



Landscape Maintenance and Management Plan

BEREWOOD : TOWN PARK PHASE A

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CONTENTS

- 1.0 Introduction
- 2.0 General Site Description
- 3.0 Policy and Legal Protection Relating to the Site
- 4.0 Objectives of the Landscape Management Plan
- 5.0 Management Objectives
- 6.0 Schedule of Operations
- 7.0 General Maintenance Conditions
- 8.0 Grass Maintenance Specification
- 9.0 Hard Landscape
- 10.0 Hedge Maintenance
- 11.0 Shrub Bed Maintenance
- 12.0 Tree Management
- 13.0 Leaf Clearance
- 14.0 Litter Clearance
- 15.0 Maintenance and Inspection of Play Areas

Plans

- 1. Authority Boundary Plan
- 2. Site Wide Illustrative Phasing Plan
- 3. Town Park Phasing Plan

Appendices

- Appendix A Maintenance and Management Schedule
- Appendix B RoSPA Routine inspection of play areas
- Appendix C D2050 L TPA 100 Town Park Illustrative Plan
- Appendix D D2050 L TPA 711-14 Town Park Phase A detailed management plans

INTRODUCTION

- 1.1 fabrik have been appointed by Grainger Plc (and West of Waterlooville Developments Ltd) to prepare this Landscape Maintenance and Management Plan for the external hard and soft landscape areas associated with Phase A of the Town Park, Berewood, west of Waterlooville Major Development Area.
- 1.2 As part of the Major Development Area landscape masterplan, a series of public open spaces are proposed across Berewood. The open space to be provided within Phase 2 Residential development of the wider site includes the southern part of the Town Park (see Plan 3), hereafter referred to as "Phase A".
- 1.3 The Town Park is located in the south eastern section of the Development Area. It is bound by London Road and the Milk Lane access road to the south and Plant Farm lies along its northern boundary. The Major Development Area was previously known as 'Newlands', but has been renamed as 'Berewood' (herein referred to as the 'wider site').
- 1.4 This document should be considered as the starting point for an evolving document and is to be reviewed on an annual basis. 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 significance will be managed and the requirements of the management company that will undertake the work and oversee an ongoing review of the strategy.
- 1.5 A survey of flora and fauna will be undertaken in support of Detailed Planning Applications. Programmes of long-term monitoring of landscape features and wildlife to ensure that landscape and ecological objectives are being and will be considered on an annual basis.
- 1.6 The Section 106 legal agreement for the wider site covers the land and, in-part, the trees within and on the boundaries of the Major Development Area. 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, (Winchester City Council and Havant Borough Council).

2.0 GENERAL SITE DESCRIPTION

- 2.1 The entire development site is defined as land to the West of Waterloo (WoW), south of Hambledon Road and east of Newland Lane. The eastern boundary is formed by London Road, existing allotment land and rear gardens of existing residential development at Marrelwood Gardens, Purbrook Gardens, Forest End and Maurepas Way. The western boundary of the site adjoins open countryside/ agricultural land and is defined by Newlands Lane.
- 2.2 Dominated by arable and grassland fields bordered with hedgerows and existing trees, the Major Development Site has small woodland fragments to the south of the site and mature tree and shrub vegetation within the centre.
- 2.3 The Town Park area lies in the south eastern section of the wider site, between London Road and the Milk Lane access to the south and Plant Farm to the north.

Topography

- 2.4 Broadly, the land across the whole Town Park rises gently to the south, with Phase A rising from +55m OAD to +60m OAD.

Existing Vegetation

- 2.5 Phase A of the Town Park includes a number of existing trees. A survey of the trees within this phase has been carried out to inform the design and as part of the information submitted to clear the planning conditions associated with this phase. A number of these trees are subject to a TPO status. Species include Ash, Hawthorn, Oak, Field Maple, Hazel, Goat Willow, Cherry, Sycamore, Holly, Crack Willow and Horse Chestnut.

Ecology

- 2.6 The majority of the wider site consists of fields of arable and pasture bounded by hedgerows and ditches. The majority of the wider site (61%) being under intensive arable production was assessed as being of negligible botanical interest. The next most prevalent habitat was Perennial Rye-grass *Lolium perenne* dominated improved pasture (28% of Site) which was also of negligible botanical interest.
- 2.6 The Environmental Statement (November 2010) described how the wider site supports, or supports in part, various protected and noteworthy species, in particular, in relation to the wider site the following should be noted:
- Dormouse (*Muscardinus avellanarius*): Evidence of Dormice were found across the wider site, in the woodlands and hedgerows.

