



FORMER NESTLE FACTORY  
LANDSCAPE MAINTENANCE & MANAGEMENT PLAN



## DOCUMENT DETAILS

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# 1.0 INTRODUCTION

## 1.1 INTRODUCTION

Studio Bosk have been appointed by Barratt West London to prepare a landscape maintenance and management plan for; Block F3, Block B, Block C, Block H and Block I at the Former Nestle Site (Hayes Village) in London. It sets out the necessary requirements for the landscape management of the existing and new planting associated with the project.

The management plan covers the landscaping associated with the new development; ground floor public realm, communal podium garden and communal roof terraces.

In summary, the landscape maintenance objectives for the site are:

- To maximise the landscape amenity of the site, by providing and maintaining a attractive and robust landscape setting for the development.
- To promote biodiversity by creating and maintaining wildlife habitats and enhancements;
- To ensure functionality of the landscape scheme for users of the site.
- To maintain the existing and new tree planting to create a character for the development and ensure the longevity of the proposed species.
- To maintain healthy plant growth and ensure that the plant stock remains free from disease.
- To ensure that planting beds are kept free from weeds and litter.

- To deliver health and safety requirements to all areas of the landscape for both residents and visitors.

The site has been divided into vegetation types and habitat areas, based on existing conditions. This plan deals with the maintenance of the following areas:

- General Maintenance items
- Maintenance of Existing Trees;
- Maintenance of new Tree Planting;
- Maintenance of new Hedge Planting;
- Maintenance of new Shrub Planting;
- Maintenance of Amenity Grass
- Maintenance of Meadow Grass Areas/Bulb Planting;
- Maintenance of Green Roofs;
- Maintenance of Hard Surfaces & Street Furniture;
- Maintenance of Play Areas

The plan covers the first 5 years of maintenance. After which, the plan should be reviewed, with fresh objectives and prescriptions for the long term maintenance, in consultation with any relevant stakeholders, including any emerging residents groups.

Following initial development of the site, it is anticipated that the first 12 months planting maintenance will be the responsibility of the landscape sub-contractor as appointed by the developer. Any planting areas that are conveyed to the individual dwellings will remain the responsibility of the occupier.

Where a British Standard or Code of Practice exists, appropriate to any materials, workmanship or operations necessitated by the Works or part thereof, such materials, workmanship or operations shall comply with the latest edition of that British Standard or Code of Practice unless otherwise stated.

## 1.2 SITE DESCRIPTION

1.2.1 The Site is located to the South East of Hayes and Harlington Station. The site is bounded to the south by Nestles Avenue and the north by the Grand Union Canal and Great Western & Elizabeth Railway Lines. The west by the Squirrels Trading Estate and the East by the New Segro site. The Site currently consists of completed residential buildings from earlier phases and work in progress construction of future residential buildings.

1.2.2 The Site offers an exciting opportunity to form a high quality development in conjunction with the emerging new developments in surrounding area. Through the proposed mix of uses, including residential, retail, community and public realm, it is intended that the development will act as a catalyst for wider regeneration in the area, along with creating employment and new services and facilities for the local community.

## 2.0 IMPLEMENTATION OF THE WORKS

- 2.2.1 All works should be installed in accordance with the details and specification set out in the construction issue documentation.
- 2.2.2 All planting should take place in the first available planting season following completion of the dwellings and any associated open space areas, and to meet the criteria of the general planting specification set out in on the drawings. If the planting is installed outside of the planting season, watering will be required to ensure establishment.
- 2.2.3 Planting should be maintained by the installing landscape contractor for a minimum period of 12 months following installation, with any defective planting replaced at the end of the first year (or before).
- 2.2.4 The Contractor shall carry out all operations as necessary and shall provide all materials, labour, machinery, monitoring, analysis, supervision and administration to fulfil at all times, the following requirements:
  - That the grounds be fit for the purpose in every respect as a high quality landscape. That the grounds be maintained in a clean, safe, orderly and litter-free condition.
  - That the protection of the health and safety of all people in the grounds be ensured. The Contractor shall comply with all relevant health and safety legislation and provide evidence of doing so.
- 2.2.5 That inconvenience to all people in the public spaces and units be minimised by the execution of maintenance operations in such a manner and at such times as to reduce disturbance to the lowest level reasonably possible.
- 2.2.6 That all defective items be replaced as soon as is reasonably possible and in accordance with the original specification.
- 2.2.7 That all defective shrubs and grass areas be replaced at no additional cost to the contract unless their failure is caused by, vandalism or construction activities by others.
- 2.2.8 The Contractor shall produce a programme of works for the duration of the contract. This shall be reviewed at contract meetings to be held at Client's offices. The meeting attendance dates will be regular although not always on the same day each visit. For each meeting a report on work carried out, resources, progress, health and safety and information required shall be produced for distribution in advance by the Contractor.
- 2.2.9 That the grounds are maintained and monitored to keep and increase the enhanced ecological value
- 2.2.10 The Contractor shall be responsible for all supervision required to ensure that the works are carried out in accordance with the specification and shall employ experienced and competent foremen on site throughout the duration of the works.

