



MANAGEMENT PLAN

**GUIDE TO THE LIFETIME MANAGEMENT AND
MAINTENANCE OF ONSITE SUDS SYSTEMS &
COMMON PARTS OF THE SITE ON LAND
ADJACENT 27 HOLYBOURNE ROAD, HAVANT**

Rev B

October 2016

1.0 INTRODUCTION

1.1 PURPOSE AND SCOPE OF DOCUMENT

The purpose of this document is to schedule all required maintenance regimes, operations and works necessary for the satisfactory management of the onsite SUDS systems and common parts of the site for the lifetime of the development. The document is intended for the use of the Portsmouth City council staff that will be responsible for managing and maintaining them.

1.2 THE SITE

1.2.1 Location

The site is located to the east of Holybourne Road in a predominantly residential area of Havant.



The site is irregular in plan and covers an area of approximately 0.29ha. of open flat grassland. The northern boundary of the site is denoted by the fences of neighbouring residential properties (15 -

27 Holybourne Road and 96 Blendworth Crescent). The eastern edge of the site is defined by the wall to a neighbouring residential property (98 Blendworth Crescent) and a line of vegetation. The southern site boundary is marked by a number of tall conifers and fence line the rear gardens of neighbouring residential properties (5, 6, 7 & 8 Compton Close) and a well as a culvert. The western site boundary meets a pedestrian footpath and a fence line to the sports field of Trosnant School.

1.2.2 Accommodation

The site consists of 5 no 3 bed houses and a block of 4 no flats (2 no 2 bed flats, 2 no 1 bed flats) all general needs properties.

1.2.3 Car Parking

Car parking has been provided on the following basis;

3 bed houses - 2 no spaces per house + 2 visitor spaces (each house has 1 space on the curtilage)

2 bed flats - 2 no spaces per flat

1 bed flat - 1 no space per flat

Flats - 2 no visitor spaces

Total spaces = 20

The parking spaces will be constructed with permeable paving, so it will be PCC's responsibility to ensure these are maintained so that the SUD's systems work as designed.

1.2.4 Site Topography

The site is relatively flat with a gradual fall from the north towards the south west at the frontage with Holybourne Road.

1.2.5 Onsite SUDS Systems

It is proposed that surface water run-off from roofs of the development will be discharged into the local sewer in Holybourne Road via an attenuation tank with run-off restricted to the greenfield run-off rate.

All remaining access road and parking bay areas will be constructed in permeable paving.

1.2.6 Landscaping

The landscaping has been planned to add life, colour and texture to the grounds and building and maximise the potential of the

outdoor space. The design offers a diverse mixture of sensory attractive planting, in consideration of the surrounding areas. At the same time the design offers a practical and useable outdoor space suitable to the new homes.

1.2.7 Common Parts

The common parts of the site are the areas which are to be maintained by Portsmouth City Council include the communal areas of the flats, unadopted road, communal parking areas, footways, footpaths, landscaped areas and SUDS systems.

1.3 RECITALS

1.3.1 The Developer/Land Owner

Portsmouth City Council (PCC) is responsible for the management and maintenance of this site.

1.3.2 The Local Planning Authority (LPA)

This term shall refer to Havant Borough Council and its Planning and Landscape officers who are involved in the process of examination and approval of this documentation. This documentation has been issued for the satisfaction of the s106 covenants attached to this development.

1.3.3 The Contractor

This refers to the construction company who is to undertake the building works, which in this instance is PMC Construction & Development Services Limited.

1.3.4 Green & Clean Service

This refers to the Portsmouth City Council Green & Clean Service team which will be responsible for carryout out the management and maintenance works on site in accordance with this Management Plan.

2.0 ANNUAL WORKS

2.1 AIMS

2.1.1 To Ensure Health and Safety of All Visitors to the Grounds

Portsmouth City Council as landowner will uphold its duty of care that the landscape elements, both hard and soft, are safe, clean, and that all reasonable steps have been taken to minimise risk of injury and damage to persons

and property. This is important for the communal corridors of the flats, pedestrian paving and planting for the avoidance of trip hazards and injury by thorny unkempt stems.

