



**ELWOOD LANDSCAPE DESIGN**

*A practice registered with the Landscape Institute*

# **GUIDE TO THE LANDSCAPE MANAGEMENT OF NEW PLANTING**

**at**

## **ST PETER'S PRIMARY SCHOOL CAR PARK EXTENSION**

**for**

**PICK EVERARD  
ON BEHALF OF**

## **EAST SUSSEX COUNTY COUNCIL**

**Issued:** 23<sup>rd</sup> May 2013 as version 227/18-a

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<b>CONTENTS</b>	<b>Page No</b>
1.0 INTRODUCTION & SCOPE OF DOCUMENT .....	2
2.0 MANAGEMENT PLAN RECITALS .....	3
2.1 THE PARTIES .....	3
2.2 DEFINITIONS .....	4
3.0 ANNUAL WORKS .....	5
3.1 AIMS .....	5
3.2 OBJECTIVES .....	6
3.3 METHOD .....	7
4.0 OCCASIONAL WORKS .....	11
4.1 AIMS .....	11
4.2 OBJECTIVES .....	11
4.3 METHOD .....	12
5.0 LONG TERM MANAGEMENT CONSIDERATIONS .....	13
5.1 MANAGEMENT PLAN REVIEW AND UPDATE .....	13
5.2 SPECIALIST WORKS .....	14
6.0 MANAGEMENT REQUIREMENTS .....	16
6.1 SCHEDULE OF SHORT TERM MAINTENANCE OPERATIONS .....	16
6.2 SCHEDULE OF LONG TERM MAINTENANCE OPERATIONS .....	19
Appendix 1 .....	21
Detailed Landscape Proposals Drawing .....	21
with Outline Specification .....	21

This report is to be read in conjunction with ELD drawing Ref: **PICK 227/18 - 001**.

## **1.0 INTRODUCTION & SCOPE OF DOCUMENT**

- 1.1 Elwood Landscape Design Ltd (ELD) is a practice of Chartered Landscape Architects registered with the Landscape Institute. This Guide was prepared by ELD Director, Ms Ruth Elwood, BA(Hons), Dip LA, CMLI.
- 1.2 ELD was commissioned by Pick Everard Architects to specify and complete site clearance operations, planting design specifications and the Management Plan to satisfy planning conditions, for a car park extension proposed at St Peter's Primary School, East Grinstead Road, North Chailey, Lewes, BN8 4DB.
- 1.3 The Management Plan shall be taken to include this document and any supporting plans, reports and specifications that illustrate the works carried out during the construction of the grounds. This includes any documentation containing quantitative and qualitative information about the grounds that will be useful to those responsible for managing and maintaining them.
- 1.4 The purpose of this document is to schedule all required maintenance regimes, operations and works necessary for the satisfactory management of the landscape after the initial 12 months of maintenance, assuming adoption by the Local Authority will be completed at the end of this period. The Management Plan divides the work required to manage the site into two types: Annual Works and Occasional Works. The Annual Works are those works that will be required every year, such as watering, weeding and cleaning. The Occasional Works are those that will be required on an irregular or cyclical basis, such as repairs and renewals.

### **Shared Areas**

- 1.5 The Grounds include all the landscape elements (both existing and proposed) contained within the Shared Areas and this means all new planting (shrubs, trees & grass) and any other hard or soft landscape elements contained within the boundary of the areas to be conveyed.

### **Document Status**

- 1.6 The LPA will approve this document as part of the planning process and this document therefore forms part of the approved planning documents. Management shall therefore be carried out in accordance with this document following completion of the implementation management plan (and any contractual maintenance periods

associated with these works). This document will outline the minimum standard of maintenance to ensure a safe, comfortable, attractive and sustainable landscape is achieved.

- 1.7 This Management Plan shall be read in conjunction with ELD drawing 'Detailed Landscape Proposals', PICK 227/18 – 001 and the Management Schedule, attached here as an appendix.

## **2.0 MANAGEMENT PLAN RECITALS**

### **2.1 THE PARTIES**

#### *THE LOCAL PLANNING AUTHORITY*

- 2.1.1 The Local Planning Authority: This term (abbreviated to LPA) shall refer to Lewes District Council and its Planning and Landscape Officers who are involved in the process of examination and approval of landscape documentation. This documentation has been issued to the LPA in support of the planning application for the car park extension.