## 3.0 GENERAL MAINTENANCE REQUIREMENTS

### 3.1 GENERAL

3.1.1 The Contractor shall advise the management company of all trees and other plants found to be dead, dying, vandalised or suffering significantly from the current growing conditions. All failed / defective plants identified within the first 12 months of installation should be replaced by the contractor at the soonest available planting season to ensure a continued coverage of growth. Replacement plants should be of the same species and specification of the failed specimens.

### 3.2 WORKMANSHIP

3.2.1 Maintenance of the landscape areas shall be undertaken by a competent Landscape Contractor, registered with the British Association of Landscape Industries (BALI). For the purposes of this report the appointed landscape contractor is referred to as 'The Contractor'.

3.2.2 The methodology for completing any of the work in this specification and schedules is at the discretion of the landscape contractors unless specifically set out in this document.

3.2.3 The contractor is to ensure that maintenance is completed in line with good horticultural practice including the latest requirements of the current British Standards.

### 3.3 PROGRAMME

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

3.3.2 Maintenance visits shall be undertaken at minimum monthly intervals (i.e. 12 visits per year). Visits may need to be increased at certain times of the year to enable the operations set-out within the report to be properly executed.

3.3.3 The Contractor shall programme and vary their agreed time of visits to coincide with appropriate weather conditions for carrying out of operations, with particular regard for the use of chemicals and the mowing of grass. The mowing of grass during excessively wet weather or following periods of extended rain is strictly prohibited.

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

### 3.4 MACHINES AND TOOLS

3.4.1 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.

### 3.5 CHEMICALS

3.5.1 Generally, use of chemicals and pesticides is to be avoided. In exceptional circumstances, when all other organic, manual and biological methods have been attempted, it may be possible to use chemicals and pesticides. The contractor shall notify the estate management company if intending to use chemicals on the scheme. The Contractor shall restrict the use of chemicals strictly to where absolutely necessary and only as a final course of action.

3.5.2 The use of chemicals must follow the latest regulations and legislation relevant to the product. 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.

3.5.3 The Contractor must comply with the relevant legislation and any other legislation enacted during the contract period for pesticides. Pesticides include herbicides, insecticides, fungicides and plant growth regulators.

3.5.4 The Contractor must comply with all relevant Codes of Practice issued by DefRA.

3.5.5 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.

- 3.5.6 A Certificate of Competence (National Proficiency Training Certificate) must be held by the Contractor applying pesticides and handed to the Estate Management Company prior to commencement on site. Only Certificate of holders shall mix, apply and dispose of pesticides and other chemicals on the site.
- 3.5.7 The Contractor shall keep a record that sets out all uses and applications of chemicals carried out on site. A copy should be submitted to the estate management company for record.

- 3.5.8 The contractor will set out warning signs in areas where chemicals are being used to notify the public. Details of the chemicals in use and contact details to be provided on the signage. Measures should be put in place to protect members of the public from exposure to the chemicals.

## 3.6 PROTECTION

- 3.6.1 The contractor shall be responsible for the protection of surfaces and features adjacent to the maintenance operations. Ensure that all adjacent areas affected by maintenance operations are protected using boards or tarpaulins. Do not place excavated or imported materials directly onto grass/hard surfaces;

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

- 3.8.3 Chipping and shredding is not permitted on site without prior consent.

## 3.9 PESTS AND DISEASES

- 3.9.1 The Contractor should notify the management company to any significant pest or disease problem affecting the planted stock and shall provide a suitable strategy for treatment to be agreed with the client.
- 3.9.2 Should mammalian pests become a significant problem on site, then proposals for their control / eradication should be submitted for approval.

## 3.7 WATERING

- 3.7.1 Following practical completion of the main construction works the landscape contractor shall supply equipment to water the planting areas to ensure establishment. Standpipes are included on the scheme with mains water for landscape maintenance.
- 3.7.2 Watering shall completed as required to ensure the establishment of soft landscape areas. If legislation prevents the use of mains water inform the estate management company.

## 3.8 WASTE

- 3.8.1 The Landscape Contractor is to remove from the Site and dispose of arisings resulting from their work. This includes; weeds, prunings, leaves, litter, rubbish, dirt and other arisings unless specifically described as to be left and spread over beds etc. All arisings to be recycled where possible.
- 3.8.2 The Contractor should ensure that the site is left in a tidy and safe state following the undertaking of works outlined in the enclosed schedules and this shall be at the end of the day of each visit.

## 4.0 MAINTENANCE OF EXISTING TREES

### 4.1 OBJECTIVES

- 4.1.1 Management of existing trees for safety, and to maintain healthy growth, attractive form and promote longevity. There are a number of mature trees located within the Site, and any management should be minimal and aimed at maintaining health and promoting longevity.
- 4.1.2 To be read in conjunction with the detailed Tree survey, Protection Plan and method statement undertaken by the arboricultural consultant.

### 4.2 GENERALLY

- 4.2.1 All works should be in accordance with BS:3998 2010 and Forestry and Arboricultural Training and Safety Council Safety Guides. All operatives undertaking chainsaw work must hold appropriate certification and should be approved members of the Arboricultural Association.
- 4.2.2 As a general rule, wherever possible, management should be as minimal as possible, subject to meeting health and safety requirements.
- 4.2.3 Monitor existing trees for any sign of defects or poor health twice yearly or after severe weather i.e. winds in excess of 50mph or snowfall >10cm. Report any signs of ill health or damage and take remedial action when instructed.

