

CREST NICHOLSON

KILNWOOD VALE, CRAWLEY

PHASE 3 DEFG

LANDSCAPE MANAGEMENT AND MAINTENANCE PLAN

3015-4-5-4-LM-5401-P2 - LANDMAN

PLANNING: CONDITION CLEARANCE

Date: FEB 2025

CLIENT Crest Nicholson

PROJECT Kilnwood Vale – Phase 3 DEFG

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EXECUTIVE SUMMARY

David Jarvis Associates has prepared this document to form part of the application condition clearance requirements. This landscape management plan details the landscape management intent and maintenance operations for Phase 3 DEFG and provides a prescription for the management operations within.

The site is located off the A264 near Crawley.

The site comprises a mixture of landscape elements; including ornamental planting, specimen feature tree planting, amenity greenspace together with some minor hardscape material detailing. The landscape implementation works are to be completed sequentially in line with the completion of the phase of development.

The purpose of the management plan is to ensure the long-term viability of the planting and to achieve the overall design intent of the scheme. Any dead/dying/diseased or lost plants will therefore be replaced as required (with species and positions as on approved plan, where appropriate) to ensure continuity of healthy trees, shrubs and hedges within the site. Any works (thinning, removal etc) proposed to the trees fronting public roads are to be discussed with, and approved by, Horsham District Council before works commence.

In order to ensure successful management of this site, this plan should be reviewed *annually at the end of October* so that replacements, priorities and prescriptions can be modified, agreed with by the local authority and implemented for the forthcoming planting season.

1. PRELIMINARIES

1.1 This Landscape Management and Maintenance Plan shall be read in conjunction with all other Contract Documents; including all Drawings and Standard Forms of Tender. Any queries arising in respect of this document, are to be referred to the Landscape Architect.

1.2 References:

- All references to the "Management Company (MC)" within this document shall mean the organisation (private or otherwise) to whom overall responsibility for the site is devolved upon satisfactory completion of the site works by the Housing Developer.
- All references to the "Housing Developer" and "client" within this document shall mean Crest Nicholson Ltd.
- All references to the, "LPA" within this document shall mean the Local Planning Authority. This is Horsham District Council.
- All references to the "Specialist subcontractor/sub consultant/maintenance contractor" within this document shall mean the organisation/s employed by the MC to undertake works within the development on their behalf.
- All references to the "Architect" within this document shall mean the leader of the professional team who is responsible to the Client under the terms of the contract.
- All references to the "Engineer" within this document shall mean the engineers employed by the client to take overall responsibility for engineering concerns, including the setting of site levels and drainage matters.
- All references to the "Landscape Architect" within this document shall mean David Jarvis Associates Ltd. or their representatives.
- All references to the, "Contract Administrator (CA)" within this document shall mean the persons appointed by the legal owners of the site (Client or, later the MC) to take overall responsibility for running of any contracts pertaining to the management and maintenance of the development envelop within this document.
- All references to the "development/site/envelop" within this document shall mean the Kilnwood Vale – Phase 3 DEFG development scheme and associated infrastructure as set out in the approved planning documentation.
- All references to, "existing trees" or "existing tree stock" within this document shall mean those identified as being onsite prior to the commencement of site work which are to be retained as set out in the approved planning documentation.
- All references to the, "hardscape" within this document shall mean all hard surfaces, boundary treatments, walls and enclosures.
- All references to the, "RR" within this document shall mean the Risk Register which shall form part of the Health and Safety file and/or folders for the site within which the site and play area inspection and audit sheets shall be stored. This will detail all individual site items and elements, their general condition, together with [any] remedial action required. Items not requiring immediate attention, will be submitted 2 weeks prior to, but for, discussion at the AMMR.
- All references to the, "AMMR" within this document shall mean the Annual Management and Maintenance Review, which shall include as a format for discussion the Risk Register (RR), out of which will derive the AMP.
- All references to the, "AMP" within this document shall mean the Annual Maintenance Plan. This shall be informed by the RR, but decided at the AMMR, unless matters of an urgent nature require an immediately actionable response. For example, site items or elements man made or natural that put site users at an unacceptable level of risk arising from their use or presence on site require an immediately actionable response.
- All references to the "Public Realm" within this document shall mean those areas that are 'accessible to all' within this private development that do not constitute 'trespass' onto another proprietor's private property. Examples include, but may not be limited to, access corridors

(roads and footpaths) into, and out of, the development, multiple-use car parking courts and amenity style planting for enjoyment by all.

