime B - 'Native' [SBB]

14.3.1 Hand Weeding and General Maintenance

****SBB1: Native Shrub Area Maintenance*** *(PP1 - PP12)*

(i) The Contractor shall visit each shrub bed identified for Regime B Maintenance on a minimum of 12 occasions equally spaced through the year, i.e. monthly visits. The Contractor shall undertake the following operations on each visit;

(ii) Remove, using correct horticultural practices, all fallen flowers, leaves and

other debris. All cultivated areas shall be cleared of litter and other debris, as detailed in Section 13.0. The Contractor shall ensure that each maintenance visit coincides with a litter removal visit.

(iv) The Contractor shall at each visit remove all dead, damaged, infested, reverted or diseased branches and stems using correct horticultural practices. The Contractor shall otherwise prune all plant material that can be correctly pruned in accordance with 14.4 of this specification. Any flowering materials or plants grown for winter stem effect, that would have their display value reduced if pruned at this time, shall not be pruned. The Estate Management Company will instruct the Contractor to prune such shrubs in accordance with the timing for pruning detailed in Section 14.4.3.

(v) All dead shrubs and plants shall be removed and the Estate Management Company advised.

(vi) The Estate Management Company may instruct the Contractor to supply and plant new plant material in accordance with the Planting Specification, at the same time as the plant material is removed or as specified by the Estate Management Company within the planting season.

(vii) Remove weeds by pulling by hand, hoeing and raking, avoiding damage to stems, branches and plant roots, leaving a clean weed free surface cultivated to a medium tilth. No herbicides shall be used.

14.3.2 **** SBB2: Cultivation and Pruning Visit*** *(PP11 - PP3)*

(i) The Contractor shall visit each shrub bed on one occasion in the winter during November (PP11) to March (PP3). The Contractor shall undertake all the following operations during this visit.

(ii) The Contractor shall cultivate beds to relieve areas of compaction to a depth of 75mm in order to maintain a high standard of appearance, by forking or similar approved method. Care will be taken not to damage or disturb roots, branches and stems, and avoid excessive treading of the surface. The Contractor shall break down any lumps and leave the surface weed free with a medium/fine tilth.

All arisings shall be collected and disposed of as specified in 13.0.

(iii) The Contractor shall allow in their rates to cut back shrubs when necessary by not more than one-third of the previous year's incremental growth in order to prevent obstructions to paths, roads, signs, steps, sight lines, windows, doors and other similar situations to allow access as specified by the Estate Management Company. Where plant material becomes an obstruction, the Contractor shall be required to reprune the material within 48 hours of notification by the Estate Management Company and at no additional cost to the Estate Management Company.

14.3.3 **** SBC2: Cultivation and Pruning Visit*** *(PP11 - PP3)*

(i) The Contractor shall visit each shrub bed on one occasion in the winter during November (PP11) to March (PP3). The Contractor shall undertake all the following operations during this visit.

(ii) The Contractor shall cultivate beds to relieve areas of compaction to a depth of 75mm in order to maintain a high standard of appearance, by forking or similar approved method. Care will be taken not to damage or disturb roots, branches and stems, and avoid excessive treading of the surface. The Contractor shall break down any lumps and leave the surface weed free with a medium/fine tilth.

All arisings shall be collected and disposed of as specified in 13.0.

(iii) The Contractor shall allow in their rates to cut back shrubs when necessary by not more than one-third of the previous year's incremental growth in order to prevent obstructions to paths, roads, signs, steps, sight lines, windows, doors and other similar situations to allow access as specified by the Estate Management Company. Where plant material becomes an obstruction, the Contractor shall be required to reprune the material within 48 hours of notification by the Estate Management Company and at no additional cost to the Estate Management Company.

14.4 **** SBB3/SBC3: Winter Chemical Application*** *(PP1 - PP4)*

(i) The Contractor shall visit each Regime B shrub bed on one occasion during January (PP1) – April (PP4). The Contractor shall supply a residual herbicide approved by the Management Company and apply it at the manufacturer's recommended rates during frost free conditions to all shrub beds. The Contractor shall ensure that the herbicide is applied to ground free of weeds, leaves and litter to prevent all weed re-growth, until 31st July of the following summer.

(ii) The Contractor shall, by use of approved herbicides or hand weeding, ensure that the weed coverage does not exceed 5% of the total area of each shrub bed during the period defined in 14.3.3(i). The Contractor shall ensure that no damage to ornamental plants results from herbicide applications.

14.5 ****SBB4/SBC4: Autumn Chemical Application*** *(PP10)*

(i) The Contractor shall on one occasion during October (PP10), supply a translocated herbicide such as 'Glyphosate' or similar approved by the Estate Management Company and apply it during suitable conditions, in accordance with manufacturer's recommended rates and instructions, to all shrub beds identified for maintenance under this regime to prevent all weed growth until

31st December of the year in which the herbicide was applied. Any subsequent Weed growth shall be immediately treated at the Contractor's expense.

(ii) The Contractor shall, by use of approved herbicides or hand weeding, ensure that the weed coverage does not exceed 5% of the total area of each shrub bed during the period defined in 14.3.3(i) above. The Contractor shall ensure that no damage to ornamental plants results from herbicide applications.