2.1.2 To Achieve a High Standard of Maintenance

To maintain the hard and soft landscape elements in good condition, state of repair and clean, free from snags and hazards. To this end, these areas will be inspected regularly and any works that become necessary in respect to the condition, cleanliness and soundness of features, facilities, vegetation and surfaces will be carried out. These works shall include sweeping, wiping, washing, staining, painting, tidying and other such ancillary works in respect of hard landscape elements. Maintenance shall include weed control, pest control, watering, pruning, fertilising, grass cutting, ad general lawn care, such as spiking and scarifying and any other such ancillary works in respect of soft landscaping.

2.1.3 To Ensure that the Character of the Common Parts are Maintained as Proposed on the Planning Approved Drawings

The planning approved drawings proposed a level of maintenance and intent which is required to be maintained during the lifetime of the development.

2.2 OBJECTIVES

2.2.1 Shrubs

To define spaces and enhance visual amenity of spaces and to soften buildings and structures. To ensure sustainable health and growth of shrubs to natural shape and functional size. To prevent leggy growth from presenting Health and Safety problems and from holding litter.

2.2.2 Trees

To provide an attractive visual amenity by defining space and through creating a sense of height and scale. Proposed trees shall be maintained to ensure survival and health and open growth. To achieve typical heights, spreads and characteristic density of foliage common to the respective specie without compromising safety or access issues.

2.2.3 Amenity Grass

To maintain healthy, hard wearing grass with a consistent colouring. To ensure freedom from pests and diseases, water

logging, drought and excessive wear that might cause degradation and failure. To ensure safe and comfortable use of amenity spaces.

2.2.4 Hard Surfaces and Permeable Paving

To maintain in good order free from dilapidations, trip hazards, pot holes, and subsidence. To ensure that the paving can function as required and has clean, safe non-slip surfaces, free from weeds, litter, debris, animal excrement and gum.

2.2.5 Attenuation Tank

To maintain in good order free from blockages. To ensure that the tank can function as required, free from leaves, silt and debris.

2.2.6 Communal Corridors/Refuse Store

To maintain in good order free from dilapidations and trip hazards. To ensure clean and safe non-slip surfaces, free from spills and litter.

2.2.7 Bat and Bird Boxes

To encourage ecology and attract a variety of birds to the site in line with National and Local policy.

2.2.8 Street Furniture

To maintain in good order. To ensure these elements are safe, functional, clean and free from dilapidations.

2.3 METHOD

2.3.1 Planted Areas

Areas to be litter picked on every visit. Remove all weed growth by hand as necessary to ensure weed free and tidy planting beds. All weeds shall be removed from site. Planting to be pruned and shaped as required, in accordance with good horticultural practice. Traffic site lines, paths and windows to be kept clear at all times. Dead-heading of herbaceous plants shall be carried out regularly; plant die-back shall be removed at the end of winter. Light clip over plants where required. Cut back flowering shoots after flowering, remove suckers, dead, discoloured, weak or damaged stems. Prune to reduce size of specimen if suppressing adjoin species. Several visits will be required during the growing season, with an extra visit outside of the growing season in December or January to inspect the condition of the beds. Visits should occur fortnightly

in the growing season, subject to weather conditions, from March to October and monthly from November to February. The schedule may need to be flexible to account for seasonal variations, and with regard to good horticultural practice.

2.3.2 Herbiciding: Planted Areas

Persistent perennial weeds shall be controlled in planted areas. For planting beds containing herbaceous plants and shrubs, apply a suitable herbicide. Herbicide to be applied by qualified operatives and in suitable conditions as specified by the manufacturer.

2.3.3 Hedges

All hedges to be pruned and tidied twice per year. This work only to commence once established. Attention should be paid to vehicle site lines and windows, so if necessary, additional pruning may be required.