- Bats: At least six species of bat have been recorded across the wider site and myotis species, are also present. Bat roosts have been found in buildings and in trees within the wider site.
- Common Frog (*Rana temporaria*) Common Toad (*Bufo bufo*) and Smooth newt (*Lissotriton vulgaris*) are also present across the wider site.
- Reptiles: Three species have been recorded across the wider site, including Grass Snake (*Natrix natrix*), Common Lizard (*Zootoca vivipara*) and Slow worm (*Anguis fragilis*) in suitable habitats.
- Schedule 1 and other rare / scarce bird species present across the wider site include Barn Owl (*Tyto alba*), Kingfisher (*Alcedo atthis*) and a suite of songbirds, some of conservation concern, breeding within the wider site area.

Ecology Strategy:

- 2.7 An ecology strategy has been developed that addresses the sensitivities of the existing woodland blocks found across the wider site through the implementation of native buffer planting, with particular care taken to rare or scarce invertebrates in ponds, ditches and woodland.
- 2.8 The ecology strategy is complementary and has been carefully integrated with the landscape design response to the landscape proposals of the Town Park. The strategy is based on ecological surveys of the site and its environs undertaken over a number of years.

Landscape Proposals

- 2.9 Phase A is the southern part of the Town Park and will be implemented as part of the Phase 2 residential development (see Plan 3). As part of the Phase A implementation of the Town Park the following facilities will be provided:
- a skateboard park;
 - a youth shelter;
 - an informal kickabout area;
 - a local area of equipped play.
- 2.10 The remainder of the Town Park includes the following facilities:
- a cricket pitch
 - an orchard
 - Multi-Use Games Area (MUGA)
 - Multi-Use Sports Area (MUSA)
 - a trim trail
 - an arboretum

- attenuation basins

2.11 It should be noted that the southern part of the proposed arboretum is included within Phase A of the Town Park. However, as the majority of the arboretum lies within Phase D of the Town Park, which is to be implemented during phase 7 and 8 of construction, it is proposed that the arboretum will be planted as part of Phase D. The existing hedgerows that define that edge of the proposed arboretum should be maintained as part of Phase A of the Town Park, including associated native buffer infill planting.

2.12 The landscape proposals of Phase A of the Town Park include the implementation swales and ditches including associated wetland grass; areas of open space with amenity grass and meadow grass; native shrub and tree planting buffers to existing hedgerows; ornamental shrub planting and individual tree planting.

3.0 POLICY AND LEGAL PROTECTION RELATING TO THE SITE

3.1 The majority of the wider site lies within the administrative authority of Winchester City Council. However, the outlying sections of the Site extend into the administrative area of Havant Borough Council. (See Plan A)

3.2 Phase A of the Town Park is bisected by the authority boundary, so the western half lies within Winchester City Council and the eastern half lies within Havant Borough Council.

3.3 With the exception of the identification of the land as a major development site there is no landscape, townscape or ecological designations which cover Phase A of the Town Park. However, it should be noted that:

- All bats are protected as European Protected Species (EPS) under the Conservation (Natural Habitats & c.) Regulations 2010. Any works are to be in accordance with the Conservation (Natural Habitats & c.) Regulations 2010, the Natural Environment and Rural Communities Act 2006 and the Wildlife and Countryside Act 1981 (as amended).
- All birds and their nests are also protected under Wildlife and Countryside Act. Site management must be aware of the need to avoid disturbance or harm to nesting birds either by avoiding the nesting season, March to September inclusive and / or by checking that no nests would be affected by particular works.
- No works therefore should be undertaken to the trees or hedgerows during the bird-nesting season, March to September inclusive,. Any works are to be in

accordance with the Wildlife and Countryside Act 1981 (as amended).

- 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 (2012) 'Trees in Relation to Construction'.

3.4 The Section 106 legal agreement for the wider site covers the trees within and on the boundaries of the Major Development Area. As such, any works required to the trees is to be carried out following consultation and written consent from the Local Planning Authority (LPA).

3.5 **Health and Safety:** All work undertaken on the site by contractors, volunteers or direct employees must comply with appropriate legislation relating to health and safety and the control of hazardous substances.