14.6 **** SBB5/SBC5: Hand Weed Replanted Areas*** *(PP1 – PP12)*

(i) Following 'gap planting', normally November (PP11) to March (PP2), the Contractor shall carry out the following regime until beds are deemed by the Estate Management Company to have become established enough for winter chemical application. This shall include hand weeding, re-firming any planted material and pruning as necessary, in order to establish the planted area.

(ii) Should the Contractor apply pesticide to the areas that the Estate Management Company has designated as 'newly planted', then the Contractor shall be required to replace all plant material deemed by the Estate Management Company to be damaged or dead due to the Contractor's negligence, at no extra expense.

14.7 **Pruning**

14.7.1 **Preamble**

(i) The Contractor shall prune all plant material at the correct pruning time and in accordance with this Specification.

(ii) This represents general guidelines for pruning. The Contractor shall note that pruning methods differ with species, cultivar, maturity and the exact position of the shrub. If the Contractor is in any doubt about the appropriate method to be used, then the advice of the Estate Management Company shall be sought.

(iii) Pruning of individual shrubs shall be carried out using skilled labour only and adopting correct horticultural practice.

(iv) The purpose of pruning is to build a strong framework, keeping shrubs healthy and vigorous, maintaining the shape and balance, ensuring the maximum amount of flowering wood is produced and that the shrubs do not create a nuisance or danger. All pruning shall be carried out to the highest horticultural standards using secateurs, loppers and other method approved by the Estate Management Company. Cuts shall be made to an outward pointing bud. Suckers shall be removed at their source on the roots of affected shrubs. Reverted branches shall be treated in a similar manner. All areas adjoining footpaths and other surfaces shall be swept/raked following

pruning works at the end of each work period, leaving the area neat and tidy.

(v) The Contractor shall allow when pruning shrubs in order to prevent obstructions to paths, roads, signs, steps, sightlines, windows, doors and other similar situations, and to allow access.

(vi) The Contractor shall remove all dead, damaged, infested, reverted or diseased branches and stems, using correct horticultural practices.

(vii) If a shrub is winter berry-bearing, pruning shall not be carried out until March (PP3), or until there are no berries remaining (whichever is the sooner). When pruning is undertaken, care shall be taken to leave as many berries as possible and at least 2" (60mm) of the previous year's growth, to allow flowering the following year.

(viii) All dead flower heads shall be removed to maintain display and keep a well cared for appearance.

(ix) All climbing plants shall be tied in as necessary and the Contractor shall inspect any wires, frames and supports for damage. Any damage shall be reported to the Estate Management Company.

14.7.2 **Important Pruning Instructions**

The following practices shall not be tolerated:

(i) Never cut everything off at one level.

(ii) Never prune up the stems of plants to access litter.

(iii) Do not open up shrub beds unnecessarily by pruning back each shrub all over. A natural looking shrub bed shall be achieved, not topiary.

(iv) If in the opinion of the Estate Management Company, the Contractor has incorrectly pruned any shrubs, then the Contractor shall prune to make good to the complete satisfaction of the Estate Management Company. Replacement or remedial work shall be carried out at the Contractor's expense, unless the damage to the shrubs has resulted from acts of vandalism or theft.

14.7.3 **Pruning Schedule**

A ***Slow Growing Specimen***

If pruning is required, it will only involve light shaping and shall be carried out February (PP2) to March (PP3).

B ***Spring Flowering***

All wood which has borne flowers shall be removed. Young wood shall be retained to ripen and produce flowers in the following year. Thin out crowded and crossing shoots and remove weak growth. Pruning shall be carried out after flowering in May (PP5) to July (PP7).

C ***Most Deciduous/Vigorous Evergreen***

One or two old stems shall be removed completely and the younger flowering

shoots shall cut back to the fresh growth of the main branches. Thin out crowded and crossing shoots and remove weak growth. Pruning shall be carried out between November (PP11) and March (PP3).

D ***Stem Effect/Marginal Hardiness***

The previous season's wood shall be cut back to within two or three buds of the old wood. Thin out crowded and crossing shoots and remove weak growth during March (PP3) to April (PP4).

14.7.4 **Remedial Pruning**

The Estate Management Company may instruct the Contractor to undertake remedial pruning to shrubs. This work will be assessed on a square meter basis and may include the entire bed or part of it. Examples might include shrubs which have overgrown their position and become too tall, wide or mature. Some of the techniques are detailed below but this list is not exhaustive and the Contractor shall be required to liaise closely with the Estate Management Company to ensure methods adopted are appropriate to particular situations.

14.7.5 **Solid Shrub Blocks Abutting Pavements**

Where shrubs have been historically faced up, they may resemble hedges and may even have been cut accordingly. If the Estate Management Company applies the remedial pruning rate to convert such beds back to a specified regime, then it may be carried out over two or more seasons, treating half or less of the bed at a time, adopting the following:

(i) Branches which are strongly growing towards the pavement or road shall be cut off at ground level or back to the main trunk.

(ii) The remaining branches shall be reduced beyond any twiggy front edge to expose the structure. Where possible, the branches shall be thinned as necessary to create a structure appropriate to its position.

(iii) All dead, diseased, damaged and crossing branches shall be removed and the resultant shape must be natural. Where possible, pruning cuts shall be above a bud.