2.3.4 Amenity Grass Areas

Amenity grass areas to be regularly mown with hand mowers, ride on mowers and trimmers as appropriate. All machinery to be well maintained and suitable for the operation involved. All litter to be removed prior to cutting. All arisings to be collected and removed from site. Boundaries and obstacles to be trimmed before mowing operations commence. Grassed areas to be cut/trimmed to a maximum height of 40mm. Paths to be kept free of all arisings and swept after mowing operations. Failed areas of grass should be re-sown with grass seed, ideally in spring and autumn. Weeds to be hand weeded in order to maintain the visual amenity of the area.

2.3.5 Newly Planted Trees

A 500mm radius from the base of each tree shall be kept free of grass and weed growth. Slow release fertiliser shall be applied annually at the start of the growing season, at the discretion of the maintenance contractor. Be sure to prevent chafing and damage to the bark of the trees, caused by rubbing against stakes. It should be planned to remove the tree stakes in the third year after planting, although the final assessment should be made by the maintenance contractor on the suitability of this time frame. The failure of any trees should be investigated and similar species should be checked and appropriate action taken to prevent disease or other problems re-occurring. Failed trees should be re-planted at the next planting season.

Formative pruning may be appropriate on young trees where selective removal of branches competing with the main leader would lead to improved timber quality and reduce the likelihood of crown splitting in the future. It is recommended that the trees on site be inspected on an annual basis by the PCC arboricultural officer.

2.3.6 Existing Mature Trees

Following the annual arboricultural assessment, works recommended for each tree shall be carried out by PCC's approved arboricultural contractor. Arisings from such works shall be removed from site.

2.3.7 Hard Surfaces and Permeable Paving

Brushing and vacuuming surface areas should take place once a year after autumn leaf fall, or reduced frequency as required based on site-specific observations of clogging or manufacturer's recommendations. Pay particular attention to areas where water runs onto previous surface from adjacent impermeable areas, as this area is most likely to collect the most sediment.

Stabilise and mow contributing adjacent areas as required. Removal of weeds or management using glyphosate applied directly into the weeds by an applicator other than spraying as required (once a year on less frequently used pavements). Remediate any landscaping which, through vegetation maintenance or soil slip, has been raised to within 50mm of the level of the paving. Remedial work to any depressions, rutting and cracked or broken blocks considered detrimental to the structural performance or a hazard to users, and replace lost jointing material. Rehabilitation of surface and upper sub-structures by remedial sweeping every 10 to 15 years or as required (if infiltration performance is reduced due to significant clogging).

Inspect three-monthly, 48 hours after large storms in the first 6 months for evidence of poor operation and/or weed growth - if required take remedial action.

Annually, inspect silt accumulation rates and establish appropriate brushing frequencies and monitor the inspection chambers.

2.3.8 Attenuation Tank

Monthly for 3 months, then 6 monthly, inspect and identify any areas that are not operating correctly and take any remedial action as required.

Monthly remove any debris from the catchment surface (which may cause risks to performance).

Annually or as required, remove sediment from the pre-treatment structures - silt traps and gullies, and clean as required.

Inspect and check all inlets, outlets, vents and overflows annually to ensure that they are in good condition and operating as designed.

2.3.9 Communal Corridors/Refuse Store

Sweeping, mopping and wiping as required to maintain the communal corridor and refuse store in satisfactory condition.

2.3.10 Bat and Bird Boxes

Bat and bird boxes shall be inspected annually for loss, damage or obstruction during winter (non-invasive inspection). Lost or damaged boxes shall be replaced with an identical product. Bat boxes shall be cleared every 3 years by a bat licensed ecologist. Bird boxes shall be cleared out annually.