4.0 OBJECTIVES OF THIS LANDSCAPE MANAGEMENT PLAN

4.1 The landscape and ecological objectives for the Major Development Area are to comply with the landscape and ecological requirements as set out in the Environmental Statement and therefore:

- To control and direct the landscape management for the benefit of wildlife and people providing a clear framework for all the landscape, ecological and general mitigation and enhancement as set out in the Environmental Statement;
- It is intended that the site landscape be deeply rooted in its ecological context, drawing on and reinforcing the key features of the region (assorted landscape of old woodlands) with a strong emphasis on locally appropriate native species;
- To provide for long-term stewardship and public involvement through the phased redevelopment of the wider site. This is to ensure the proper involvement of the Local Authority and Key Regulators as appropriate in order to secure the greatest opportunities for long-term involvement of expert interest groups and the general public alike. Each phase of management is to be reviewed against the neighbouring phase to ensure that the whole site is well-manage in order to collectively meet the long term mitigation and enhancement opportunities;
- To maintain existing landscape and ecological assets and establish and nurture new assets (such as woodlands, trees, scrubland, hedgerows, ponds, ditches and grasslands);
- To protect and enhance and nurture all existing Ancient and other Woodlands, hedgerows and biodiverse ditches;
- To retain the existing mature tree stock within the Site and to put in place a management scheme which maintains the tree stock in perpetuity;

- To supplement the existing woodland blocks with new native tree and shrub planting to maintain the longevity of this resource;
- To consider the longevity of the tree stock across the site;
- To increase the amount of native planting and to improve the boundary treatments;
- To control invasive and undesirable species and aim to reduce cover of other non-native species to a set level;
- To undertake essential tree surgery/felling to avoid significant third party risks both internally and to the periphery of the site. Notably:
 - The existing mature trees;
 - Those trees located on the boundaries.
- Undertake essential tree surgery/selective felling to encourage an enhanced landscape structure bearing in mind the need to encourage bat roosting. Where trees have been removed, replacement planting with the same or similar species is to be carried out;
- To maintain health and safety requirements for all areas of public open space for residents and visitors; and
- To ensure that any failed plants are replaced with the same species and of a size that is consistent with the plant that has failed;
- To ensure the objects of this plan are met;
- To link the landscape and ecology of the site with its wider environs;
- To provide a safe, quality environment and setting for the future development parcels; and
- On an annual basis, to monitor and record landscape development and biodiversity in order to compare with the management objectives and to modify the management as required to meet the long-term objectives.

5.0 MANAGEMENT OBJECTIVES

- 5.1 The key objective is to improve and maintain the existing and new landscape structure and the ecological resource 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 - 15 of this document.
- 5.3 Phase A of the Town Park 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. The corresponding maintenance schedule for each area is set out at Appendix A.

5.4 Operational objectives and management prescriptions for managers of all phases are to:

- ensure a co-ordinated management regime for the wider site (e.g. between managers of different phases);
- ensure the maintenance of connectivity across the site for unimpeded movement such as Dormice and foraging bats;
- maintain or strengthen connections with the surrounding landscape and habitats
- ensure coordination of monitoring effort and sharing of data across Phases, to measure management success and inform any necessary amendments to strategy;
- address any potentially site-wide problems that could arise (e.g. damage by browsing deer, vandalism, fire control procedures).

6. SCHEDULE OF OPERATIONS

6.1 Based on the management objectives, the following is a proposed programme of works. This is based on undertaking the majority of 'house keeping' operations to get the Phase A of the Town Park into a condition for handover to the County Council, Local Planning Authorities or the Estate Management Company within a 12-36 month period (depending on the nature of the element).

6.2 **Implementation and Maintenance Works - Within a 12 to 36 month period** – Site implementation, monitoring and maintenance works represent the works required in an initial 12-36 month period (12 months for grass and shrubs; 36 months for trees) to get the site in a good quality condition for handover from the landscape contractor to the County Council (for the road corridors), the Local Planning Authorities for the areas of public open space to be adopted and the appointed Estate Management Company (for the non-adopted public / communal areas). Works required are illustrated in the tables in Appendix A of this document and relate to the defects liability phase of the external works contract.