(iv) When pruning is complete, the structure shall be such that the shrub will not extend over the pavement after a season's growth.

(v) To prevent the face of evergreen shrubs being cut back too hard in one season, the Estate Management Company may specify that the work shall be extended over two growing seasons.

(vi) During remedial pruning, the removal of berrying or flowering wood may be necessary but this will only take place with the Estate Management Company authorization.

14.7.6 **Tall and Specimen Shrubs**

(i) Where such beds front the pavement and form impenetrable blocks, by carrying out steps detailed in 14.4.5(i) - (vi), access can be gained to the centre of the beds.

(ii) At this stage, sufficient of the oldest, upright branches shall be removed at ground level or back to a main trunk to open up the canopy and encourage healthy, young wood.

(iii) Work shall now continue using approved hand tools to produce a new structure of a size appropriate to its position to a maximum of 2.4m but this is dependent on species/cultivar. With vigorous shrubs, such as certain Pyracantha cultivars, pruning cuts' shall be made to encourage less vigorous, down aimed shoots.

(iv) The pruning shall be deemed complete when shrubs have a naturally shaped canopy, with the bulk of the growth being between 1.5m and 2.0m.

15.0 TREE MANAGEMENT [TM]

Tree work

The Contractor shall allow a sum to maintain all tree stock in accordance with the specification set out below.

15.1 Preambles

(i) Prior to starting work the Estate Management Company and Contractors shall agree the trees that are to receive work.

(ii) Prior to, during and after work the Contractor should avoid damage to neighbouring trees, plants and property.

(iii) All works should be in accordance with BS:3998 2010 and Forestry and Arboricultural Training and Safety Council Safety Guides. All operatives undertaking chainsaw work must hold appropriate certification and should be approved members of the Arboricultural Association.

(iv) As a general rule, wherever possible, management should be as minimal as possible, subject to meeting health and safety requirements.

(v) Any works to the trees is to be carried out in accordance with the legal agreement for the site and therefore following consultation and written consent from the Local Planning Authority (LPA).

15.2 Generally

15.2.1 ***TMSG01: Tree Stakes and Ties*** *(PP1 - PP12)*

(i) The Contractor should check on a two monthly basis the condition of Tree Stakes and Guys. In addition further inspections should be carried out immediately after strong winds.

(ii) Stakes – replace loose, broken or decayed stakes to original specification. If longer than half of clear tree stem height, cut to this height in spring. Retie to tree firmly but not tightly with a single tie.

(iii) Ties – Adjust, refix or replace loose or defective ties, allowing for growth and prevent chaffing. Where chaffing has occurred, reposition or replace ties to prevent further chaffing.

(iv) Removal of Stakes and Ties – remove stakes and ties two years after planting. Fill stake holes with lightly compacted soil.

15.2.2 ***MGW01:Tree Guys** *(PP1 – PP12)*

(i) The Contractor should check on a two monthly basis the condition of Tree Guy Wires. In addition further inspections should be carried out immediately after strong winds.

(ii) Operations – replace or resecure loose or missing guy wires. Adjust to suit stem growth and to provide correct and uniform tension.

(iii) Removal – two years after planting.

15.2.3 ****TMR01: Re-firming Trees and Specimen Shrubs*** *(PP1 – PP12)*

Re-firming Trees and Shrubs – shall be carried out after strong winds, frost heave and other disturbances. To re-firm the Contractor should tread around the base until firmly bedded. Any collars in the soil at the base of tree stems, created by tree movement should be broken up by fork, avoiding damage to roots. The voids should be backfilled with topsoil and re-firmed.

15.2.4 ****TMTGG01: Tree Guards and Grills*** *(PP1/PP7)*

(i) Tree Guards – loose or defective guards; adjust, re-fix or replace to original specification and to prevent chafing. Visit on a minimum of two occasions per annum.

(ii) Tree Grilles – lift grilles, remove weeds, adjust levels as necessary and lightly compact. Refit grilles, refill interstices and lightly compact to correct level. Material for making up levels and refilling should be horticultural grit.

15.2.5 ****TMFP01: Formative Pruning*** *(PP1–PP4)*

(i) Formative Pruning of young trees – This work should be undertaken to ensure the successful establishment of the trees. The works should not be carried out during the late winter/early spring sap flow period.

(ii) Young trees up to 4m high should be crown pruned by removing dead branches and reducing selected side branches by one third to preserve a well balanced head and ensure the development of a single strong leader. Remove duplicated branches and potentially weak or tight forks. In each case cut back to live wood.

(iii) Extensive pruning of young trees and any surgery to larger trees must be

carried out by an approved member of the Arboricultural Association or other approved specialist.

15.3 ***TMCOD01: Cleaning Out and Deadwooding*** *(PP4/PP10)*

Remove:

- Dead, dying, or diseased wood, broken branches and stubs.
- Fungal growths and fruiting bodies
- Rubbish, wind blown or accumulated in branch forks
- Wires, clamps, boards and metal objects, if removable without causing further damage and not part of a support structure that is to be retained.
- Other unwanted objects, e.g. tree houses, swings.
- Climbing plants

15.4 ****TMCP01: Cutting and Pruning Generally*** *(PP4/PP10)*

(i) All the tools used should be appropriate, well maintained and sharp. Final pruning cuts – do not use chainsaws on branches of less than 50 cm diameter. When using handsaws, cut in one continuous operation to form a smooth cut surface. Do not use anvil type secateurs.