2.3.11 Watering

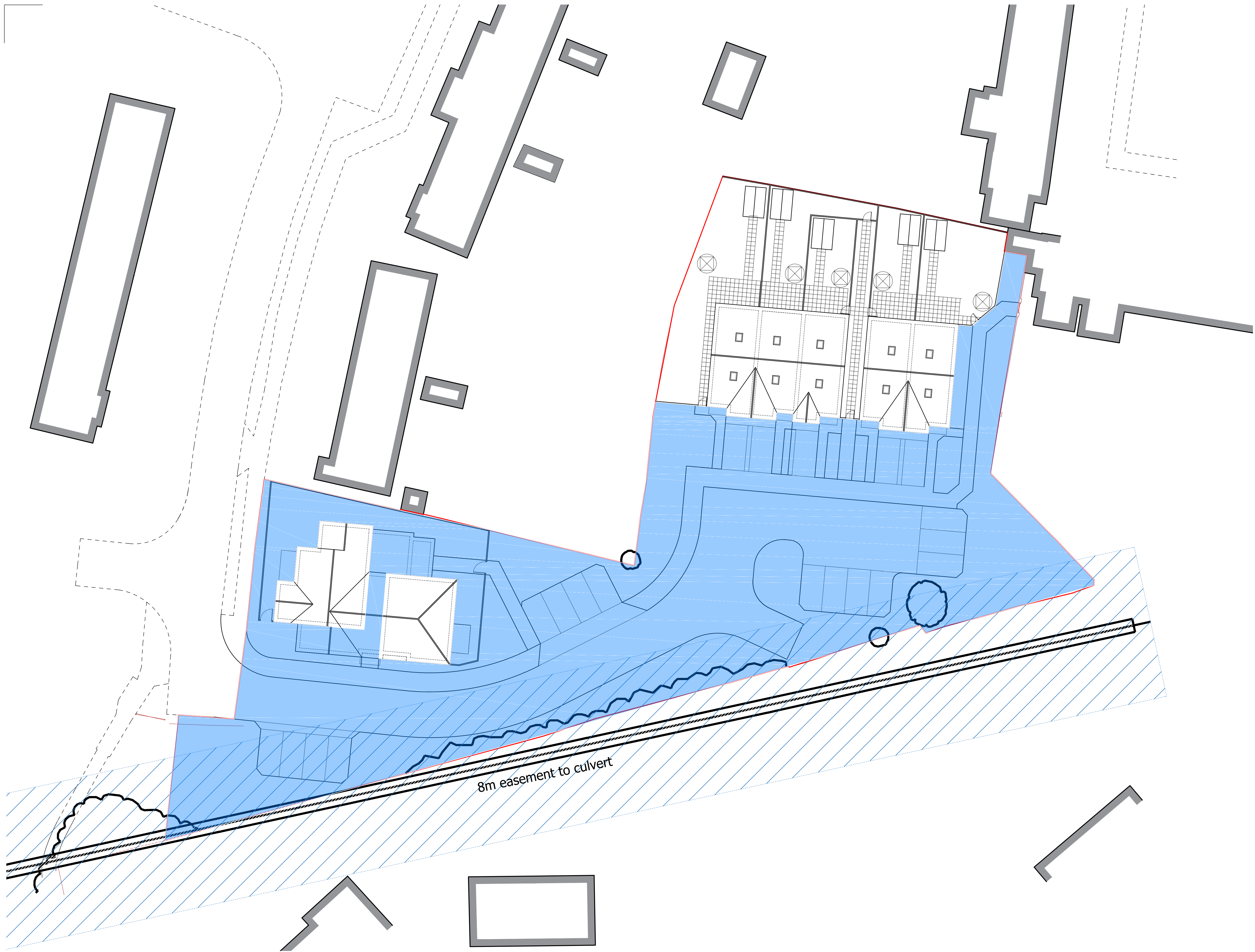
Watering may be required during dry periods and until the planting is fully established, for a period of 3 years after completion. This may be required on a weekly basis.