- 4.2.4 If trees show signs of poor growth in a heavily trodden area, with no observable pests or diseases, feed and aerate the root area or in severe cases, undertake specialist decompaction.
- 4.2.5 Similarly, if trees appear to be suffering any signs of nutrient deficiency a general fertiliser should be applied as appropriate and in accordance with manufacturer's instructions, and hoed into bare soil beneath canopy line; annually as required.
- 4.2.6 Prior to starting work on existing trees the Estate Management Company and Contractors shall agree the trees that are to receive work.
- 4.2.7 Any works to the trees is to be carried out in accordance with the legal agreement for the site and therefore following consultation and written consent from the Local Planning Authority (LPA). Consultation with the local authority should be sought for any works to trees covered by a Tree Preservation Order.
- 4.2.8 Prior to, during and after work the Contractor should avoid damage to neighbouring trees, plants and property.
- 4.2.9 Do not disturb nesting birds or bats as part of any works to trees. Seek advice from a suitably qualified ecologist if found.

### 4.3 PRUNING

- 4.3.1 Routine annual pruning of mature trees should be carried out only in exceptional circumstances if a health and safety issue is identified or for the benefit of the trees health. Prior to undertaking such works, advice should be sought from the principal designer / principal contractor.
- 4.3.2 Tree work should be carried out in accordance with BS 3998 and Health and Safety Executive (HSE) 'Forestry and arboriculture safety leaflets'. Branches should be cut in accordance with the Arboricultural Association Leaflet 'Mature tree management'. In each case cut back to live wood using appropriate tools and do not prune during the late winter / early spring period.
- 4.3.3 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.
- 4.3.4 When removing branches do not damage or tear the stem. 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.
- 4.3.5 Only remove large branches if unavoidable. Remove in small sections and lower to the ground with ropes and slings.

4.3.6 Clean out and remove any dead, dying or diseased wood, broken branches or growths, fungal bodies and fruiting bodies. Remove any rubbish or objects / structures which have become attached or accumulated within the canopy or on the trunk of the tree. Any standing or attached dead wood should be left in situ unless it is causing an obstruction or poses a risk to health and safety.

4.3.7 Remove unsafe branches, epicormic shoots and potentially weak forks that could fail in adverse weather conditions

#### 4.4 CROWN LIFTING

4.4.1 Ensure that there is sufficient clearance below the lowest branches and access routes. In general remove branch systems to give clearances as follows: 2.5m above pathways, 3m above cycleways, above vehicle carriageways.

#### 4.5 CROWN THINNING

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

#### 4.6 ARISINGS

4.6.1 Where possible stack all wood arising from the works in neat piles in areas to be agreed with the ecologist to provide invertebrate habitat opportunities.

4.6.2 If locations are not available on site remove arisings off site to a recycling facility.

#### 4.7 EMERGENCY CALL OUT

4.7.1 The Contractor shall include for an emergency call out response:

- 1 hour emergency call out (during working hours).
- 1 hour emergency call out (out of working hours)

4.7.2 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.

## 5.0 MAINTENANCE OF NEW TREE PLANTING

### 5.1 OBJECTIVES

5.1.1 To ensure new tree planting is suitably cared for to enable its successful establishment, and to promote healthy growth and attractive form.

### 5.2 GENERALLY

5.2.1 Watering programme should be monitored to ensure that at times of water shortage (e.g. drought) sufficient water is applied to meet the conditions.

5.2.2 Apply annually a single dose of evenly spread, 11:22:9 NPK, slow release fertiliser to the base of the tree at a rate of 50g per tree, from March – April; replace any mulch layer. Refer to manufacturers information for details of application.

5.2.3 Re-firm trees in ground after strong winds, frost heave or other disturbances.

5.2.4 Monitor and replace failed planting with new plants between October and March. Ensure planting is conducted into well-prepared ground.

5.2.5 Trees should be routinely inspected for pests and diseases and any remedial action taken swiftly to prevent the spread of disease and control pests.

5.2.6 Maintain a mulch layer at the base of each tree by annual topping-up to a depth of 50mm to a diameter of 1.2m around the trunk. Ensure mulch layer is free from weeds by hand cultivation.

5.2.7 Prior to starting work on existing trees the Estate Management Company and Contractors shall agree the trees that are to receive work.

5.2.8 Any works to the trees is to be carried out in accordance with the legal agreement for the site and therefore following consultation and written consent from the Local Planning Authority (LPA). Consultation with the local authority should be sought for any works to trees covered by a Tree Preservation Order.

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

5.2.10 Do not disturb nesting birds or bats as part of any works to trees. Seek advice from a suitably qualified ecologist if found.

### 5.3 TREE STAKES AND TIES

5.3.1 The Contractor shall check tree stakes, ties and guying wires on a two monthly basis and immediately after strong winds.

5.3.2 Replace loose, broken or decayed stakes to original specification.

5.3.3 Following each review adjust, fix or replace any ties that have become lose or damaged. Adjust to allow for growth and prevent chaffing. Where damage has occurred, reposition or replace ties to prevent further damage.