- All references to the “Private Realm” within this document shall mean those areas where access is typically (but not always) restricted to use by the proprietor alone, and where uninvited access, may constitute, ‘an Act of Trespass’. Examples may include a private garden space and/or private parking at the front of a property whereby use is for the obvious and explicit use by the proprietor of the property, usually differentiated by some form of boundary demarcation and/or signage separating it from use by multiple users.
- All references to “multiple-use parking courts” within this document shall mean all parking courts accessible to all where access would not necessarily constitute an, ‘Act of Trespass’ and where, *‘car park facilities are made available for use by multiple users [of that particular unit/block of flats etc.] often differentiated by white lining alone’.*

- 1.3 The Main Contractor shall note that David Jarvis Associates Ltd. Landscape Management and Maintenance Plan, together with any associated drawings and specifications, are composite drawings based on information, drawings and correspondence from (but not necessarily limited to) the following:

- Crest Nicholson (Client)
- OSP Architects (various phases, + masterplan)
- PBA Engineers (PH1 road alignment + Pond S2)
- Campbell Reith Engineers (Strategic road network & assoc. drainage infrastructure beyond PH1)
- Ardent Consulting Engineers (Residential platform & assoc. drainage)
- HGH Groundworks (survey base)
- CD Surveys (updated topographic information)

here-in-after referred to as the Design Team.

Responsibilities

- 1.4 *Compliance*; all workmanship shall be strictly in accordance with the Clauses of this document.
- 1.5 *Health and Safety*; the Contractor is deemed to be conversant with his obligations applicable under all relevant health and safety legislation at the time of the works on site and shall be fully compliant with them.
- 1.6 *British Standards*; all work pertaining to the scope of this LMMP is to be carried out in accordance with the latest edition of the following:
- BS 1722. Fences. (All relevant parts)
 - BS 3882: 2015. Specification for topsoil and requirements for use.
 - BS 3936-1: 1992. Nursery stock. Specification for trees and shrubs.
 - BS 3936-7: 1989. Nursery stock. Specification for bedding plants.
 - BS 3936-10: 1990. Nursery stock. Specification for ground cover plants.
 - BS 3998: 2010. Tree work. Recommendations.
 - BS 4043:1989. Recommendations for transplanting root-balled trees
 - BS 4428: 1989. Code of practice for general landscape operations (excluding hard surfaces).
 - BS 5709: 2018. Gaps, gates and stiles. Specification.
 - BS 5837: 2012. Trees in relation to design, demolition and construction. Recommendations.
 - BS 7370-1: 1991. Grounds maintenance. Recommendations for establishing and managing grounds maintenance organizations and for design considerations related to maintenance.

- BS 7370-2: 1994. Grounds maintenance. Recommendations for the maintenance of hard areas (excluding sports surfaces)
- BS 7370-4: 1993. Grounds maintenance. Recommendations for maintenance of soft landscape (other than amenity turf).
- BS 7533. Pavements constructed with clay, natural stone or concrete pavers. (All relevant parts).
- BS 8545: 2014. Trees: from nursery to independence in the landscape – Recommendations. together with the latest amendments of all these and all other relevant British Standards.