2.3.12 Monitoring

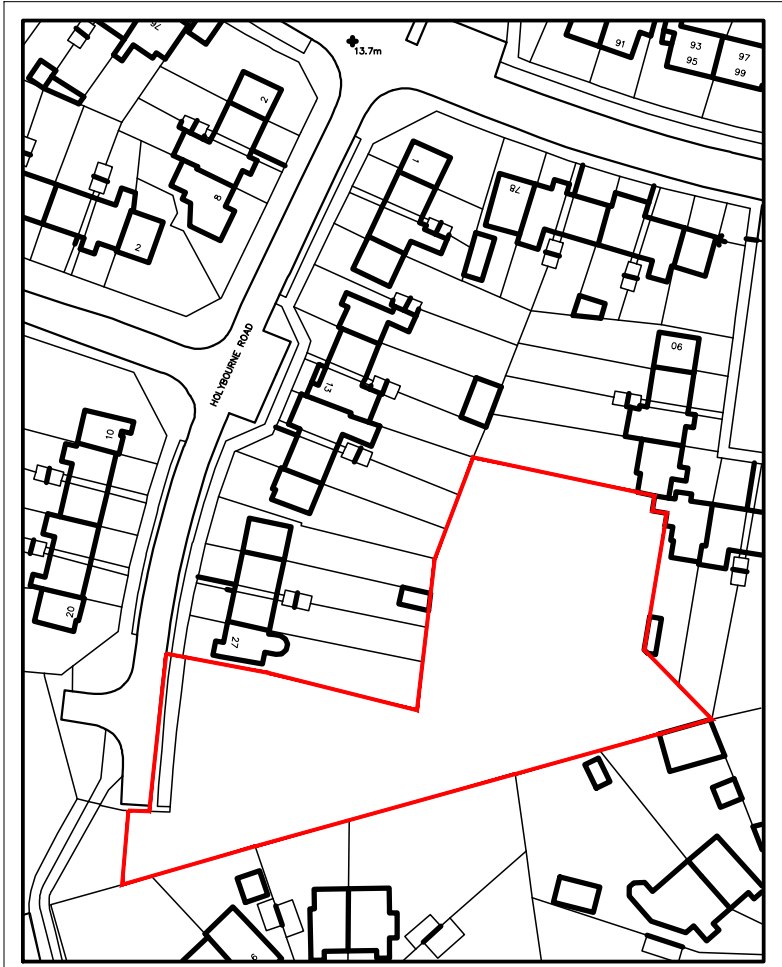
Inspection and monitoring of the landscape management is recommended on an annual basis, preferably accompanied with the PCC landscape architect and arboricultural officer, to monitor and guide the success of the management objectives and to identify and additional or revised management needs, focused on the strategic landscape objectives. Specific programmes for monitoring the trees, particularly the established and mature trees already on the site should be scheduled on an annual basis with the PCC arboricultural officer. Plant or other failures arising during the management period should be replaced within the appropriate preceding season, unless the result of circumstances requiring an

alternative response, such as replacement of trees with a different species due to a pest or infection.

3.0 PLAN OF MAINTAINED AREAS

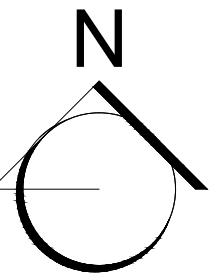


Site Plan 1:200



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SITE LOCATION PLAN SCALE 1:1250



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PROJECT
HOLYBOURNE ROAD

DRAWING TITLE
SITE PLAN - COMMON PARTS

Date	Drawn by	Scale		Drawing No.	Rev.
OCT 16	PJ/RL	1:200	A1	1103-PD202	A
architecture	planning	design	project management		

4.0 SCHEDULE OF MAINTENANCE OPERATIONS

Maintenance Operation	Number of Visits (to be dependent on season - where not dependent on season)					Total number of visits per year	Additional Comments
	Jan - Mar (13 weeks)	Apr - May (9 weeks)	Jun - Aug (13 weeks)	Sep - Oct (9 weeks)	Nov - Dec (8 weeks)		
<i>GENERAL</i>							
Cleaning	As required	As required	As required	As required	As required		Cleaning of the communal flat areas to be undertaken on a needs basis.
External Litter Picking	Once per month	Once every 2 weeks	Once per week	Once every 2 weeks	Once per month	24	
<i>PAVING</i>							
Inspection, brushing and vacuuming						1	Once a year after autumn leaf fall or reduced frequency as required. Pay particular attention to areas where water runs onto previous surface from adjacent impermeable areas, as this area is most likely to collect the most sediment.