6.3 **Landscape Management Works Years 1 – 20** - These works represent the actions required between years 1 to 20 to maintain and further enhance the Site. The majority of the actions are annual but some, notably the trees works are to undertaken in specific years. Within each year the Performance Periods (or months) within which the works are to be undertaken is defined. Works required are illustrated

in the tables in Appendix 1 of this document.

- 6.4 **Additional Works** - In addition to the actions specified in the tables, it is suggested the County Council and Local Planning Authorities, as part of the ongoing review of its adopted areas, undertake a review of the management strategy on an annual basis with advice from consultees where necessary and adjust the schedule of operations as appropriate.

- 6.5 The following sections set out the schedule of operations relative to each planting type.

6.6 **1 –Trees**

A significant number of specimen trees, of local provenance, are proposed across the Town Park and 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 Town Park. Existing trees are to be retained with any removal to be advised and written consent given by the Local Planning Authorities (LPA).

- Trees will be managed to enhance biodiversity of the Town Park 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;
- Thinnings (logs, branches, etc) will form the part of the deadwood strategy for invertebrates;
- Along the northern edge of Phase A, the periphery of the proposed arboretum is bound by an existing hedgerow with existing tree planting. This area may be subject to low intensity management, with selective thinning and coppicing to maintain a varied vegetation structure and well developed understorey. 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.

6.7 **2 – Ornamental Shrubs**

It is intended to further establish the comprehensive planting regime for the Town Park by introducing buffer, native and ornamental shrub areas. Native shrub expanses will be integrated to complement and enhance areas of existing hedgerows and scrub. Ornamental shrub species will be located at strategic points around the proposed play area for their amenity value. Within Phase A of the Town Park, only ornamental shrub planting is proposed. The following describes maintenance to be

carried out to existing native shrub planting:

- Existing areas of scrub will be reviewed for management in winter, outside bird nesting season and controlled where necessary;
- Existing scrub may be coppiced on rotation in order to prevent succession into woodland, except where desirable, and increase species diversity by exposing the understorey to light;
- Thinnings (logs, branches, etc) will form the part of the deadwood strategy for invertebrates.

6.8 **3 – Meadow Grassland and Species Rich Flowering Grassland**

Areas of meadow grassland and wildflower are proposed along the southern, western and eastern edges of Phase A of the Town Park. These will be established with 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 (free from non-native, invasive species) and native to the soil type;
- A medium length sward will be achieved by mowing approximately three times a year.

6.9 **4 – SuDS**

A sustainable drainage system (SuDS) and wetland areas are to be established across the Town Park as a whole. These will include the creation of drainage ditches and swales with damp meadow grassland and species rich flowering grassland.

- Wet meadow grass and flowering grassland areas will be cut a maximum of three times a year to create a longer sward and scrub managed to prevent encroachment into wetland areas;
- Further maintenance of the ditches will include monthly removal of litter and debris, removal of all dead growth and sediment and adjacent trees pruned and scrub managed to prevent encroachment into wetland areas;
- Control invasive and undesirable species, with removal by hand pulling, of non-natives such as Himalayan Balsam and Giant Hogweed;
- Awareness needs to be maintained of the potential presence of Great Crested Newts in any water body across the wider site.

6.10 **5 – Hedgerows**

Phase A of the Town Park contains existing native hedgerows which are to be managed to maintain their function as wildlife corridors. These may be improved by:

- Planting additional trees and shrubs, of local provenance, adjacent to existing hedgerows to strengthen their function as wildlife corridors;
- To encourage a bushy and fruiting hedgerow a less frequent pruning regime, as outlined in Section 10.3, shall be established allowing fruits to be consumed by birds and other wildlife and avoid impacts on breeding and nesting birds.

New formal hedgerows are to be managed to provide the boundary enclosure to the area of open space and enhance the main entrance to the Park adjacent to Milk Lane.

6.11 **Ecological Monitoring**

Ecological monitoring of the area, including reporting protocols, and the monitoring of man-made wildlife refuges as described in this plan, will be as agreed with the Borough Ecologist and in accordance with planning commitments. Those responsible for the management of the Town Park should therefore, where appropriate, employ suitably qualified ecologists to advise on significant management interventions.

6.12 Throughout the lifespan of this Maintenance and Management Plan, consultation - should be sought from:

- The appointed ecologist together with the Local Wildlife Trust in terms of ecological habitat management review;
- A qualified arboriculturist / LPA Tree Officer in terms of the management of the tree stock and advice on the health and safety of individual trees;
- The appointed Chartered Landscape Architect;
- The relevant officers at the Local Planning Authorities – Havant Borough Council and Winchester City Council; and
- Accredited suppliers of species of native provenance, free from invasive alien contamination.