1.7 *Legislation and other standards:* all work pertaining to the scope of this LMMP is to be carried out in accordance with the latest edition of the following (**N.B.** the list is not intended to be exhaustive):

- Town and Country Planning Acts 1947, 1962, 1963, 1971, 1990.
- Control of Pesticides Regulations 1986, (as amended 1997).
- Civic Amenities Act, 1967
- Health and Safety at Works Act, 1974
- Local Government, Planning and Land Act, 1980
- Wildlife and Countryside Act, 1981 (as amended)
- Food and Environment Protection Act, 1985
- Local Government Act, 1988
- DEFRA Guides and Codes of Practice
- Control of Substances, Hazardous to Health (COSHH)

together with the latest amendments of all these and all other relevant Legislation.

1.8 *Guidance Notes;* as of 25/02/2025, the LPA [reference DISC/24/0316], recommends that chemical fertilisers, pesticides and herbicides including glyphosate are not to be applied at any time due to impacts on existing and proposed waterbodies, wetland, woodland, ditches and hedgerows and the protection of their ecological features. Therefore, in line with LPA recommendations, all work requiring the use of herbicides in or near water bodies is to be curtailed. The latest edition of the following:

- “*Guidelines for the use of herbicides on weeds in on weeds in or near watercourses and lakes*” (PB2289).

is therefore considered null and void and should no longer be applied.

1.9 The Contract Administrator (CA), reserves the right to condemn any work which appears unsatisfactory; due to poor workmanship or, non-compliance with this documentation. The contractor/sub-contractor shall, at his own expense, make good any defects or liabilities to the satisfaction of the CA, and shall be responsible for all the consequential costs resulting from his failure to comply with this documentation.”

1.10 *Responsibility;* Non-approval or non-acceptance shall not relieve the Contractor of his responsibilities under the contract for the quality of materials and standard of workmanship in the works.

2. INTRODUCTION

Planning Context

2.1 This Landscape Management and Maintenance Plan (LMMP) has been prepared by David Jarvis Associates Limited (DJA), Landscape Architects and Landscape Planners, pursuant to discharge *Outline Condition 12: Management and Maintenance Plan - responsibilities for all land* and *Reserved Matters Condition 7: Landscape Management of Communal Areas* for Phase 3 DEFG, Kilnwood Vale, Crawley.

2.2 Outline Condition 12 states that,

Outline Condition 12: Management and Maintenance Plan - responsibilities for all land

Prior to the occupation of any dwellings on each phase or part phase, a detailed management and maintenance plan, for areas of land within that phase or part phase, shall be submitted to and approved in writing by the Local Planning Authority clearly setting out future maintenance responsibilities for all areas of land within that phase or part phase. Each detailed management and maintenance plan shall be incorporated into, and demonstrate integration with the overarching Landscape Management and Maintenance Plan approved by condition 11 above, and shall include:

- Detailed Management and Maintenance Prescriptions/Operations
- Schedules of maintenance operations and their timing
- A plan showing parties responsible for the maintenance of different areas and their contact details.

Each phase or part phase of the development shall thereafter be maintained in accordance with the approved Landscape Management and Maintenance plan, unless otherwise approved in writing by the Local Planning Authority.

Reason: To ensure the foundations for the future maintenance and management of the landscaping and open space to secure the delivery of a high quality landscape and development as required by the Land West of Bewbush Joint Area Action Plan.

2.3 Reserved Matters Condition 7 states that,

Reserved Matters Condition 7: Landscape Management of Communal Areas

Prior to the first occupation of any part of the development hereby permitted, a landscape management responsibilities plan (delineating areas of ownership and maintenance responsibility) for all communal landscape areas shall be added to the approved Landscape Management and Maintenance Plan, to be submitted to and approved in writing by the Local Planning Authority. The landscape areas shall thereafter be managed and maintained in accordance with the approved details.

2.4 This LMMP has been prepared taking into consideration the consented Design and Access Statement Addendum and Strategic Design Code Addendum.

Site Background

2.5 Kilnwood Vale is located off The A264 between Horsham (West Sussex) and Crawley, England, UK.

2.6 It is bounded by the A264 transport corridor to the south, Crawley to the east and agricultural land to the north and to the west.