#### *THE ADOPTING ORGANISATIONS*

- 2.1.2 This is the organisation that has ownership and responsibility for the grounds and are therefore responsible for the management and maintenance of them and all external facilities and features within them. East Sussex County Council, shall be responsible for the day to day monitoring and co-ordination of management/maintenance of the site following hand over, through engagement of County Parks Department Maintenance Teams or similar, to be known as the Landscape Management Team, following Final Completion and hand over of the contract.

#### *CONSULTANT ARCHITECT – PROJECT MAANGER*

- 2.1.3 This shall mean Pick Everard, who has prepared the car park extension layout details as part of the planning application documents. Tel: 0116 223 4400.

#### *LANDSCAPE ARCHITECT*

- 2.1.4 This shall mean Elwood Landscape Design Ltd, the landscape consultant appointed by Pick Everard to satisfy landscape and ecological conditions, relating to landscape clearance and design, to include the Detailed Landscape Proposals drawing and this Landscape Management Plan. Tel: 01449 768828.

*CONSULTANT ECOLOGIST*

- 2.1.5 This shall mean Conservation Constructions Ltd, the consultant ecologists who attended site in March 2013 during the initial landscape clearance works; to ensure compliance with Wildlife Legislation to satisfy LPA planning conditions, as part of the planning application documents for the development. Conservation Constructions Ltd Tel: 01536 480183.

*THE CONTRACTOR*

- 2.1.6 This means the landscape construction company responsible for the landscape clearance and implementation works as part of the contract for development, which is to be maintained over 12 months until the site is offered to the LPA for adoption. The initial clearance was undertaken by Fordham Landscapes Ltd. Tel 01638 721326.

*THE LANDSCAPE MANAGEMENT TEAM*

- 2.1.7 This shall be the Adopting Organisation's personnel responsible for maintaining the external areas of the site following handover at Final Completion of development. It is anticipated that the Landscape Management Team shall complete management works in perpetuity, for the Adopting Organisation.

*THE LANDSCAPE MANAGER*

- 2.1.8 This shall be the person employed by the Landscape Management Team, who is the main point of contact and responsible for completion of the works.

**2.2 DEFINITIONS**

***Planting Season***

- 2.2.1 The planting season for new and replacement planting is to be undertaken during the winter, between November and March of each year, in accordance with the agreed specification to ensure proper establishment.

***Growing Season***

- 2.2.2 Generally, the growing season refers to the period when plants and grass grow and require maintenance between March and October of each year. However, plants and grass may require maintenance throughout each of the 12 months of the year, depending on prevailing weather conditions.

### ***Maintenance Period***

- 2.2.3 The period of maintenance is defined by the obligations of the License and should run in perpetuity following Final Completion and hand over to the Adopting Bodies' chosen Landscape Management Team to undertake works thereafter. This Plan identifies works from Year 1 to 5 inclusive and Years 6 to 20, in perpetuity.

### ***Management Plan***

- 2.2.4 This refers to this report and the attached detailed landscape proposals that identify the areas to be maintained by the Landscape Contractor and Landscape Management Teams, including the land adjoining the adopted pavement/highway boundary.

## **3.0 ANNUAL WORKS**

### **3.1 AIMS**

#### ***To Ensure Health and Safety of All Visitors to the Car Park***

- 3.1.1 The Adopting Organisation will uphold its duty of care that the landscape elements, both hard and soft, are safe, clean, and that all reasonable steps have been taken to minimise risk of injury and damage to persons and property.

#### ***To Achieve a High Standard of Maintenance***

- 3.1.2 To maintain hard and soft landscape elements in good condition, state of repair and clean, free from snags and hazards. To this end, the areas will be inspected regularly and any works that become necessary in respect to the condition, cleanliness and soundness of structures, features, facilities, vegetation and surfaces will be carried out. These works shall include tidying and other such ancillary works in respect of hard landscape elements. Maintenance of soft works shall include weed control, pest control, watering, pruning, fertilising and grass cutting, and any other such ancillary works in respect of soft landscaping; all set out in the clauses below.