7.0 **GENERAL MAINTENANCE CONDITIONS**

7.1 **Introduction**

- (i) The works consist of the maintenance and management of the existing treebelts and mature trees, together with the new high quality amenity shrub / hedgerow planting, including trees, shrubs, bare-root transplants, herbaceous planting and seeded areas.
- (ii) The works shall be maintained by the appointed Landscape Contractor from

practical completion for the Rectification Period as follows;

- Trees - 36 months from practical completion
- Perennial Shrubs - 12 months from practical completion
- Seed Areas - 12 months from practical completion

Or

- Until works are signed over to either the County Council / Local Planning Authority or the appointed Estate Management Company where appropriate. At this point the responsibility will transfer to that party.

- (iii) The proposed Landscape Contractor shall be a full member of the British Association of Landscape Industries.
- (iv) The works to be maintained are detailed on the following drawings that accompany this Maintenance and Management Plan.
- (v) The use of the term 'Contractor' applies to the landscape contractor initially carrying out the works.

7.2 Landscape Contractor

A suitable specialist Landscape Contractor, employed by the Estate Management Company, 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

- (i) 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 Contractor.
- (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 specification equates calendar months to Performance Periods. Performance Period 1 –12 equate to January to December (PP1 = January).

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 (amendment) Regulations 1997' made under the 'Food and the Environment Protection Act 1985', 'The Control of Substances Hazardous to Health Regulations 2002' 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, drainage ditches or land drains comply with the 'Code of Practice for the Use of Herbicides on Weeds in Watercourses and Lakes'. Written approval from the Environment Agency 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 Main Contractor/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.

(ii) Use of Pesticides

Notification of at least 24 hours shall be given to Main Contractor/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 Main Contractor/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 Contract Administrator.

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.

(iii) 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 chemical strictly to where necessary either to maintain formal landscape areas or to control notifiable weeds. Informal landscape areas and parkland and peripheral areas should be free of both pesticides and fertilisers except where absolutely necessary.

(iv) Disposal

The Contractor shall dispose of waste pesticides and containers in accordance with the control 'Control of Pesticides (Amendment) Regulations 1997', 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 from 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

- (i) 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 Landscape Contractor. The cost of the replacement shall be borne by the Contractor.

7.8 Protection

- (i) 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/seeded 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 paved surfaces used are kept protected, clean and tidy.
 - Removal all protective fencing at the end of the 12 months defects period.

7.9 Watering

- (i) After Practical Completion of the main contract, a series of watering points will be available in the infrastructure at spacing of no greater than 100 metres apart. The Landscape Contractor 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 the trees, grass and plants remain healthy, establish and grow. Should watering points not be available or emergency legislation restrict 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 rectification period.

7.10 Arisings

- (i) The Landscape Contractor appointed by the Estate Management Company for all communal areas are to remove from the site and dispose of weeds, prunings, leaves, litter and rubbish unless specifically described as to be left and spread over beds etc.

7.11 Focal Areas

- (i) When carrying out maintenance operations the Estate Management Company Landscape Contractor is to ensure the focal areas such as the main entrance area to the Town Park off Milk Lane to the south, the play area and the skateboard park.

8.0 GRASS MAINTENANCE SPECIFICATION (GC)

GRASS CUTTING

- (i) The Contractors employed by the Estate Management Company 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, unless the Estate Management Company has granted 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 Section 11 and 12, 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 15, 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 (ie. 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 areas will be included in the Contractor's

grass cutting programme and paid for in accordance with the Contractor's tendered rates. The Contractor shall ensure that they have sufficient resources to take on extra cutting if required.

- (xii) 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.
- (xiii) Any damage caused to grass areas by the Contractor's negligence shall be made good, as directed by the Main Contractor/Estate Management Company and to the Main Contractor/Estate Management Company / the LPA entire satisfaction, at the Contractor's expense.
- (xiv) 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 - General amenity

***GCBI: Cut Grass**

(PP3 - PPI2)

Performance Height 40- 75mm

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 PP12.