Proposed Development

2.7 The site constitutes highway verges, pedestrian / cycle movement, play areas, public open space and associated landscaping as detailed within the planning application.

2.8 The development will be built on a re-profiled surface in line with the site's remediation strategy (not forming part of these works) and previous consents.

Local Planning Authority

- 2.9 The controlling authority is Horsham District Council. They can be contacted at: Parkside, Chart Way, Town Hall, Horsham, West Sussex, RH12 1RL. Tel: 01403 215100.

Local Highways Authority

- 2.10 The local highways authority is West Sussex District Council. They can be contacted at: West Sussex County Council, Infrastructure Group, County Hall, West Street, Chichester, West Sussex, PO19 1RH. Tel: 01243 642105.

The Overseeing Organisation Responsible for Future Site Aftercare

- 2.11 At the time of writing, it is the intention for a yet to be determined management company [and subsidiaries thereof] to manage and oversee the maintenance of the communal landscape areas.

The Landscape Management and Maintenance Plan

- 2.12 Management intent and maintenance operations are to be agreed in writing with the LPA.
- 2.13 The aim of the LMMP is to ensure planning conditions are met, as a minimum, and exceeded if at all possible, to create a balanced and well managed site, that is attractive, safe and secure; both for the people who live there and for visitors to the site.
- 2.14 This LMMP has been prepared by David Jarvis Associates Ltd (DJA), Landscape Architects and Landscape Planners.
- 2.15 This plan concerns the future aftercare of proposed landscaped features within the application.

Scope of Works

- 2.16 The site comprises both hard and soft management operations, each with their own aims and prescription.
- 2.17 The Main Contractor will be responsible for the management and maintenance of the previously prescribed development parcel until the end of the rectification period. This is currently envisaged to be for a period of 12 months from issue of practical completion – but at least until successful adoption. This will include [but may not be limited to] as a general guide both hard and soft landscape management and maintenance operations such as:
- i. Grass cutting
 - ii. Plant material management and maintenance
 - iii. General litter picking
 - iv. Emptying of dog waste bins.
 - v. Site Inspections.
- 2.18 The management company will control maintenance operations through an Annual Management and Maintenance Review (AMMR) undertaken during autumn. It is suggested that this process can be used both prior to and post adoption.
- 2.19 Prior to the Annual Management and Maintenance Review, an inspection of the development parcel will be carried out to inform the AMMR of potential future action required.
- 2.20 The purpose of the annual autumn review is to provide a singular point in time whereby precedents and priorities for management and maintenance requirements pertaining to the development can be decided, broadly, for the year ahead, at a time (should more immediate need for rectification of

defects be required) when impacts upon vegetation and ecology can be minimised as they enter their dormant phase during the winter months.

- 2.21 All management contracts will be agreed and reviewed by the management company.

Compliance

- 2.22 All specified works are to be in accordance with DJA drawings and compliant with what follows:

3. LANDSCAPE DESIGN, MANAGEMENT TYPES, AIMS AND OBJECTIVES

‘Soft’ Landscape Management

3.1 *Description;* this incorporates all ‘publicly accessible’ soft landscape and boundary treatments (where applicable) including tree planting, shrub beds and hedge planting.

3.2 *Key Features;*

- Proposed Feature Specimen Street Trees
- Proposed Ornamental shrub planting
- Proposed Hedge planting
- Proposed amenity grassland
- Proposed species rich grassland

3.3 *Factors;*

- The area lies within the public realm and is openly accessible to the general public. Public health and safety; together with, visual amenity, is therefore an issue.
- Due to the residential nature of the development, litter may be an issue.

3.4 *Rationale;* The ‘soft’ works help promote visual amenity throughout the site environs by creating a more visually stimulating transition between public and private realm.