(ii) When removing branches do not damage of tear the stem.

(iii) Keep wounds as small as possible, cut cleanly back to sound wood leaving a smooth surface, and angled so that water will not collect on the cut area.

(iv) When cutting, cut at fork or at the main stem to avoid stumps wherever possible.

(v) Large branches – remove only if unavoidable. Remove in small sections and lower to the ground with ropes and slings.

(vi) Dead branches and stubs – when removing do not cut into live wood.

(vii) Unsafe branches – remove epicormic shoots and potentially weak forks that could fail in adverse weather conditions.

(viii) Disease of fungus – give notice if detected. Do not apply fungicide or sealant unless instructed.

(ix) Bark Damage – wounds – do not attempt to stop sap bleeding. Gently remove ragged edges and remove splintered wood from deep wounds as small as possible. Give notice if there is any liquid or flux oozing form apparently healthy bark.

(x) Cavities in Trees – Cavities should be investigated. Old cavities in mature trees should be left alone subject to health and safety audit. New cavities are likely to have been made by woodpeckers and may reflect nesting in which case disturbance is illegal. Where the extent of a cavity is not visible, there is also a risk a bat or bats may be present. Such cavities should be notified but

no further action taken without advice from a suitably qualified ecologist. For new small cavities in ornamental species, where bats or nesting birds are obviously absent, rubbish and rotten wood should be removed. The cavity should be probed to find the extent of any decay, and give notice. The cavities should not be covered.

(xi) Stack all wood arising from the works in neat piles in areas to be agreed with the ecologist to provide invertebrate habitat opportunities.

15.5 ***TMCRS01: Crown Reduction/Shaping***

(i) In general cut back selectively to lateral or sublateral buds or branches to retain flowing branch lines without leaving stumps.

(ii) The extent of the works will be as instructed by the client.

15.6 ***TMCL01: Crown Lifting***

(i) Removing branches: remove whole branches back to the stem, or cut lower portions of branches back to lateral or sublateral buds or branches. Do not leave stumps.

(ii) The extent of the works will be as instructed by the Estate Management Company. In general for clearance remove branch systems to give clearances as follows: 2.5m above pathways, 3m above cycleways, above vehicle carriageways.

15.7 ***TMCT01: Crown Thinning***

(i) When removing branches, remove inward growing, crossing, rubbing, dead and damaged branches. When thinning selectively remove an agreed percentage of secondary and small live branch growth evenly throughout the crown. When cutting make no cuts of more than 50mm diameter. Cut portions of branches back to lateral or sublateral buds or branches without leaving stumps. The appearance should be uniform with a well balanced structure of branches and foliage.

(ii) The extent of the works will be as instructed by the Estate Management Company.

15.8 ***TMSF01: Selective Tree Felling***

(i) Carry out selective felling of weaker specimens and replace with native trees.

15.9 ***TMTI01: Tree Inspection***

(i) Review the existing and newly planted trees at regular intervals to maintain the

longevity of the tree stock on site. Remove all stakes and ties after year 2. Carry out works in accordance with 13.2.3 to 13.2.8 inclusive.

15.10 ***TMEC01: Emergency Call Out***

(i) The Contractor shall price to provide a call out facility
TMEC01a: 1 hour emergency call out (during working hours)
TMEC01b: 1 hour emergency call out (out of working hours)

(ii) Normal working hours are deemed for the purpose of the Specification to be 7.30am – 6.00pm, Monday to Friday. Out of hours shall not include Bank Holidays.

17.0 STORM DRAIN MANAGEMENT [BM]

17.1 STORM DRAIN MAINTENANCE

The Contractor sshouldinspect storm drain to ensure its effective operation.

Any maintenance work to be carried out must be confirmed by the LPA

Schedule of Maintenance

Refer also to Appendix A - Typical Maintenance Schedule (17).

17.3 Regular Maintenance

17.3.1 ****BML01: Litter*** *(PP1 - PP12)*

(i) Carry out litter debris and removal.

17.3.4 ****BMVM01: Vegetation Management*** *(PP1 - PP12)*

(i) Management of vegetation and removal of nuisance plants.

17.3.5 ****BMSR01: Sediment and Dead Growth Removal***
(PP3/PP10)

(i) Remove sediment from inlets, outlet and fore bay. Tidy all dead growth before start of growing season.

17.4 Occasional Maintenance

17.4.1 ***BMOM01: Occasional Maintenance***

(i) Re-seed areas of poor vegetation growth, prune and trim trees and remove

cuttings and remove sediment from fore bay when 50% full.

17.5 **Remedial Actions**

17.5.1 ***BMRA01: Remedial Actions***

(i) Repair erosion or other damage by re-seeding or re-turfing. Realignment of rip-rap, repair and rehabilitation of inlets, outlets and overflows, re-level uneven surfaces and reinstate design levels as required.

17.6 **Monitoring**

17.6.1 ****BMM01: Inspecting*** *(PP1 - PP12)*

(i) Inspect inlets, outlets and overflows for blockages and clear as required. Inspect bank sides, structures, pipework etc. for evidence of physical damage.