5.3.4 Replace or re-secure loose or missing underground guy wires. Adjust to suit stem growth and to provide correct and uniform tension.

5.3.5 Remove stakes, ties and underground guying two years after planting. Fill holes with lightly compacted soil.

### 5.4 FORMATIVE PRUNING

5.4.1 Formative Pruning of young trees should be undertaken to ensure the successful establishment of the trees.

5.4.2 The formative pruning of young trees should be carried out by an approved member of the Arboricultural Association or other approved specialist.

5.4.3 The works should not be carried out during the late winter/early spring sap flow period.

5.4.4 To ensure the development of a robust tree canopy and ensure a strong leader, young trees should be crown pruned by removing dead branches and reducing selected side branches by one third. Remove duplicated branches and potentially weak or tight forks.

## 5.5 PRUNING

5.5.1 Routine annual pruning of mature trees should be carried out only in exceptional circumstances if a health and safety issue is identified or for the benefit of the trees health. Prior to undertaking such works, advice should be sought from the principal designer / principal contractor.

5.5.2 Tree work should be carried out in accordance with BS 3998 and Health and Safety Executive (HSE) 'Forestry and arboriculture safety leaflets'. Branches should be cut in accordance with the Arboricultural Association Leaflet 'Mature tree management'. In each case cut back to live wood using appropriate tools and do not prune during the late winter / early spring period.

5.5.3 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.

5.5.4 When removing branches do not damage or tear the stem. 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.

5.5.5 Only remove large branches if unavoidable. Remove in small sections and lower to the ground with ropes and slings.

5.5.6 Clean out and remove any dead, dying or diseased wood, broken branches or growths, fungal bodies and fruiting bodies. Remove any rubbish or objects / structures which have become attached or accumulated within the canopy or on the trunk of the tree. Any standing or attached dead wood should be left in situ unless it is causing an obstruction or poses a risk to health and safety.

5.5.7 Remove unsafe branches, epicormic shoots and potentially weak forks that could fail in adverse weather conditions

## 5.6 CROWN LIFTING

5.6.1 Ensure that there is sufficient clearance below the lowest branches and access routes. In general remove branch systems to give clearances as follows: 2.5m above pathways, 3m above cycleways, above vehicle carriageways.

## 5.7 CROWN THINNING

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

## 5.8 ARISINGS

5.8.1 Where possible stack all wood arising from the works in neat piles in areas to be agreed with the ecologist to provide invertebrate habitat opportunities.

5.8.2 If locations are not available on site remove arisings off site to a recycling facility.

## 5.9 EMERGENCY CALL OUT

5.9.1 The Contractor shall include for an emergency call out response:

- 1 hour emergency call out (during working hours).
- 1 hour emergency call out (out of working hours)

5.9.2 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.

# 6.0 MAINTENANCE OF NEW HEDGE PLANTING

## 6.1 OBJECTIVES

6.1.1 To ensure newly planted hedges are suitably cared for to enable successful establishment into a dense bushy hedge that can be suitably maintained for ornamental and amenity value.

## 6.2 GENERALLY

6.2.1 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.

6.2.2 Hedges should be cut using sharp shears, reciprocating motorised hand held cutters or secateurs. Tractor mounted hedge cutting equipment is not permitted during the establishment of new hedges.

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

6.2.4 Monitor and replace failed planting with new plants between October and March. Ensure planting is conducted into well-prepared ground.

6.2.5 Apply an annual single dose of evenly spread, 11:22:9 NPK slow release fertiliser at a rate of 60g per m<sup>2</sup>, in March - April. Refer to manufacturers information for details of application.

6.2.6 During and following the establishment of the planting ensure that sufficient water is applied to maintain healthy growth as required. Ensure that full depth of topsoil is saturated. Watering programme should be monitored to ensure that at times of water shortage (e.g. drought), sufficient water is applied to meet the conditions.

6.2.7 Regularly check for plants which have been loosened by wind or frost and re-firm any loose plants back into the ground.

## 6.3 WEEDING

6.3.1 Keep all hedge planting trenches clear of weeds by cultivating, pulling by hand, hoeing and raking, avoiding damage to the plants, leaving a clean weed free surface cultivated to a medium tilth. No herbicides shall be used.

6.3.2 Fork-over/hoe beds as necessary to keep soil loose, disposing of arisings off-site. 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.

6.3.3 Top-up the mulch surface (where applicable) with chipped tree bark following planting, to a depth of 50mm. Regularly monitor mulch levels and re-mulch in July to original depth, or when required.

## 6.4 PRUNING

6.4.1 Contractor to prune and re-shape hedge species at the appropriate time according to individual requirements to promote good growth and compact form, removing any dead or dying wood.

6.4.2 The sides of the hedge shall be slightly inward sloping (wider at the bottom of the hedge than at the top to give more stability) with the top of the hedge level and at right angles to the ends.

6.4.3 Large leafed species, such as Laurel, shall only be pruned by using secateurs or similar approved equipment.

6.4.4 When the hedges are in flower pruning of the hedges is prohibited unless agreed with the Estate Management Company.

6.4.5 Hedges to be maintained to a height of 1.1m by trimming growth annually. Once established, hedges should be maintained at their planned dimensions.