#### ***To Ensure that the Character of the Shared Areas are Maintained as Intended at Design Conception***

- 3.1.3 To ensure the character of the car park and that structural elements are not modified from their original design form.

## **3.2 OBJECTIVES**

### ***Existing Trees***

- 3.2.1 To provide a sustainable landscape feature, managed to a suitable height, width and profile to ensure maximum longevity and amenity benefit. To ensure that the trees do not present Health and Safety problems and maximise biodiversity.

### ***New Native Shrubs***

- 3.2.2 To define space, create visual structure and enclosure, enhance visual amenity of spaces and to create enhanced biodiversity. To ensure sustainable health and growth of shrubs as a natural shape and functional size. To prevent leggy growth from presenting Health and Safety problems and from holding litter.

### ***New Tree Planting***

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

### ***Amenity Grass***

- 3.2.4 To maintain a healthy, hard wearing grass with consistent colouring. To ensure freedom from pernicious weeds that might cause degradation and failure. To ensure safe and comfortable use of amenity spaces.

### ***Pictorial Meadow Wildflower Mix***

- 3.2.5 To maintain a healthy, colourful floral meadow display with a consistent density of flower and interest. To ensure freedom from pernicious weeds and excessive wear that might cause degradation and failure. To ensure safe and comfortable use of amenity spaces.

### ***Hard Surfaces***

- 3.2.6 To maintain in good order free from dilapidations, trip hazards, pot holes and subsidence. To ensure clean and safe non slip surfaces, free from weeds, litter, leaves, debris and animal excrement.

### **Street Furniture**

- 3.2.7 Ensure that paintwork is complete and that there are no signs of rust, chipping, flaking, abrasion or any other defect. Any defect shall be carefully recorded and arrangements for repair made within seven days with an approved fencing, decorating or cleansing contractor, as appropriate.

## **3.3 METHOD**

### ***Spot Herbicide Treatment to Trees, Shrubs & Pictorial Meadow Areas***

- 3.3.1 Persistent perennial weeds shall be controlled in planted areas and pictorial meadow areas. For all beds containing herbaceous plants and shrubs, apply a suitable folia-acting systemic translocated herbicide using a weed wiper device to avoid killing wanted plants. Where reference to the use of pesticides is made in this document, the following procedures shall be followed, and regulations complied with. The use of herbicides should only be made following a risk assessment to consider potential effects on the environment and on human health. The purchase, transport and storage of herbicides are regulated by Part III of the Food and Environment Protection Act 1985, Control of Pesticides (Amendment) Regulations 1997; the Health and Safety at Work Act 1974; the COSHH Regulations, the product COSHH sheet and EC Directive 91/414/EEC (the "Authorization Directive") and the Plant Protection Products Regulations 1995 as amended by the Plant Protection Products (Basic Conditions) Regulations 1997. All herbicides must have an appropriate full or "off-label" approval for use in a relevant situation. Refer to the Pesticide Safety Directive, for which the website is given here for your assistance: [www.pesticides.gov.uk](http://www.pesticides.gov.uk). All pesticides shall be applied in suitable calm weather conditions, and allow for repeat spraying as required to achieve a complete kill. The type of herbicide shall first be agreed with the landscape architect. Apply herbicide as required and at intervals to ensure no regeneration of weed, usually equating to four sprays per year during the growing season at 6-week intervals, from late April onwards, with an extra inspection in December or January. The timing of visits may vary according to weather conditions. Extreme care must be taken to avoid damage to surrounding plants and grass, and to avoid spray drift. Any damage resulting from incorrect usage, spillage, and spray drift, to be rectified at the Landscape Management Contractor's expense.

### ***Amenity Grass Areas***

- 3.3.2 Amenity grass areas shall be regularly mown and for persistent weeds herbicide treated in order to maintain the visual amenity of the area. Dead, dying or failing grass shall be decompacted, cultivated and reseeded as appropriate.