****BMM02: Checking*** *(PP3/PP10)*

(ii) Inspect inlets and facility surface for silt accumulation and establish appropriate silt removal frequencies. Check mechanical devices.

17.7 **Excavated Sediments and Disposal**

Sediments excavated from detention basins that receive runoff from residential or standard road and roof areas are generally not toxic or hazardous material and can therefore be safely disposed of by either land application or land filling. However, consultation should take place with the environmental regulator to confirm appropriate protocols. Sediment testing may be required before sediment excavation to determine its classification and appropriate disposal methods. In the majority of cases it will be acceptable to distribute the sediment on site if there is an appropriate safe and acceptable location to do so.

RoSPA audit to be undertaken and findings adopted to ensure the storm drain is safe for maintenance and end user.

18.0 MAINTENANCE AND INSPECTION OF PLAY AREAS [PA]

18.01 **Litter**

Play areas shall be kept free of litter, so that at no time shall litter coverage of 5% be tolerated, and in accordance with Section 13.0 of this specification.

18.02 **PAI: Play Areas Inspection**

(i) The Contractor shall allow a sum to maintain ensure that the play area is inspected **weekly** in accordance with ROSPA Information Sheet Number 24, attached in appendix B and any work required is carried out.

(ii) In addition to (i) the Contractor shall allow a sum to maintain ensure that the play area is inspected **annually** in accordance with ROSPA Guidance and EN1176/7.

(iii) Inspection should be by an independent specialist.

(iv) A report should be written covering site safety and condition of equipment, surfacing and ancillary safety items and compliance with EN1176 where relevant. The report should include any remedial action required with an assessment of the degree of risk.

Appendix A
Typical Maintenance Schedule

ANNUAL MAINTENANCE PROGRAMME

ACTIVITY	J	F	M	A	M	J	J	A	S	O	N	D
SECTION 8: GRASS MAINTENANCE												
Amenity Grass Cutting (GCA1)												
Meadow Grass Cutting (GCM1)												
Wildflower Cutting (GCF1)												
Edge Trimming												
Chemical Turf Care (GCO1)												
Arisings (GC04)												
Repairs (GC05 / GC06)												
SECTION 9: HARD LANDSCAPE												
Sweeping of Roads, Car Parks, Paths (HLM1)												
Inspect and Repair Fencing												
Weed Control (HLM2)												
Gullies (HLM3)												
SECTION 10: HEDGE MAINTENANCE												
Pruning - Low Vigor (HMA1)												
Maintenance - Hedge Base (HM02)												
SECTION 11: HERBACEOUS BORDERS												
General Maintenance Visits (HB01)												
Cultivate / Fertilise (HB02)												
Edging of Herbaceous Borders (HB03)												
Autumn Maintenance Visits (HB04)												
Water Planted Areas (HB05)												
Split / Replace Plants (HB07)												
SECTION 12: LEAF CLEARANCE												
Leaf Clearance (LE01)												
SECTION 13: LITTER CLEARANCE												
Litter Clearance (LCA1 – LCB1)												
Emptying of Litter Bins (LC08 / LC09)												

ACTIVITY	J	F	M	A	M	J	J	A	S	O	N	D
SECTIONS 14: SHRUB BED MAINTENANCE												
Edging / trimming of Shrub Beds (SB01 / SB02)												
Shrub Area Regime A 'Ornamental' (SBA1)												
Cultivation Visit Regime A (SBA2)												
Shrub Area Regime B 'Native' (SBB1)												
Cultivation Visit Regime B (SBB2)												
Shrub Area Regime C 'Buffer' (SBC1)												
Cultivation Visit Regime C (SBC2)												
Winter Chemical Application (SBB3 / SBC3)												
Autumn Chemical Application (SBB4 / SBC4)												
Hand Weed (SBB5 / SBC5)												
Formative / remedial pruning												
Weed control												
Replacement planting												
Guards/fencing/supports												
Maintain woodchip/mulch												
SECTIONS 15: TREE MANAGEMENT												
Formative / Remedial Pruning (TMFP01)												
Refirming Trees (TMR01)												
Replacement Planting												
Stakes / Supports (TMSG01 / MGW01)												
Tree Guards and Grilles (TMTGG01)												
Pruning / Deadwooding (TMCOD01 / TMCP01)												
Avoid Nesting Birds/Bat Roosting												
SECTIONS 17: STORM DRAIN MANAGEMENT												
Litter Picking / Grass Cutting (BML01/BMGC01)												
Sediment and Dead Growth (BMSR01)												
Inspecting (BMM01)												
Checking (BMM02)												
SECTIONS 18: PLAY AREAS												
Annual Play Inspection												

Appendix B
RoSPA Information Sheet Number 24

The Royal Society for the Prevention of Accidents
Play Safety Information Sheet
Revision Date: 18.10.2004

Information Sheet Number 24

Routine Inspection of Play Areas

Introduction

The regular check of the children's playground is intended to be quick and simple. Its primary function is to identify faults or dangers arising from vandalism or breakage.

Such inspections can be carried out by staff other than specialists whose duties may take them to the playground from time to time. It may be economic to tie it to a contract cleansing company, for example. Training is available from RoSPA.