8.3.3 Regime B – Meadow grass / Swale damp meadow grass

*GCCl: Cut Grass

(PP9)

Performance Height 50mm

Cut grass with approved rotary or flail machinery to a height of 50mm, rake and removal all arisings to designated area for disposal. To maintain species-richness, the meadow grass and swale areas that have been sown with a species-rich seed mix will be mown in September. This will allow wild flowers to set seed. Review swale grassland after flood event and overseed bare earth areas with a grass seed mix consistent with that set out on the planting plans. Meadow grass areas within swales maybe required to be cut using a bladed strimmer and not using a nylon head.

8.4 Edging

8.4.1 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 arisings from edging operations shall be collected and removed to the end of each work period and taken to the designated location for disposal.
- (iii) 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.
- (iv) 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.
- (v) 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 (v). The Contractor shall, during this operation, ensure that any cutting does not decrease the grass or bed area as per Section 8.4 (v).

8.5 Associated Items for Grass Areas

The Estate Management Company may instruct the following operations associated with grass maintenance:

8.5.1 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.

8.5.2 GCO2: Irrigation of Grass Areas

During periods of prolonged dry weather within grass establishment, the Estate Management Company may instruct the Contractors to water formal 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.

8.5.3 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.

8.6 Grass Replacement

8.6.1 Preamble

- (i) Bare and damaged patches within formal grassed areas shall be identified by the Main Contractor/Estate Management Company for 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 as specified and to ensure the pollutants do not affect the future growth of the vegetation.
- (iv) Any failed areas 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.
- (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 by the Contractor.
- (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.

8.6.2 GC05: Seed and seeding

Preparation

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

8.6.3 Fertilising

The Contractor shall use pre-seed fertiliser on formal amenity grassed 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/m² (700kg per ha). No fertiliser is to be used on the wildflower or meadow seed mix areas.

8.6.4 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.

8.6.5 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 1:2, or as indicated on drawings. The area shall be free of depressions.

8.6.6 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. In wildflower meadow and rough grass areas, any seed used must be obtained according to Flora Locale or equivalent rules.

8.6.7 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.
- (i) **Weather and Rate**
Sowing shall be carried out during suitable calm weather conditions at a minimum rate of 45 gm/m².
- (ii) **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.
- (iii) **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.

8.6.8 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.

8.6.9 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.

8.6.10 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.

8.7 Native meadow grass seeding

8.7.1 Preamble

- (i) The purpose of seeding the native grassland meadow is to encourage an increase in the floral diversity of the grassland.

8.7.2 Preparation

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

8.7.3 Seed

- (i) The native seed mixes as set out on the plant schedule (drawings D2050.L.TPA.300-304) are to be used to the banks in accordance with the

LPA requirements

8.7.4 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 manufactures suggested rate.

8.7.5 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

(HLI)

9.1 *HLS1 Maintenance of Hard Landscape Surfaces*

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

9.2 Preamble

(i) 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 on a fortnightly basis. The term 'sweeping' is deemed to include the raking of 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.

9.3 **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.

9.4 **HLM3: Gullies** (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.
- (ii) 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.

9.5 **Associated Works**

9.5.1 **HLO1 Additional Sweeping**

The Contractor may be required to undertake additional areas of sweeping as specified in Section 9.1, outside the normal routine sweeping.

9.5.2 **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, turf and other plant material. Any damage caused by the Contractor's negligence shall be fully reinstated at the Contractor's expense to the Main Contractor / Estate Management Company satisfaction.

9.5.3 **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.

- (ii) Payment shall be in accordance with the area treated and the tendered rate.

9.5.4 **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 the Estate Management Company), 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.

9.5.5 **HL05 Street furniture**

All elements, such as gates, fences, tree guards, litter bins, benches and all other street furniture elements are to be regularly maintained throughout the year to meet 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 new hedges shall be cut using sharp shears, mechanical hedging 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) The Contractor shall supply and use planks, trestles or similar where necessary to increase reach.
- (iv) All hedges shall be cut to leave a clean, even height and well cared for appearance.
- (v) 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.