**Watering of Shrubs**

- 3.3.3 Water both shrubs during dry periods (being any period without substantial rainfall for 14 days or more. Water shrubs at the rates given as follows: water all shrubs to field capacity, minimum 10 litres per m<sup>2</sup>).
- 3.3.4 Apply water at a frequency of once per fortnight from April to the end of September, (to a maximum of 12 visits). Increase watering frequency for shrubs during any continuous hot weather lasting more than 7 days. The contractor shall be entirely responsible for varying the frequency of these visits according to climatic conditions and for any plant or turf failures during the term of the management contract.

**Watering - General**

- 3.3.5 Watering shall be increased also during long dry periods (less than 30mm rainfall at end of any 4 week period) and the Landscape Management Contractor shall be responsible determining such dry periods and for contacting the Adopting Management Company and agreeing the timing of each additional watering visit. The Landscape Organisation shall replace at his own expense any planting which fails due to lack of water. During periods of drought, when restrictions are placed on the use of water, the Landscape Management Contractor shall be responsible for notifying the Adopting Organisation of sources of second-class water and the costs of obtaining such water.

**Watering of Trees**

- 3.3.6 Water trees during dry periods (being any period without substantial rainfall for 14 days or more, until trees are successfully established. Water at the rates given as follows: water all trees at 25 litres per tree. Apply water at a frequency of once per week from April to the end of September, (to a maximum of 20 visits). Increase watering frequency during any continuous hot weather lasting more than 7 days. The contractor shall be entirely responsible for varying the frequency of these visits according to climatic conditions. The Management Contractor shall be responsible for any plant failures during the management contract.

**Mulch Mats**

- 3.3.7 Refirm, pin and/or replace biodegradable mulch mats as required during the first 36 months to maintain weed control, using the same or similar product to that previously supplied.

### **Pruning - General**

- 3.3.8 Prune back any diseased or rotten wood (including the removal of main stems and limbs) back to sound wood. Remove all stems and limbs, which are unsafe or are in danger of falling or breaking up during gales. Remove all cut material from site and cart away to tip. Do not site burn. Trees should be checked for firmness in the ground.

### **New Hedges/Shrub Blocks**

- 3.3.9 Prune hedges/native shrub blocks once annually in late winter, before the bird nesting season in March, or at a time that ensures that berries are not removed early in the winter, to maintain compact growth from the base. Hedges must not be allowed to overhang parking bays or pavements and interfere with pedestrian or vehicular access. Prune any diseased or rotten wood (including the removal of main stems and limbs) back to sound wood. Remove all stems and limbs which are unsafe or are in danger of falling or breaking up during gales. Remove all cut material from site and cart away to tip. Do not site burn. Anticipated hedge dimensions at maturity:

- Native shrub blocks: At maturity, a maximum 2-3m x 3m wide. These hedges benefit from reductions in height and width every 10 years to encourage new growth and to remove thickened woody stems from the regular cut points. Reduce hedges by 50% every 10 years and allow to re-generate if size becomes an issue.

### **Amenity Grass**

- 3.3.10 Mow verge grass on average once per month to a height of 50mm, starting in April, or as required. Subsequent cuts every 7-21 days thereafter throughout the growing season, cutting into fine pieces and scattering on site, or collecting to remove to off site composting facility, if in excess of 50mm cut lengths. Allow for 20 cuts per year, continuing cutting until November. Cut to a height of 50mm and increase to 75mm in continuously hot and dry weather conditions.

### **Pictorial Meadow Wildflower Mix**

- 3.3.11 Type 'Woodland Edge' Pictorial Meadow, grass seed. The aim is to establish up to 150 plants in each metre square. At this rate by the end of the 1st year the meadow canopy will have closed over largely preventing any future weed competition.

- 3.3.12 In the first year, cut the sward twice using a mower on the highest setting. The first cut needs to be late spring when the growth reaches around 6 inches. This will stop the faster growing/ taller or earliest germinating species from shading out the slower/

shorter and later ones so they all have a chance. Rake off or box all material and remove. This technique also discourages any annual weeds from developing. Monitor for perennial weed emergence and use translocated herbicide as a spot treatment if they are evident.

3.3.13 The second cut shall be completed in mid summer using the same system, when a good variety of robust species should be clearly identifiable. By autumn the perennial Pictorial Meadow should be well established. Even with this drastic treatment, flashes of colour will have emerged between cuts and by autumn a late burst of colour may occur. The real display will not emerge until Year 2.