Training can be linked to the annual inspections. Annual inspections should be carried out by an independent, suitably qualified specialist.

Site and ancillary items

- ❒ Are signs present and legible?
- ❒ Are road barriers present and in good condition?
- ❒ Are fences complete and secure?
- ❒ Are the gates in working order?
- ❒ Are pathways undamaged and unobstructed?
- ❒ Is the site free of litter or any dangerous object?
- ❒ Are the seats secure and undamaged?
- ❒ Are the litter bins secure and undamaged?
- ❒ Have they been emptied?
- ❒ Has the planting been damaged?

Surfacing

- ❒ Is all safety surfacing undamaged?
- ❒ Are loose-fill surfaces at the right level?

Equipment

All items

- ❒ Are all supports present?
- ❒ Is all timber work undamaged?
- ❒ Are all safety barriers present?

Swings

- ❒ Are the swing chains unbroken?
- ❒ Are the seats fixed on securely and undamaged?

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Appendix C
Maintenance Plan D2763.L.7001

A3 File Reference D2763-FAB-00-XX-DR-L-7001.dwg Plot Date 12-Nov-19

Key

Planning Application Site Boundary

Hard Landscape

- Hard Landscape - Concrete Sett Paving [HL]
- Hard Landscape - Macadam Surfacing [HL]
- Hard Landscape - Concrete Slabs [HL]
- Hard Landscape - Compacted Aggregates [HL]
- Hard Landscape - Timber Boardwalk [HL]
- Hard Landscape - Existing Steps / Retaining Wall to be Retained [HL]
- Hard Landscape - Existing Storm Drain to be Retained [HL]
- Hard Landscape - Natural Play Equipment [HL]

Soft Landscape

- Existing Tree Retained [TM]
- Existing Tree Removed [TM]
- Proposed Tree Planting [TM]
- Proposed Native & Ornamental Woodland Planting [SBB]
- Proposed Native Shrub Planting [SBB]
- Proposed Shrub Planting [SBA]
- Proposed Amenity Grass [GCA1]
- Proposed Wildflower Meadow Species [GCF1]
- Proposed Grassland Meadow Species [GCM1]
- Proposed Hedge Planting [HM]

Note for Contractors
This drawing should be considered along with the risk information contained in the CDM Pre-construction Information. This information will include details of the SIGNIFICANT risks which fabrik has identified which may arise from constructing their designs shown on this drawing. A Competent Contractor should be aware of the typical risks associated with doing this work.

Note for Workers
DO NOT START YOUR WORK unless you know the Risks and Controls relating to the work on this drawing (including SAFE SEQUENCES OF WORK and EQUIPMENT).

STOP Do not issue copies of parts of this drawing without the above Note for Workers (unless you are sure that the Workers can undertake the work safely).

0 5 10 20 30 40 50 70 100m

1:1,000

north

Revision	Date	Reason	Drawn	Checked
PL01	12.11.19	Issued for planning approval	JN	MB

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1. This drawing is copyright of fabrik ltd. It must not be copied or reproduced without written consent from the owner.
2. Do not scale from this drawing. Only figured dimensions are to be taken from this drawing.
3. All contractors must visit site and be responsible for taking and checking all dimensions related to the works shown on the drawing prior to fabrication or setting out.

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Project: Colt International Site, Havant
Client: Drew Smith
Drawing Title: Landscape Management Plan
Purpose of Issue: ISSUED FOR PLANNING APPROVAL
Drawn By: JN
Checked By: MB
Drawn Scale: 1:1000 @ A3
Date of First Issue: Nov | 2019

Project Number	Origin	Zone	Level	File Type	Role	Number	Revision
D2763	FAB	00	XX	DR	L	7001	PL01

Appendix D
Colt International Site, Havant Planting Schedule

INDICATIVE PLANT SCHEDULE

PROPOSED TREES

PROPOSED FEATURE TREES

Species	Symbol	Girth	Height	Notes
Amelanchier lamarckii	Alm		200-250cm	Multi Stem :3/5 brks
Acer campestre	Ac	10-12cm	300-350cm	RB: Selected Standard: Clear Stem 175-200
Liquidambar styraciflua	Ls	18-20cmg	425-650cm	RB :Clear Stem min. 200
Prunus serrula	Ps	12-14cmg	350-425cm	RB :Clear Stem 175-200
Betula pendula	Bpm	10-12cmg	350-425cm	RB :Selected Standard :Clear Stem 125-150

PROPOSED STREET TREES

Species	Symbol	Girth	Height	Notes
Pyrus calleryana 'Chanticleer'	PcC	12-14cmg	350-425cm	RB :Clear Stem 175-200
Prunus avium 'Plena'	Pa 'P'	12-14cmg	350-425cm	RB :Clear Stem 175-200
Tilia cordata 'Green Spire'	TcGS	12-14cmg	350-425cm	RB :Clear Stem 175-200
Tilia euchlora	Te	14-16cmg	350-425cm	RB :Clear Stem 175-200
Carpinus betulus 'Frans Fontaine'	Cb F	12-14cmg	350-425cm	RB :Clear Stem 175-200