3.5 *Aims and Objectives;*

- To provide and maintain an attractive/visually appealing and robust landscape setting to the development; particularly along access roads and frontages.
- To help integrate the new development, provide privacy and define plot boundaries in order to create a visually interesting development cell.
- To maintain health and safety requirements to all publicly accessible areas of public open space for all residents and visitors.
- The aftercare of the trees should be tailored to their size requirements and ensure a safe and healthy development whilst promoting their wildlife value and public safety.
- Ornamental planting should be managed to promote the healthy growth and development of decorative features such as flowers, foliage and stems.

‘Hard’ Landscape Management

3.6 *Description;* This incorporates all ‘publicly accessible/accessible to all’ hard surfacing and boundary treatments (where applicable).

3.7 *Key Features;*

- Hard surfacing
- Boundary treatments
- Street Furniture
- Play area surfacing and equipment
- Other Publicly accessible structures and/or features

3.8 *Factors;*

- The area lies within the public realm and so is openly accessible to the general public. Public health and safety; together with visual amenity, is therefore an issue.

3.9 *Rationale;* The hardscape forms an integral part of the scheme and helps to differentiate between key points within the development.

3.10 *Aims and Objectives;*

- i. To provide and maintain an attractive/visually appealing and robust landscape setting to the development; particularly along the main access roads and frontages.
- ii. To maintain a secure and decorative physical enclosure to the site and parts thereof.
- iii. To maintain health and safety requirements to all publicly accessible areas of public open space for all residents and visitors.

4. GENERAL MAINTENANCE AND MANAGEMENT PROCEDURE

- 4.1 The management requirements for new planting will need to change as the planting establishes and begins to mature. Three phases are identified as below. However, as these definitions are not mutually exclusive (of one another) a programme of monitoring will be necessary to ensure the LMMP aims and objectives are effectively realised.

Phases

- 4.2 *Short Term (1-3yrs)*; the initial establishment period will require more frequent maintenance operations to ensure planting thrives without competition and planting sundries are maintained, removed and/or replaced as required. Cosmetic and/or functional pruning operations may be carried out during this timeframe to ensure the overall aims and objectives are met and to ease the maintenance burden over the medium to long term timeframe. Management examples may include removal of crossing/rubbing branches to maintain general tree health, crown reduction to maintain appearance, or removal of branches to manage conflicts both 'on' and 'off' site.
- 4.3 *Medium Term (3-10yrs)*; as the development establishes and matures, the management regime will shift to ensure longevity. Pruning and/or other operations may be required. Precise timing will be dependent on a programme of monitoring to ensure effective maintenance is carried out at the appropriate time.
- 4.4 *Long Term (10-25yrs and beyond)*; as the development moves towards maturity, continual periodic monitoring will ensure that effective maintenance is carried out at the appropriate time in order to maintain site health and safety.
- 4.5 Carry out a thorough visual inspection and record on the Risk Register (RR) (timing as Management Review) to determine the nature and extent of:
- General appearance and condition of plant materials for presence of disease, or damage, etc.
 - Vandalism.
 - Any invasive species.
 - Any evidence of protected species.
 - Works required under the AMP.
- 4.6 Completion of the risk register (RR) by the Contractor should be undertaken by:
- The contractor's onsite representatives.
- 4.7 Items brought to the MC's attention, through the process of monitoring and recording on the Risk Register or through third parties that identify and place members of the general public at medium to high risk, should be actioned immediately rather than waiting for the AMMR.
- 4.8 It is proposed that the timing of the RR be discussed at the AMMR to allow for adjustment as required by site conditions (including after major weather events such as storms, high winds, snowfall etc.) and the MC's Public Liability Insurance policies. If required, the frequency of items within the RR can be revised (not less than annually), to better manage the risk to the public. Forthcoming maintenance operations would therefore be adjusted accordingly.
- 4.9 AMMR's will continue to take place beyond and into the medium and long-term timeframes. An assessment of the prevailing situation and conditions on site will determine the need for any further changes to the management plan or operations.

- 4.10 Safety issues reported by the general public shall also be investigated as soon as practicably possible and remedial works undertaken as necessary. Annual reviews of tree planting shall take place in October/November prior to tree work being carried out.