3.3.14 Year 2, in late February, cut and rake the meadow again. From March onwards the display will flourish and move into a simple annual management cycle.

#### ***Litter and Leaf Collection***

3.3.15 Prior to undertaking grass cutting or weeding control operations, the Landscape Management Teams shall remove all litter, greater than 8cm x 8cm in size, such as non-biodegradable tins, bottles and other debris from all planting/parking areas. Litter collection shall occur on a weekly basis to include removal of fly tipping waste.

3.3.16 Fallen leaves are to be regularly blown and cleared from roads, car parking areas and pavements during the autumn months to prevent any potential hazard to pedestrians, cyclists or vehicles, but should be left in situ on of shrub planting and cleared from areas of grass. Arising's shall be composted at an off site facility.

#### ***Hard Surfacing including Edgings***

3.3.17 All hard landscape surfaces shall be inspected monthly checking for mechanical damage, vandalism, settlement, frost heave, litter, dog excrement, leaves, or any other defect. Any such defects shall be documented on attendance sheets and a corrective methodology recommended and implemented to ensure the rectification of the defect. All paved surfaces shall be swept monthly to ensure that they are clean, tidy and free from dust and debris (carting away all arisings to tip). Edgings shall be similarly inspected with any paved edgings. Leaves shall be collected as required during the autumn period.

#### ***Fencing***

3.3.18 Inspect fencing monthly taking great care to inspect posts, footings, rails, braces, fixings, latches, bolts and fasteners; making good, adjusting, tightening as required. Check that posts are upright and firm and that footings are intact. Any defect shall be

carefully recorded and arrangements for repair made within seven days with an approved fencing, contractor as appropriate.

## **4.0 OCCASIONAL WORKS**

### **4.1 AIMS**

- 4.1.1 To ensure that the newly planted trees and shrubs are sustainable and can be thinned, managed, replaced and augmented over time as appropriate.
- 4.1.2 To continue the high standard of maintenance as set out above.
- 4.1.3 To ensure all hard landscape structures, features and facilities are sustainable and can be replaced, augmented and/or improved over time as appropriate to the needs of the time and their condition
- 4.1.4 To encourage, protect and maintain sustainable wildlife resources of flora, fauna and habitat. At the time of compiling this Management Plan there were no protected species or habitats known to be located on the site.
- 4.1.5 To maintain trees in a safe, healthy and viable way. To prolong the safe life of existing trees and restrict intervention works to them to those measures required for safety, tree health and ecological benefit. To carry out judicious surgery only when required to preserve their health and the safety of residents.

### **4.2 OBJECTIVES**

#### ***Specialist Works***

- 4.2.1 Specialist works shall be defined as any works that require input from specialist contractors with particular expertise in the relevant field.

#### ***Specialist Advice***

- 4.2.2 According to the nature of the works, there may be an additional requirement for monitoring or a watching brief by a specialist consultant.

### 4.3 METHOD

#### ***Replacement or Enhancement Generally***

- 4.3.1 If native plants fail to show growth or develop full foliage (including plants damaged during management operations), where such plant failure leaves a gap not filled by adjacent plants, such failed plants shall be suitably replaced with stock of the size, species and quality originally specified. Include any plants that are destroyed by vandalism, theft or similar cause through no fault of the Management Contractor, up to and not exceeding 5% of the plant stock. Shrubs so replaced shall be the same as those specified, previously supplied and approved. Include any works necessary to enable planting to be properly carried out, i.e. removal and disposal of dead material. Once annually the site shall be considered for the need for any strategic replacement or enhancement planting, to broaden the age class of tree groups, in the interests of the long-term sustainability of strategically important vegetation.

#### ***Newly Planted Trees***

- 4.3.2 Any tree that dies or is necessarily felled as a result of storm damage, vandalism, mechanical damage, fungal decay or other such cause, but which is not felled or removed as part of any programme of thinning or coppicing, shall be replaced like for like. Such replacement shall be with a specimen of either the same species or similar species as those existing. The option for replacing with a different species is to allow some flexibility and to avoid problems encountered with 'Same Species Disease' to ensure a sustainable shrub cover in the interests of visual amenity. Where alternative species are being considered, then the species should be suitable to the character of the site, either native or if ornamental, then appropriate to the type of trees adjacent to them.