- (vi) 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 his tendered rate.
- (vii) Once commenced, the cutting operation shall continue and be completed without delay.
- (viii) The Contractor shall give the Estate Management Company five 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 tapered with the top of the hedge level and at right angles to the ends.
- (i) No pruning shall take place when the hedges are in flower unless this has been approved by the Estate Management Company.
- (iii) 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.
- (iv) The Contractor shall avoid cutting/pruning in March to July inclusive to cause minimum disturbance to nesting birds and wildlife, in compliance with the Wildlife and Countryside Act.
- (v) Additional information for the Pruning of Proposed Formal Hedging
 - With regard to the proposed formal hedging, during the establishment period, formative pruning will be required during winter or spring. This is to be carried out for 2 years or until the hedge is suitably established. After this, maintenance trimming is to be carried out to maintain the desired clipped appearance of the formal hedge.
 - Width of hedge to be maintained to minimum 60cm (2ft). Formal hedges should be slightly tapered on both sides so that the base is wider than the top and light can reach the bottom of the hedge, i.e. cutting the hedge to a batter.

10.3 Pruning Regimes

- (i) Hedge cutting will be undertaken according to vigour and type. In any event, low vigour hedges shall receive at least one cut at appropriate levels. Pruning shall be carried out at times appropriate to each species, defined below:

Species	Cuts per Year	Time(s) of Cut
Existing Native Hedge Planting *HMA1	Once every 1 - 2 years	Mid June (PP6)
Proposed Formal Hedge Planting (Fagus sylvatica - Beech) During establishment *HMA2	Twice every year	September – October (PP9-PP10) and April – may (PP4-PP5)
Proposed Formal Hedge Planting (Fagus sylvatica - Beech) Established *HMA3	Once every year	September (PP9)

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.
- (vi) All hedges and associated beds and bare areas shall be maintained 95% free of litter and weeds at all times.
- (vii) For native hedges, a natural hedge bottom flora should be allowed to develop and none of the above operations apply save the clearance of litter as defined in Section 14.

11.0 SHRUB BED MAINTENANCE

(SB)

Preamble

11.1 Litter

- (i) The Contractor shall remove all litter as detailed in Section 15 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 of the Grass Maintenance Regime.

11.2 Shrub Beds Regime A - 'Ornamental' [SBA]

11.2.1 Hand Weeding and General Maintenance

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

- (i) The Contractor shall visit each shrub bed identified for Regime A 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. The Contractor shall ensure that each maintenance visit coincides with a litter removal visit.
- (iii) The Contractor shall prune shrubs in accordance with Section 11, 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 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.

11.2.2 *** 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.

11.2.3 **SBB3: Winter Chemical Application**

(PP1 - PP4)

- (i) The Contractor shall supply a residual herbicide approved by the Estate 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 within his Tendered rates that the weed coverage does not exceed 5% of the total area of each shrub bed between PP3 and PP10. The Contractor shall ensure that no damage to ornamental plants results from herbicide applications.

11.2.4 **SBB4: 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 within his Tendered rates that the weed coverage does not exceed 5% of the total area of each shrub bed during the period defined in Section 11.2.3 and 11.2.4. The Contractor shall ensure that no damage to ornamental plants results from herbicide applications.

11.3 Pruning

11.3.1 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 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.

11.3.2 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.

11.3.3 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).

11.3.4 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.

11.3.5 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.

11.3.6 Tall Shrubs

- (i) Where such beds front the pavement and form impenetrable blocks, access may be gained to the centre of the beds, with extra pre-caution taken to avoid damaging shrubs.
- (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.
- (ii) 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.

12.0 TREE MANAGEMENT

(TM)

- 12.1 The contractor is to ensure that prior survey for breeding birds and/or roosting bats by suitably qualified staff is undertaken before any decision regarding tree works is made. The contractor is to ensure that pruning does not lead to damage of active bird nests, eggs, or young. If such features are noted, the relevant section of hedge and a 3 metre zone either side is left uncut. The contractor is to return to cut after any nest has fledged or failed.

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

12.2 Preamble

- (i) Prior to starting work the Estate Management Company and Contractors shall agree the trees that are to receive work. All works in Section 13 that affect trees or structures likely to harbour nesting birds or bat roosts are subject to the advice of an appropriately qualified ecologist.
- (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 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) 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 Authorities.

12.3 Generally

12.3.1 TMSG01: Tree Stakes and Ties

(PP1 - PP12)

- (i) The Contractor should check on a two monthly basis the condition of Tree Stakes. 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.

12.3.2 MCW01: 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.

12.3.3 TMR01: Refirming Trees and Specimen Shrubs

(PP1 – PP12)

- (i) Refirming Trees and Shrubs – shall be carried out after strong winds, frost heave and other disturbances. To refirm 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 refirmed.
- (ii) Check the stability of all underground guys and re-firm where required.