6.4.6 Avoid pruning the hedge row in March to July to avoid disturbance of nesting birds and wildlife. Seek advice from a suitably qualified ecologist if nesting birds are found.

6.4.7 Hedge cutting will be undertaken according to vigor and type.

6.4.8 All arisings shall be collected immediately following cutting and taken to the designated location for disposal. This includes trimmings hung up in hedges and the sweeping of adjacent hard surfaces. Where possible arisings will be used to create piles in discrete areas on the green roof that will provide natural refugia for invertebrates.

# 7.0 MAINTENANCE OF NEW SHRUB PLANTING

## 7.1 OBJECTIVES

7.1.1 To ensure planting within communal areas adjacent to dwellings and in areas of public open space is suitably cared for to enable its successful establishment, to maintain growth and shape of plants and prevent planting beds becoming overgrown and untidy.

## 7.2 GENERALLY

7.2.1 During and following the establishment of the planting ensure that sufficient water is applied to maintain healthy growth as required. Ensure that full depth of topsoil is saturated. Watering programme should be monitored to ensure that at times of water shortage (e.g. drought) sufficient water is applied to meet the conditions.

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

7.2.3 Apply an annual single dose of evenly spread, 11:22:9 NPK slow release fertiliser at a rate of 60g per m<sup>2</sup>, in March - April. Refer to manufacturers information for details of application.

7.2.4 Regularly check for plantings which have been loosened by wind or frost and re-firm any loose plants back into the ground.

7.2.5 Monitor and replace failed planting with new equivalent plants between October and March.

7.2.6 Maintain the edges of all shrub beds in a neat and tidy appearance. 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.

7.2.7 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.

## 7.3 WEEDING

7.3.1 Keep all planting beds clear of weeds by cultivating, pulling by hand, hoeing and raking, avoiding damage to the plants, leaving a clean weed free surface cultivated to a medium tilth. No herbicides shall be used

7.3.2 Fork-over/hoe beds as necessary to keep soil loose, disposing of arisings off-site. The soil shall be lightly cultivated (taking care not to damage the root system).

7.3.3 To assist in the prevention of weed growth, mulch the surface of the planting beds with chipped tree bark following planting, to a depth of 50mm. Regularly monitor mulch levels and re-mulch in July to original depth, or when required.

## 7.4 PRUNING

7.4.1 Prune and re-shape shrub species at the appropriate time according to individual requirements.

7.4.2 At each visit remove dead or dying wood, in order to promote healthy growth and attractive form.

7.4.3 Shrubs should be prevented from becoming overgrown, with particular attention to plants adjacent to windows, footpaths and roads to prevent obstruction.

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

7.4.5 Avoid hard pruning to bare wood.

7.4.6 Do not cut the planting all at one level, a natural looking shrub bed shall be achieved, not topiary.

- 7.4.7 Any plants grown for winter stem colour, is winter berry bearing or similar effects, shall be pruned at the optimum time to provide the maximum display.
- 7.4.8 Dead head flowering shrubs following the flowering period to promote further flowering.

## 7.5 THINNING

- 7.5.1 Regularly check beds on routine visits to assess whether thinning is required. When plantings are starting to overlap it may be necessary to remove some individual plants to retain the character of the bed. Thinning should take place as required in a logical process over several stages..

# 8.0 MAINTENANCE OF NEW HERBACEOUS PLANTING

## 8.1 OBJECTIVES

8.1.1 To ensure planting within communal areas adjacent to dwellings and in areas of public open space is suitably cared for to enable its successful establishment, to maintain growth and shape of plants and prevent planting beds becoming overgrown and untidy.

## 8.2 GENERALLY

8.2.1 During and following the establishment of the planting ensure that sufficient water is applied to maintain healthy growth as required. Ensure that full depth of topsoil is saturated. Watering programme should be monitored to ensure that at times of water shortage (e.g. drought) sufficient water is applied to meet the conditions.

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

8.2.3 Apply an annual single dose of evenly spread, 11:22:9 NPK slow release fertiliser at a rate of 60g per m<sup>2</sup>, in March - April. Refer to manufacturers information for details of application.

8.2.4 Regularly check for plantings which have been loosened by wind or frost and re-firm any loose plants back into the ground.

8.2.5 Monitor and replace failed planting with new equivalent plants between October and March.

8.2.6 Maintain the edges of all beds in a neat and tidy appearance. 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.

8.2.7 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.

## 8.3 STAKING

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

## 8.4 PRUNING

8.4.1 The Contractor shall carry out visits for autumn maintenance, at equally spaced intervals throughout November and December.

8.4.2 The Contractor shall, on each visit, cut down all growth of the herbaceous perennials that have finished flowering and stems have died back and shall fork over the soil, minimising disturbance to plants.

## 8.5 DIVIDING PLANTS

8.5.1 The contractor may be required to lift and divide plants in the beds between November and March. Locations and quantity to be agreed with estate management company.

8.5.2 Plants shall be dug up and split in accordance with good horticultural practice, removing any perennial weed entwined within the plants.