#### ***Existing Mature Trees***

- 4.3.3 Trees shall be monitored by The Landscape Management Team when on site and if concerns arise over existing tree health and safety, the LPA Tree Officer shall be contacted to review and advise of potential tree works. NB. Planning approval for tree works will be needed due to conservation area status, as TPO protection is afforded in such areas. Approved tree works recommended for each tree shall be carried out by an approved, skilled and qualified arboricultural contractor and any work to trees protected under a Tree Preservation Order (TPO) shall first have a formal application made for such works to the LPA. Arisings from such works shall be removed from site.

### ***Hard Landscape Surfacing***

- 4.3.4 Where scheduled inspection detects any paved areas or enclosing elements are in need of replacement, extension or alteration to function satisfactorily and to minimise risk of injury, then these repairs or renewals should be effected immediately. Relay unit paving where there occurs differential settlement or the units wobble, or are not firmly bedded, jointed or pointed. Ensure that the units are relayed to match the bonding pattern existing on site.

### ***Hard Landscape External Furniture***

- 4.3.5 All surfaces and furniture to be checked for sharp edges and damage on a regular basis and repaired/replaced as necessary. Graffiti is to be removed or painted over as required.
- 4.3.6 Repaint the metalwork associated with bollards, fences and lighting columns where there occurs chipping and flaking, using paint type and colour to match that existing. Repair any fences where rails, braces, panels, etc have become loose or weak. Replace any broken panels or units, carting away the failed materials to skip.

## **5.0 LONG TERM MANAGEMENT CONSIDERATIONS**

### **5.1 MANAGEMENT PLAN REVIEW AND UPDATE**

#### ***Annual Review***

- 5.1.1 Review annually the general and specialist management procedures for the site. If necessary a report should be prepared and take into consideration the recommendations from the LPA or specialist consultants (for example landscape architect or arboriculturist), prepared in advance as supporting documents where required. The review shall schedule the condition of structures, site furniture, features, facilities and surfaces, grass areas, soil structure, trees and planted areas to ensure that they are in a safe and sustainable condition, itemising any remedial works required, as well as detailing measures required to ensure the continued health and improvement of wildlife habitats. Furthermore, the review shall address issues of general horticultural husbandry such as the removal of stakes and ties and other such issues that are important in sustaining vegetation within the site.

## 5.2 SPECIALIST WORKS

- 5.2.1 Specialist works shall be defined as any works that require input from specialist contractors with expertise in a particular or relevant field. Arboricultural specialist works may be required on either a regular or occasional basis.
- 5.2.2 All specialist tree works shall be carried out at an appropriate time of year. In the case of invasive vegetation management (such as tree surgery or hedge trimming), works shall be completed outside of the bird nesting season (March to September inclusive). Any disturbance of protected species of flora and fauna under the Wildlife and Countryside Act, 1981 (as amended) and Conservation (Natural Habitats) Regulations, 1994 (as amended). Such specialist and experienced personnel can then proceed with the agreed Specialist Works, having first obtained any relevant licences (if required).
- 5.2.3 All tree surgery works shall be carried out in accordance with BS 3998: 1989 "Recommendations for Tree Work", and the Arboricultural Association "Standard Conditions of Contract and Specifications for Tree Works," 1996 (as amended). Unless specifically agreed for ecological purposes, all arising's that result from management operations shall be carted off site and shall include raking up, bagging and removal. Future expansion or development of the site within 15m of any recently planted or established, existing trees must take consultant arboricultural advise and comply with BS 5837:2012, "Trees in Relation to Construction".
- 5.2.4 **Protected and Priority Species or Habitats** – Every opportunity should be taken to enhance the soft landscaping for biodiversity to meet the requirements of duty under Section 40 of the Natural Environment and Rural Communities Act 2006.
- 5.2.5 No protected or priority species or habitats have been identified on the site. If in the future protected species are identified, no works whatsoever shall be carried out that affect these areas, including species that are afforded seasonal protection due to such reasons as nesting or migration. Suitably skilled, qualified and certified or licensed (as required) personnel shall carry out or monitor such works at an appropriate time of year and advise on maintenance requirements as required.
- 5.2.6 No operatives may carry out such agreed ecological works unless they are of proven skill and competence in any given specific field of work, with appropriate experience, skill and qualification determined prior to commencement.