PROPOSED GARDEN TREES

Species	Symbol	Girth	Height	Notes
Amelanchier lamarckii	Alm		200-250cm	Multi Stem :3/5 brks
Malus tschonoskii	Mt	12-14cmg	350-425cm	BR :Clear Stem 175-200
Prunus serrula	Ps	12-14cmg	350-425cm	RB :Clear Stem 175-200

PROPOSED GREEN INTERFACE TREES

Species	Symbol	Girth	Height	Notes
Acer campestre	Acm		200-250cm	RB:Feathered
Acer campestre	Ac	10-12cmg	300-350cm	RB :Selected Standard :Clear Stem 175-200
Betula pendula	Bpm		200-250cm	Multi Stem :3/5 brks
Betula pendula	Bp	10-12cmg	350-425cm	RB :Selected Standard :Clear Stem 125-150
Carpinus betulus	Cp	10-12cmg	300-350cm	RB :Selected Standard :Clear Stem 175-200
Corylus avellana	Ca	10-12cmg	300-350cm	RB :Selected Standard :Clear Stem 175-200
Fagus sylvatica	Fs	10-12cmg	300-350cm	RB :Selected Standard :Clear Stem 175-200
Sorbus aucuparia	Sa	10-12cmg	300-350cm	RB :Selected Standard :Clear Stem 125-150

PROPOSED WOODLAND ADVENTURE TREES

Species	Symbol	Girth	Height	Notes
Aesculus hippocastanum	Ah	12-14cmg	350-425cm	BR :Clear Stem 175-200
Acer campestre	Ac	12-14cmg	350-425cm	BR :Clear Stem 175-200
Acer campestre	Acm		200-250cm	Multi Stem :3/5 brks
Betula pendula	Bp	12-14cmg	350-425cm	BR :Clear Stem 175-200
Betula pendula	Bpm		200-250cm	Multi Stem :3/5 brks
Corylus avellana	Cam		200-250cm	Multi Stem :3/5 brks
Fagus sylvatica	Fs	10-12cmg	350-425cm	BR :Clear Stem 175-200
Quercus robur	Qr	14-16cmg	350-425cm	RB :Clear Stem 175-200
Sorbus aucuparia	Sa	10-12cmg	300-350cm	RB :Clear Stem 125-150

PROPOSED HERBACOUS / SHRUBS

PROPOSED SPECIMENS

Species	Height	Condition
Amelanchier lamarckii	120-180cm	10L
Clematis armandii	100-150cm	15-20L
Clematis 'Etoile Violette'	100-150cm	15-20L
Clematis montana 'Marjorie'	80-100cm	10L
Ilex crenata (ball)	50cm	15-20L
Parthenocissus triscuspidata	100-150cm	15-20L
Phormium 'Platt's Black'	60-80cm	10L
Viburnum × bodnantense 'Dawn'	120-150cm	15L
Euonymus alatus	120-150cm	15L

NEIGHBOURHOOD QUARTER

Species	Height	Condition	Density
Achillea millefolium 'Cerise Queen'	20-30cm	3L	9/m²
Alchemilla mollis	30-40cm	3L	7/m²
Allium hollandicum 'Purple Sensation'		Grade 12/14	10/m²
Bergenia 'Bressingham Ruby'	30-40cm	3L	9/m²
Bergenia 'Bressingham White'	30-40cm	3L	9/m²
Bergenia 'Silberlicht'	30-40cm	3L	9/m²
Berberis thunbergii 'Atropurpurea Nana'	20-30cm	5L	5/m²
Carex divulsa	30-40cm	3L	7/m²
Carex testacea	30-40cm	3L	5/m²