## 8.6 WEEDING

8.6.1 Keep all planting beds clear of weeds by cultivating, pulling by hand, hoeing and raking, avoiding damage to the plants, leaving a clean weed free surface cultivated to a medium tilth. No herbicides shall be used

- 8.6.2 Fork-over/hoe beds as necessary to keep soil loose, disposing of arisings off-site. The soil shall be lightly cultivated (taking care not to damage the root system).
- 8.6.3 To assist in the prevention of weed growth, mulch the surface of the planting beds with chipped tree bark following planting, to a depth of 50mm. Regularly monitor mulch levels and re-mulch in July to original depth, or when required.

## 9.0 MAINTENANCE OF AMENITY GRASS

### 9.1 OBJECTIVES

9.1.1 To ensure that mown grass areas are maintained to meet the proposed functions of the space and deliver an attractive lawn.

9.1.2 Ensure areas of bulb planting in grass are healthy and encourage flowering.

### 9.2 GENERALLY

9.2.1 All grass shall be cut cleanly and evenly to the specified height.

9.2.2 Machinery to be used that is suitable for the lawn type and aesthetic.

9.2.3 Any clippings that end up on paths, hard landscape areas or planting beds to be removed by the contractor to a suitable recycling facility.

9.2.4 The contractor shall complete the cutting of a full area at each visit. Do not leave areas partially cut for completion the next day or at the next visit. The area is defined by the surrounding boundaries including but not limited to; path, planting beds, fences & walls.

9.2.5 The contractor shall report any damage to the lawn areas to the estate management company so that a process for repair can be agreed.

9.2.6 Prior to cutting the lawn the contractor is to remove any leaves, twigs or litter and any stones or debris above 25mm in size in any dimension. All material to be removed off site to a suitable disposal facility.

9.2.7 Newly planted trees within lawn areas are to be maintained with a 1m diameter zone clear of grass.

9.2.8 Do not use mowers or strimmers within 100mm of tree stems to avoid damage to the bark.

9.2.9 If weather conditions are not suitable for mowing lawn areas, liaise with estate management company to agree a variation to the agreed schedule when the conditions will be suitable. Contractor to ensure that maintenance activities don't have an impact on the long term health of the lawn areas.

9.2.10 Selective herbicide should be avoided at all times unless agreed with the Estate Management Company.

### 9.3 AMENITY GRASS AREAS.

9.3.1 Allow grass surface to establish to a minimum height of 50mm before first cut.

9.3.2 Once established maintain amenity grass areas at a height between 25-50mm by cutting at regular periods as required during the growing season.

9.3.3 All arisings to be collected and removed from site to a suitable recycling facility.

### 9.4 SCARIFICATION, AERATION & TOPDRESSING

9.4.1 All amenity grass areas should be scarified annually in the Autumn to remove build up of thatch and dead grass.

9.4.2 As necessary to relieve compaction and following scarification amenity grass areas should be thoroughly spiked to aerate soil and improve surface water penetration. Aerate to a depth of 75mm.

9.4.3 Top dress lawn areas following aeration using a sandy loam. Applied at a rate of 4-5mm across the grass surface.

9.4.4 Remove all arisings to a suitable recycling facility.

### 9.5 FERTILISER

9.5.1 All amenity grass areas are to receive a slow release organic fertiliser in spring and autumn.

9.5.2 Rates of application to be as the manufacturers guidance.

## 9.6 BULB AREAS.

- 9.6.1 In areas where bulbs have been planted grass cutting is to be avoided during late winter and early spring depending on the species.
- 9.6.2 Mowing of area to be paused while bulbs are growing, flowering and for a period of 6-8 weeks after flowering. This is to enable bulbs to regain nutrients from the leaves before they die back and are removed.

## 9.7 EDGING ALL LAWN AREAS

- 9.7.1 All edges to be maintained in a neat appearance with no grass over hanging the finished edge.
- 9.7.2 Design of edges to follow the original design intent for the space, maintain sharp corners or flowing curves depending on the original proposals.
- 9.7.3 Where grass areas meet kerbs, channels or other hard landscape areas the contractor is to cut a clean edge. Scrape or brush any soil or debris off the path surface.
- 9.7.4 All arisings from edging to be collected and removed from site to a suitable recycling facility.

- 9.7.5 Once per year the contractor is to allow for re-shaping all edges. The layout of the edges is to follow the principles of the original design intent as above.

## 9.8 IRRIGATION OF LAWN AREAS.

- 9.8.1 During establishment and periods of prolonged drought contractor to irrigate the lawn areas. Method to be agreed with the estate management company. Rate of irrigation to be suitable to ensure the continued establishment of the grass surface.

# 10.0 MAINTENANCE OF WILD FLOWER MEADOW

## 10.1 OBJECTIVES

10.1.1 Maintain wild flower areas to encourage diverse flora, ensure healthy plants and provide seasonal displays of colour.

10.3.4 All arisings should be allowed to lay in-situ for 24 hours before being removed from site in order to allow any wildlife to disperse.

## 10.2 GENERALLY

10.2.1 Meadow areas should be monitored to assess the growth of any invasive species. Any species to be removed by hand or spot treated with an approved herbicide, if required.