5.2.7 Such specialist and experienced personnel can then proceed with the agreed Specialist Works, having first obtained any relevant licences (if required).



## 6.0 MANAGEMENT REQUIREMENTS

### 6.1 SCHEDULE OF YEAR 1 TO 5 MAINTENANCE OPERATIONS

6.1.1 The following table lists all operations required to be undertaken each year following completion of construction contract works in Year 1, with anticipated adoption by the LPA from Years 2 to 5.

Maintenance Operation	Number of Visits ( to be dependent on season – where not dependent on season the timing shall be agreed between the Adopting Organisation and the Landscape Management Team, indicative timings are shown with a *)						Total number of visits per year	Additional Comments
	Jan – March (13 weeks)	April – June (13 weeks)	July – Aug (9 weeks)	Sept – Oct (9 weeks)	Nov –Dec (8 weeks)			
<b>GENERAL</b>								
Litter picking	Once per month	Once every 2 weeks	Once per week	Once every 2 weeks	Once per month	24		
Leaf collection from all surfaced areas				*	*	4	Leaf clearance as required during autumn months.	
<b>SURFACING</b>								
Inspection & repairs	Once per month	Once per month	Once per month	Once per month	Once per month	12	Document any defects, recommend methodology and carry out remedial works as required.	
<b>STREET FURNITURE &amp; ENCLOSURES</b>								
Inspection & repairs	Once per month	Once per month	Once per month	Once per month	Once per month	12	Check when on site throughout year on a regular basis.	

6.1 SCHEDULE OF YEAR 1 TO 5 MAINTENANCE OPERATIONS Continued:

Maintenance Operation	Number of Visits ( to be dependent on season – where not dependent on season the timing shall be agreed between the Adopting Organisation and the Landscape Management Contractor, indicative timings are shown with a *)					Total number of visits per year	Additional Comments
	Jan – March (13 weeks)	April – May (9 weeks)	June – Aug (13 weeks)	Sept – Oct (9 weeks)	Nov –Dec (8 weeks)		
<b>SOFT WORKS</b>							
Weeding Control of planted areas	*	Once per month	Once a month	Once per month	*	7	Herbicide application taking care not to disturb mulch mats. Remove arisings off site.
Spot treatment with herbicide of planted areas & pictorial Meadow	Once in late March		Once in late June, once in mid August	Once in mid October		4	To occur at approximately 6 week intervals only if required.
Watering shrubs and trees		Once per 2 weeks in dry spells	Once every week in dry spells	Once per 2 weeks in dry spells		10	Watering frequency should be adjusted by the Landscape Management Contractor depending on climatic conditions. Increase watering during hot and dry weather until plants have established.
Boundary shrub trimming	Once					1	Avoid removal of berries during winter months by trimming.
Check and adjust as required plant supports, stakes and ties etc.	*	*	*	*	*	12	At each site visit.

6.1 SCHEDULE OF YEAR 1 TO 5 MAINTENANCE OPERATIONS Continued:

Maintenance Operation	Number of Visits (to be dependent on season – where not dependent on season the timing shall be agreed between the Adopting Organisation and the Landscape Management Contractor, indicative timings are shown with a *)						Total number of visits per year	Additional Comments
	Jan – March (13 weeks)	April – May (9 weeks)	June – Aug (13 weeks)	Sept – Oct (9 weeks)	Nov – Dec (8 weeks)			
<b>SOFTWORKS</b> Continued:								
7 x Tidying beds; re-pin pegs to corners of mulch mats/replace as necessary.	*	*	*	*	*	7	At each visit as required	
Fertilising trees and shrubs		Once in early May		Once in mid-September		2		
Pruning trees	*				*	1	As required to sound horticultural practice between November and March.	
Replacement of trees and planted areas	*				*	1	As required, during dormant season preferable.	
Leaf collection from all areas				*	*	4	Leaf clearance as required during autumn	
Cutting amenity grass verge and strimming margins	As required from start of growing season	Once every 2 -2.5 weeks according to weather.	Once every 20 days - according to weather.	Once every 2 -2.5 weeks according to weather.	As required from finish of growing season	12-20 according to the weather	Mowing frequency should be adjusted by the Landscape Management Contractor according to climatic conditions.	
Strimming of Pictorial Meadow Year 1		April	July			2	April cut when plants are 6 inches high. Remove arisings.	
Strimming of Pictorial Meadow Year 2 onwards	Late Feb						Cut and rake the meadow again to remove arisings.	
Annual Review of Management Practices							Revised management plan as required taking account of recommendations of specialist consultants (see below)	