Calamagrostis x acutifolia 'Karl Foerster'	40-60cm	5L	5/m²
Choisya 'Aztec Pearl'	60-80cm	10L	3/m²
Ceanothus thyrsiflorus 'Skylark'	30-40cm	5L	5/m²
Cistus 'Grayswood Pink'	30-40cm	5L	5/m²
Cornus alba 'Elegantissima'	40-60cm	3L	5/m²
Cornus alba 'Kesselringii'	40-60cm	3L	5/m²
Cornus alba 'Midwinter Fire'	40-60cm	3L	5/m²
Cornus alba 'Siberica'	60-80cm	10L	3/m²
Cornus sanguinea	60-80cm	5L	5/m²
Cytisus burkwoodii	30-40cm	5L	5/m²
Deschampsia cespitosa goldtau	30-40cm	3L	5/m²
Echinacea purpurea 'White Swan'	30-40cm	3L	7/m²
Echinacea purpurea 'Magnus'	30-40cm	3L	7/m²
Escallonia 'Donard Seedling'	60-80cm	10L	3/m
Euonymus fortunei 'Emerald Gaiety'	30-40cm	5L	5/m²
Euonymus fortunei 'Emerald Gold''	30-40cm	5L	5/m²
Geranium 'Johnsons blue'	30-40cm	3L	4/m²
Geranium macrorrhizum spessart	30-40cm	3L	9/m²
Geranium 'Rozanne'	30-40cm	3L	9/m²
Geum 'Mrs J. Bradshaw'	30-40cm	3L	7/m²
Hebe 'Midnight Sky'	30-40cm	5L	5/m²
Hebe rakiensis	30-40cm	5L	7/m²
Hebe 'Red Edge'	40-60cm	5L	7/m²
Heuchera cylindrica 'Greenfinch'	20-30cm	3L	9/m²
Heuchera Palace Purple'	20-30cm	3L	9/m²
Hydrangea macrophylla 'Bouquet Rose'	40-60cm	5L	5/m²
Hydrangea paniculata	40-60cm	5L	5/m²
Hydrangea quercifolia	40-60cm	5L	5/m²
Ilex crenata	25-30cm	5L	4/m
Ligustrum ovalifolium	60-80cm	5L	4/m
Lonicera nitida 'May Green'	30-40cm	3L	7/m²
Mahonia nitens 'Cabaret'	20-30cm	5L	5/m²
Miscanthus sinensis 'Flamingo'	30-40cm	3L	5/m²
Nepeta 'Six Hills Giant'	20-30cm	3L	7/m²
Perovskia a. 'Blue Spire'	40-60cm	5L	5/m²
Pittosporum tenuifolium 'Tom Thumb'	30-40cm	5L	5/m²
Prunus laurocerasus 'Otto Llyken'	40-60cm	5L	5/m²
Prunus lusitanica	40-60cm	5L	5/m²
Rosa 'Ballerina'	60-80cm	5L	5/m²
Rosa 'Kithsgate'	60-80cm	5L	5/m²
Rosmarinus officinalis 'Miss Jessopp's Upright'	20-30cm	2L	7/m²
Rudbeckia fulgida sullivantii	30-40cm	3L	7/m²
Salvia officinalis 'Purpurascens'	30-40cm	5L	5/m²
Salvia x sylvestris 'mainacht'	20-30cm	3L	7/m²
Sambucus nigra 'Black lace'	60-80cm	3L	5/m²
Sarcococca hookeriana var. humilis	30-40cm	5L	5/m²
Stipa tenuissima	30-40cm	5L	5/m²
Verbena bonariensis	30-40cm	3L	4/m²
Viburnum davidii	30-40cm	5L	5/m²
Viburnum opulus 'Compactus'	60-80cm	3L	5/m²
Vinca minor f. alba 'Gertrude Jekyll'	20-30cm	3L	9/m²

WOODLAND ADVENTURE

Species	Height	Condition	Density
Alchemilla mollis	40-60cm	5L	5/m²
Acanthus mollis	80-100cm	10L	3/m²
Berginia 'Bressingham White'	30-40cm	3L	9/m²
Cornus sanquinea	40-60cm	5L	5/m²
Brunnera macrophylla 'Jack Frost'	30-40cm	3L	9/m²
Dryopteris felix-mas	40-60cm	5L	5/m²
Hydrangea quercifolia	80-100cm	10L	3/m²
Luzlia nivea	20-30cm	3L	9/m²
Liriope muscari 'Monroe White'	20-30cm	3L	7/m²
Liriope Muscari 'Royal Purple'	20-30cm	3L	7/m²
Matteuccia struthiopteris	40-60cm	5L	5/m²
Pachysandra terminalis 'Green Carpet'	20-30cm	3L	9/m²
Pulmonaria angustifolia 'Munstead Blue'	20-30cm	3L	9/m²
Rodgersia aesculifolia	40-60cm	5L	5/m²
Tiarella cordifolia	20-30cm	3L	7/m²
viburnum davidii	40-60cm	5L	5/m²
Vinca minor f. alba 'Gertrude Jekyll'	20-30cm	3L	9/m²

GREEN INTERFACE

Species	Height	Condition	Density

Bergenia 'Bressingham White'	30-40cm	3L	9/m²
Cornus alba 'Siberica'	60-80cm	10L	3/m²
Cornus sanguinea	60-80cm	10L	3/m²
Choisya 'Aztec Pearl'	60-80cm	10L	3/m²
Hydrangea quercifolia	60-80cm	10L	3/m²
Ligustrum ovalifolium	60-80cm	5L	4/m
Pachysandra terminalis 'Green Carpet'	20-30cm	3L	9/m²
Prunus laurocerasus 'Otto Luyken'	40-60cm	5L	5/m²
Prunus lusitanica	40-60cm	5L	5/m²
Viburnum davidii	30-40cm	5L	5/m²
Viburnum opulus 'Compactus'	60-80cm	3L	5/m²
Vinca minor f. alba 'Gertrude Jekyll'	20-30cm	3L	9/m²

NATIVE BUFFER

Species	Height	Condition	Density
Acer campestre	60-80cm	BR	5/m²
Carpinus betulus	60-80cm	BR	5/m²
Corylus avellana	60-80cm	BR	5/m²
Cornus sanguinea	60-80cm	BR	5/m²
Crataegus monogyna	60-80cm	BR	5/m²
Euonymus europaeus	60-80cm	BR	5/m²
Ilex aquifolium	40-60cm	C	5/m²
Ligustrum vulgare	60-80cm	BR	5/m²
Malus sylvestris	60-80cm	BR	5/m²
Prunus cerasifera	60-80cm	BR	5/m²
Prunus spinosa	60-80cm	BR	5/m²
Rosa canina	60-80cm	BR	5/m²
Sorbus aucuparia	60-80cm	BR	5/m²
Viburnum opulus	60-80cm	BR	5/m²