## 10.4 REPLACEMENT

10.4.1 Bare and damaged patches shall be identified by the Estate Management Company for re-seeding works.

## 10.3 CUTTING

10.3.1 In the first year, wild flower meadow areas should be managed more intensively to prevent the intrusion of invasive ground flora and allow a diverse flora to develop.

## 10.5 REPLACEMENT PLUG PLANTING

10.5.1 Following year 2 plant diversity is to be monitored and supplemented with additional plug planting if required to original plant mix and densities.

10.3.2 The first cut should occur when the plants reaches approximately 100mm, down 30mm, followed by subsequent cuts every 6 weeks down to 50mm throughout the first growing season. Arisings should be removed after the first and last cut of the year, otherwise left on site.

10.3.3 From year 2 onwards Meadow areas will be maintained with a biannual cut. Cut back any winter growth in early spring and second cut in September. Leave second cuttings for a few days before removing, this will allow seeds to drop and increase the wild flower coverage for subsequent years.

# 11.0 MAINTENANCE OF GREEN ROOF

## 11.1 OBJECTIVES

11.1.1 Creation of a species-rich biodiverse roof will enhance to diversity of floral species within the site and will be beneficial for invertebrates.

## 11.2 GENERALLY

11.2.1 All maintenance actions carried out will be in full compliance with the appropriate health and safety regulations including those related to working at height. Only suitably trained operatives to access roof areas.

11.2.2 Following completion of the installation it will be necessary to keep the substrate and blanket damp for a minimum period of 10 weeks (in accordance with vegetation supplier's recommendations to maintain healthy growth).

11.2.3 Watering will be required for a minimum of 2 months during the establishment period. Depending on the weather and year of planting it may need to be longer. After the initial establishment period maintenance activities will be focused on upkeep and observation, especially during the active spring and summer growing seasons.

11.2.4 Once the Biodiverse Roofs have established, they shall be inspected routinely in early spring and late autumn in order to detect any winter related damage and to review plant growth, leaf litter, debris and dirt before winter.

11.2.5 Any areas considered high-risk locations, such as those subjected to high dust or pollution, or those in close proximity to trees should be inspected more frequently.

11.2.6 Plant encroachment into drainage outlets to be removed (removed vegetation can be used to repair any bare patches if required);

11.2.7 Additional pebbles or gravel shall be added to the vegetation barrier if movement or settlement has occurred.

## 11.3 WEEDING

11.3.1 Weeds and any tree seedlings to be removed during monthly inspections. Care should always be taken to prevent weeds from setting seed.

11.3.2 Removal of species not included in the original planting scheme/ grasses/saplings by hand. Treat bare patches (if required);

## 11.4 CUTTING

11.4.1 In the first year, biodiverse wild flower meadow areas should be managed more intensively to prevent the intrusion of invasive ground flora and allow a diverse flora to develop.

11.4.2 The first cut should occur when the plants reaches approximately 100mm, down 30mm, followed by subsequent cuts every 6 weeks down to 50mm throughout the first growing season. Arisings should be removed after the first and last cut of the year, otherwise left on site.

11.4.3 From year 2 onwards Meadow areas will be maintained with a biannual cut. Cut back any winter growth in early spring and second cut in September. Leave second cuttings for a few days before removing, this will allow seeds to drop and increase the wild flower coverage for subsequent years.

11.4.4 All arisings should be allowed to lay in-situ for 24 hours before being removed from site in order to allow any wildlife to disperse.

## 11.5 LEAF REMOVAL

11.5.1 Leaves that may restrict vegetation and block rainwater outlets shall be removed. However not all leaves shall be removed, as some can be beneficial to a biodiverse environment.

11.5.2 Where leaves are building up against landscape features such as log piles these should be retained to provide a variety of habitats as they decompose.

# 12.0 MAINTENANCE OF HARD SURFACES AND STREET FURNITURE

## 12.1 OBJECTIVES

12.1.1 To ensure that hard landscape surfaces and street furniture items are maintained in a clean and safe manner for residents to use all year round.

## 12.2 HARD SURFACES

12.2.1 As required, the contractor is to ensure that all hard landscape surfaces are clear of litter, twigs, fallen leaves, glass or any other debris through regular sweeping. This includes any hoggin or gravel areas. Remove any arisings from site and dispose of at a recycling facility.

12.2.2 Ensure that the hard landscape surfaces are free from weeds. Weed growth shall not exceed 5% of any area. All weeding to be competed by hand weeding, chemical methods should be avoided.

12.2.3 Undertake inspections at regular periods to ensure that all surfaces are free from any damage, cracks or trip hazards. Notify the estate management company of any areas of the surfaces that have failed so that a method for repair can be agreed. Fence off from the public as required.

12.2.4 Check drainage channels and gullies to ensure that the water is running freely. Report any defects to the management company.

## 12.3 STREET FURNITURE

12.3.1 At each maintenance visit undertake visual checks of the furniture to ensure that it remains safe to use and free of defects. Notify the estate management company of any issues with the furniture.

12.3.2 For all timber furniture elements ensure that the timber doesn't have any damage, cracks or splinters. Apply timber preservative or oil depending on type and to match the original specification.