Maintenance Operation	Number of Visits (to be dependent on season - where not dependent on season)					Total number of visits per year	Additional Comments
	Jan - Mar (13 wks)	Apr - May (9 wks)	Jun - Aug (13 wks)	Sep - Oct (9 wks)	Nov - Dec (8 wks)		
Weeding							As required. Once per year on less frequently used areas.
Remedial works							As required. Rehabilitation of surface and sub-structures by remedial sweeping every 10-15 years or as required (if infiltration performance is reduced due to significant clogging).
Monitoring - initial inspections						3	Monthly for first 3 months post installation.
Monitoring - poor operation						4	3 monthly. 48 hours after large storms in first 6 months.
Monitoring - silt accumulation and inspection chambers						1	Once a year

Maintenance Operation	Number of Visits (to be dependent on season - where not dependent on season)					Total number of visits per year	Additional Comments
	Jan - Mar (13 wks)	Apr - May (9 wks)	Jun - Aug (13 wks)	Sep - Oct (9 wks)	Nov - Dec (8 wks)		
<i>ATTENUATION TANK</i>							
Inspection						2	Monthly for 3 months, then 6 monthly.
Debris removal						12	Monthly
Sediment removal from pre-treatment structures - silt traps and gullies						1	Once a year or as required.
Repair inlets, outlet, overflows and vents							As required
Monitoring - ensure operating as designed						1	Once a year and after large storms.
<i>BAT AND BIRD BOXES</i>							
Inspection, clear of obstructions (non-invasive)						1	Once every year for bird boxes and once every 3 years for bat boxes.

Maintenance Operation	Number of Visits (to be dependent on season - where not dependent on season)					Total number of visits per year	Additional Comments
	Jan - Mar (13 wks)	Apr - May (9 wks)	Jun - Aug (13 wks)	Sep - Oct (9 wks)	Nov - Dec (8 wks)		
<i>STREET FURNITURE</i>							
Inspection and cleaning	Once per month	Once per month	Once per month	Once per month	Once per month	12	Document any defects.
<i>LANDSCAPING</i>							
Grass cutting	Twice a month in March	Twice a month	Twice a month	Twice a month		18	Grass areas to be regularly mown with hand mowers, ride on mowers and strimmers as appropriate. All machinery to be well maintained and suitable for the operation involved. All litter to be removed prior to cutting. All arisings to be collected and removed from site.
Grass - leaf removal	Once per month (Jan-Feb)				Once per month	4	
Weeding planted areas		Once per month	Once per month	Once per month		7	Weed by hand and remove arisings off site.

Maintenance Operation	Number of Visits (to be dependent on season - where not dependent on season)					Total number of visits per year	Additional Comments
	Jan - Mar (13 wks)	Apr - May (9 wks)	Jun - Aug (13 wks)	Sep - Oct (9 wks)	Nov - Dec (8 wks)		
Spot herbiciding of planted areas	Once in late March		Once in late June, once in mid-August	Once in mid-October		4	To occur at approximately 6 week intervals only if required
Watering shrubs and trees		Once per month	Once every 2 weeks	Once a month (to end of Sep)		10	Watering frequency should be adjusted by the Green & Clean team depending on climatic conditions. Increase watering during hot and dry weather until plants have established.
Tidying beds							At each visit as required.
Fertilising trees and shrubs		Once in early May		Once in mid-Sep		2	
Pruning of trees and planted areas							As required to sound horticultural practice between October and March.
Replacement of trees and planted areas							As required
Watering amenity						5	Watering frequency

grass areas							should be adjusted by the Green & Clean team depending on climatic conditions.
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