12.3.4 **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.

12.3.5 **TMCOD01: Cleaning Out and Dead Wooding**

Remove:

- Dead, dying, or diseased wood, broken branches and stubs.
- Fungal growths and fruiting bodies
- Rubbish, windblown 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, eg, tree houses, swings.
- Climbing plants
- Eradication of undesirable shrub species and non-native invasive species (e.g. rhododendron, laurel, brambles).

Wherever feasible, stack deadwood within the woodland areas to encourage habitat creation.

12.3.6 **TMCP01: Cutting and Pruning Generally**

- (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.
- (i) When removing branches do not damage or tear the stem.
- (ii) 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.
- (iii) When cutting, cut at fork or at the main stem to avoid stumps wherever possible.
- (iv) Large branches – remove only if unavoidable. Remove in small sections and

lower to the ground with ropes and slings.

- (v) Dead branches and stubs – when removing do not cut into live wood.
- (vi) Unsafe branches – remove epicormic shoots and potentially weak forks that could fail in adverse weather conditions.
- (vii) Disease of fungus – give notice if detected. Do not apply fungicide or sealant unless instructed.
- (viii) 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 from apparently healthy bark.
- (ix) 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.
- (x) Stack all wood arising from the works in neat piles in areas to be agreed with the ecologist to provide invertebrate habitat opportunities.

13.3.8 **TMCRS01: Crown Reduction/Shaping**

- (i) In general cut back selectively to lateral or sub lateral buds or branches to retain flowing branch lines without leaving stumps.
- (ii) The extent of the works will be as instructed by the client.

12.3.9 **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 cycle ways, above vehicle carriageways.

12.3.10 **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 sub lateral 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 Main Contractor/Management company.

12.3.11 **TMSF01: Selective Tree Felling**

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

12.3.12 **TMTI01: Tree Inspection**

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.

12.3.13 **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.

Remedy the Effects of Vandalism

- 12.4 Identify despoiled areas and restrict access to them by dead-hedging or planting of thorny shrubs. Reinstate trampled areas, loosen soil, mulch with woodchip to 20cm depth and sow with woodland groundflora in the following year. The groundflora mix is to be agreed with a suitable ecologist and the Local Planning Authorities.

13.0 LEAF CLEARANCE

[LE]

13.1 Standard

- (i) The Contractor shall be responsible for the clearance of leaves, twigs, etc., from areas public and communal areas, 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.

13.2 **LEOI: Leaf Clearance** **(PP10–PP12)**

The Contractor shall ensure that all leaves, as specified are not laying on the ground for any more than two weeks week. The Contractor shall schedule operations to achieve this standard.

14.0 **LITTER CLEARANCE** **(LC)**

14.1 **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.

14.2 **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, ie. 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 1-2m³ 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 Contractors tendered rates.

14.3 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 litter 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.

14.2 Standards

14.2.1 (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) Phase A of the Town Park will require maintenance and the need to return to the Site to the standard set out below:

(PP1 –PP12)

- (a) The Contractor shall achieve Grade 1 after cleaning.
- (b) If the standard of the site falls to Grade 3 or below, it shall be restored to Grade 2 within three hours of notification.

14.2.2 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 14.2.1 above.

LC01: (a) 1 hour emergency litter pick (during working hours)

LC02: (b) 3 hours emergency litter pick (during working hours)

LC03: (c) 6 hours emergency litter pick (during working hours)

LC04: (d) 1 hour emergency litter pick (out of normal hours)

LC05: (e) 3 hours emergency Litter pick (out of normal hours)

LC06: (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.

14.3 **LC07: Remove Fly – Tipped Material**

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

14.4 **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).

14.5 **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.

14.6 **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.

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 14.0 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.

18.03 PA2: Treatment of play gravel safety surface

The Contractor shall fork over play gravel safety surface and check for sharps 24 times a year, and annually top up the bark to the approved levels where necessary.



Appendices

Plan 1 Authority Boundary Plan

Plan 2 Site Wide Illustrative Phasing Plan

Plan 3 Town Park Phasing Plan

[illegible]

[illegible]

Appendix B

RoSPA Routine Inspection of Play Areas

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?



Appendix C and D

D2050 L TPA 100 Town Park Illustrative Plan

D2050 L TPA 711-14 Town Park Phase A detailed management plans