12.3.3 Check all metalwork items for damage to paintwork

12.3.4 Check all furniture for damage or loosening of any fixing points.

# 13.0 MAINTENANCE OF GYM AND PLAY AREAS

## 13.1 OBJECTIVES

13.1.1 To ensure the gym equipment, play equipment and associated areas meet the safety standards and are safe to use.

## 13.2 PLAY EQUIPMENT

13.2.1 Play equipment to be inspected in line with the manufacturers guidance and ROSPA guidance. Frequency of checks as required by the manufacturer to ensure that they remain safe for use.

13.2.2 Details of all equipment types, manufacturers information, warranties, maintenance requirements should be retained within the O&M manuals and reviewed to regularly.

13.2.3 At each inspection notify the estate management company of any loose or damaged items. Re-install any loose elements.

13.2.4 Playgrounds and equipment to be inspected annually by an independent specialist. The inspection should meet the requirements of EN1176, or latest equivalent to ensure the long term safety of the site. Inspector to provide a report highlighting 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 any risk associated with the condition of the equipment.

## 13.3 LOOSE-FILL SURFACING

13.3.1 Contractor to complete regular inspections to make sure that the loose fill materials are at the correct level and no foundations for equipment are exposed or too close to the surface. Highlight any issues to the management company and top up levels to the required depth.

13.3.2 At each maintenance visit rake the surface and remove any debris. If regular debris is found within the surfacing notify the management company to agree a strategy to ensure the safety of users.

13.3.3 Depending on how frequently the sand play area is used and its location, the sand will require regular disinfectant. Treatment methodology and frequency to manufacturers standard, timing to be agreed with management company.

## 13.4 GYM EQUIPMENT

13.4.1 Gym equipment to be inspected in line with the manufacturers guidance and ROSPA guidance. Frequency of checks as required by the manufacturer to ensure that they remain safe for use.

13.4.2 Details of all equipment types, manufacturers information, warranties, maintenance requirements should be retained within the O&M manuals and reviewed to regularly.

13.4.3 At each inspection notify the estate management company of any loose or damaged items. Re-install any loose elements.

## 14.0 MAINTENANCE SCHEDULES

14.4.1 A schedule of work is provided in the following tables, giving a timetable for management actions for the first five years post implementation.

14.4.2 Before the end of this Management Plan period the management agency shall review these prescriptions in consultation with any interested parties and provide an updated Management Plan for on-going maintenance.

No	Activity	Calendar Year											
		J	F	M	A	M	J	J	A	S	O	N	D
1.0	MAINTENANCE OF EXISTING TREES												
	Formative/Remedial Pruning												
	Crown Lifting												
	Crown Thinning												
	Stakes/Supports												
	Pruning Deadwooding												
	Avoid Nesting Birds/Bat Roosting												
	Hand Weed												
2.0	MAINTENANCE OF NEW TREES												
	Formative/Remedial Pruning												
	Refirming Trees												
	Replacement Planting												
	Stakes/Supports												
	Tree Guards and Grilles												
	Crown Lifting												
	Crown Thinning												
	Pruning/Deadwooding												
	Maintain Woodchip/Mulch												
	Avoid Nesting Birds/Bat Roosting												
	Hand Weed												
	Fertilizer												
3.0	EXISTING HEDGE MAINTENANCE												
	Pruning												
	Pruning/Deadwooding												
	Replacement Planting												
	Stakes/Supports												
	Tree Guards and Grilles												
	Hand Weed												
4.0	NEW HEDGE MAINTENANCE												
	Pruning												
	Re-firm												
	Replacement Planting												
	Guards/Fencing/Support												
	Maintain Woodchip/Mulch												
	Hand Weed												
	Fertilizer												
6.0	ORNAMENTAL SHRUB PLANTING												
	Edge/Trimming of Shrub Beds												
	Prune												
	Re-firm												
	Hand Weed												
	Replacement Planting												
	Guards/Fencing/ Supports												
	Maintain Woodchip/ Mulch												

No	Activity	Calendar Year											
		J	F	M	A	M	J	J	A	S	O	N	D
6.0	<b>HERBACEOUS PLANTING</b>												
	Edge/Trimming of Shrub Beds												
	Prune												
	Re-firm												
	Hand Weed												
	Replacement Planting												
	Split												
	Maintain Woodchip/ Mulch												
	Fertilizer												
7.0	<b>GRASS MAINTENANCE</b>												
	Amenity Grass Cutting												
	General Amenity Grass Cutting												
	Edge Trimming												
	Chemical Turf Care												
	Arisings												
	Repairs												
8.0	<b>WILDFLOWER MEADOW MAINTENANCE</b>												
	Wildflower Grass Cutting												
	Arisings												
	Repairing												
9.0	<b>GREEN ROOF MAINTENANCE</b>												
	Inspections												
	General Maintenance												
10.0	<b>LEAF CLEARANCE</b>												
	Leaf Clearance												
11.0	<b>LITTER CLEARANCE</b>												
	Litter Clearance												
	Emptying of Litter Bins												
12.0	<b>HARD LANDSCAPE SURFACES AND STREET FURNITURE</b>												
	Sweeping of Roads, Car Parks, Paths												
	Inspect and Repair Fencing												
	Weed Control												
	Gullies												
13.0	<b>MAINTENANCE OF PLAY AREAS</b>												
	Sweeping of Roads, Car Parks, Paths												





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