**6.2 SCHEDULE OF YEAR 6 ONWARDS AND IN PERPETUITY MAINTENANCE OPERATIONS**

6.2.1 The following table lists all operations required to be undertaken each year following adoption, Years 6 to 20 and in perpetuity.

Maintenance Operation	Number of Visits ( to be dependent on season – where not dependent on season the timing shall be agreed between the Adopting Organisation and the Landscape Management Team, indicative timings are shown with a *)					Total number of visits per year	Additional Comments
	Jan – March (13 weeks)	April – June (13 weeks)	July – Aug (9 weeks)	Sept – Oct (9 weeks)	Nov –Dec (8 weeks)		
<b>GENERAL</b>							
Litter picking	Once per month	Once every 2 weeks	Once per week	Once every 2 weeks	Once per month	24	
Leaf collection from all surfaced areas				*	*	4	Leaf clearance as required during autumn months.
<b>SURFACING</b>							
Inspection and repair.	Once per month	Once per month	Once per month	Once per month	Once per month	12	Document any defects, recommend methodology and carry out remedial works as required.
<b>STREET FURNITURE &amp; ENCLOSURES</b>							
Inspection & repairs	Once per month	Once per month	Once per month	Once per month	Once per month	12	Check when on site throughout year on a regular basis.
<b>SOFT WORKS</b>							
Weeding Control of car park boundary & planting		Once in May				7	Herbicide application. Remove arisings off site.

6.2 SCHEDULE OF YEAR 6 ONWARDS AND IN PERPETUITY MAINTENANCE OPERATIONS Continued:

Maintenance Operation	Number of Visits ( to be dependent on season – where not dependent on season the timing shall be agreed between the Adopting Organisation and the Landscape Management Contractor, indicative timings are shown with a *)					Total number of visits per year	Additional Comments
	Jan – March (13 weeks)	April – May (9 weeks)	June – Aug (13 weeks)	Sept – Oct (9 weeks)	Nov –Dec (8 weeks)		
<b>SOFT WORKS</b>							
Spot treatment with herbicide of planted areas & pictorial Meadow	Once in late March		Once in late June, once in mid August	Once in mid October		4	To occur at approximately 6 week intervals only if required.
Boundary shrub trimming	Once					1	Avoid removal of berries during winter months by trimming. Reduce by 50% height every 10 years if necessary to control size.
Remove grow cones, spiral guards, stakes	*						Remove in year 8 or once fully established. Remove to skip.
Pruning trees	*				*	1	As required to sound horticultural practice between November and March.
Leaf collection from all areas				*	*	4	Leaf clearance as required during autumn
Cutting amenity grass verge and strimming margins	As required from start of growing season	Once every 2-2.5 weeks according to weather.	Once every 20 days - according to weather.	Once every 2-2.5 weeks according to weather.	As required from finish of growing season	12-20 according to the weather	Mowing frequency should be adjusted by the Landscape Management Contractor according to climatic conditions.
Strimming of Pictorial Meadow	Late Feb						Cut and rake the meadow again to remove arisings.
Annual Review of Management Practices							Revised management plan as required taking account of recommendations of specialist consultants (see below)

## **Appendix 1**

### **Detailed Landscape Proposals Drawing with Outline Specification**

*Prepared by*

*Elwood Landscape Design Ltd*

*Drg Ref: drawing PICK 227/18 - 001*

*See Separate drawing*