Report to the MC

- 4.11 A reporting, booking in and out procedure and pro-forma are to be agreed with the client/MC prior to the commencement of any maintenance contract and/or works in order to ensure proper compliance with procedures on site and Health and Safety legislation.

Management Review

- 4.12 Recognise, acknowledge and act upon any items arising from Monitoring by amending the maintenance operations listed below or by instructing agreed and discreet packages of work.

5. LANDSCAPE MAINTENANCE OPERATIONS

- 5.1 The following describes (but may not be limited to) the type of operations the maintenance contractor may reasonably be expected to undertake during the course of his duties on site. Additional works may be as instructed by the MC at their specific request.

Maintenance Operations – GENERAL

Tree Work

- 5.2 All mature trees on the Premises shall be reviewed annually. All remedial works to the existing tree stock should be as agreed with the LPA and adjacent building occupiers/owners before works commence onsite.
- 5.3 All pruning work (including work to dead, dying and diseased trees) that are identified for complete removal or remedial work will be carried out by an Arboricultural Association approved contractor (arboricultural contractor or arborist) to the latest version of BS 3998: Recommendations for Tree Work (at the time of writing: 2010); whom, unless by agreement to the contrary, shall be responsible for obtaining all necessary felling licenses pertaining to the work.
- 5.4 Contractors should be aware of the legal protection afforded to breeding birds/nests, amphibians and bats/bat roosts. The bird nesting season is generally (although not necessarily restricted to) March - August inclusive. During this period all vegetation shall be inspected by a suitably qualified person/ecologist prior to commencing clearance. Under no circumstances shall trees be removed and or disturbed during this time if there are bird's nests present. Similarly, in the event that bats/bat roosts and/or adders are encountered, cease work immediately and seek instruction - IF IN DOUBT, ASK!
- 5.5 Any tree work will be carried out between November and February inclusive to avoid the bird nesting season unless required for reasons of health and safety.
- 5.6 A specialist bat survey will be required prior to any tree work on existing or proposed mature trees. Initial ground-based day time surveys to determine the likelihood of the presence of bats through, for example, the observance of tree cavities and holes could be undertaken at any time of year. However, if these indicate the requirement for further survey; confirmation of active roost sites shall be undertaken between May and September by a suitably qualified ecological specialist. Should the presence of bats be confirmed, an action plan shall be drawn up by the Bat Specialist and the advice pertaining to the required work to tree[s] followed. It may be that the bats can be safely translocated elsewhere. **N.B.** Should there be a possibility of disturbing bats, a bat workers licence will be required.

General Pruning Operations

- 5.7 Plant material pruning operations for trees and shrubs shall have the following objectives:
- i. To remove any dead, dying or diseased wood, rubbing/crossing/broken branches and stems, and/or potentially weak or tight forks.
 - ii. To maintain clearances above and within footpaths, seating/car parking/grassed areas and building lines to a height of 2.5m.
 - iii. To achieve satisfactory shape and extent of growth;
 - Trees: well-balanced head suitable to form of tree whether ex-current or de-current;
 - Shrubs: healthy bushy growth that promotes ornamental features such as flowers, fruit, autumn/stem colour, etc.
 - iv. To remove suckers or other unwanted growth.

- v. As the trees mature, lifting and thinning of crowns may become necessary.

5.8 Prune in accordance with good horticultural and arboricultural practice at the appropriate time of year having regard to the species taking care to observe the following objectives:

- i. When removing branches do not damage or tear the stem or bark.
- ii. Keep wounds as small as possible and cut cleanly back to sound wood.
- iii. Make cuts above and sloping away from an outward facing healthy bud, angled so that water will not collect on cut area.
- iv. Prune larger branches neither flush, nor leaving a stub, but using the branch bark ridge or branch collar as a pruning guide in accordance with BS 3998: 2010, Section 7, taking care to remove in small sections and lower to ground with ropes and slings.
- v. Formatively prune by means of thinning, trimming and carefully shaping each specimen appropriately to species, location, season, and stage of growth, in order to leave a well-balanced natural appearance.
- vi. Use clean sharp secateurs, hand saws or other approved tools and trim off ragged edges of bark or wood with a sharp knife.
- vii. Do not prune: young trees during the late winter/early spring sap flow period; woodland whips or feathered trees, leave to attain full height; hedge plants possessing a leading shoot best left to obtain their planned height (e.g.) *Fagus sylvatica*, *Carpinus betulus*, *Taxus baccatta*, *Thuja* spp., most columnar conifers and *Ilex* spp before pruning back the leader to the required height. However, lateral branches of these species should be cut back moderately to ensure a dense habit.

General Landscape Softworks Operations: Maintenance

5.9 Newly planted landscapes and plant materials therein, shall be managed in accordance the prescriptions identified below:

- i. *Replacements* - Any dead or dying plants will be replaced with equivalent stock and planted during the next planting season replaced for five years from scheme completion for planning compliance. Continual failures of a particular species at a particular locality may suggest general unsuitability for the location. Thereafter plant and replace to ensure continuity of cover.
- ii. *Plant Support Systems and Protection* – Stakes, ties and guards will be checked regularly and adjusted, repaired or replaced and removed upon successful establishment. Stakes will be removed following a test on sample trees. To test whether trees are root-firm, sample trees within a group (say 10%) shall be untied in spring and monitored over the next growing season. When firmness is proven, remove all remaining stakes and ties, fill in resulting post holes and remove surplus materials. Where stakes and ties are still necessary, further inspections will be required to adjust and maintain them in good order, ensuring that stems are not damaged.
- iii. *Pest and disease* - Treat as necessary/appropriate.
- iv. *Watering* – The Contractor shall ensure that there is no delay in the execution of watering by obtaining all necessary licences and permissions from water companies for the efficient execution of watering. The Contractor shall water all planting undertaken under the Contract, at the frequency necessary to ensure establishment and survival, until all planting works are completed. Plant materials shall be watered immediately after planting. Carry out regular feeding and watering throughout the growing season to promote healthy growth, taking care not to over water or over feed using a fine hose or sprinkler until full depth of topsoil is saturated. Extra Heavy standard/semi mature trees are to be watered weekly from the beginning of the growing season (April/May) and throughout the summer, during the first year of establishment. This can be adjusted depending on the weather. During the establishment period all trees are to be monitored by the management team for signs of die

back and dehydration. The CA shall be informed of any apparent signs of overdue stress. Additional watering may be required in periods of drought/dry weather to ensure plant survival. After 10 continuous days without rain during the growing season the trees shall be watered twice a week as above.

- v. *Re-firming* – Ensure that the plant materials remain firmly bedded after strong winds, frost heave and other disturbances. Re-firm by treading around base.
- vi. *Weeding* – General: Remove weeds entirely, including roots with minimum quantity of soil and disturbance to plants. Trees: mechanically weed 1m diameter around each plant. Maintain as required to achieve an 80% weed free area to the base of each tree for a period of 5 years, to ensure the trees satisfactory establishment and development. Shrubs and hedges: Base of plant materials to be kept clear of all pernicious weeds and invasive species by hand weeding/cultivation/ on a monthly basis.
- vii. *Mulching* – remove all weeds and maintain mulch to 75mm, by topping up twice a year until superfluous: 1m diameter to tree planting leaving a 100-120mm mulch free collar around the stem to prevent trunk rot; retained within planting bed for ornamental shrubs and hedging. Rake to a neat, clean condition.
- viii. *Fertiliser* – Apply organic fertiliser to ornamental plant stock in late winter/spring to help establish healthy plant stock in line with LPA recommendations. Depending on the vigour and health of the plant, organic fertiliser applications may be suspended as part of the regular inspection programme.
- ix. *Herbicide Application* - follow LPA recommendations - i.e. do not use. Hand weed / selective scythe as appropriate.
- x. *Burning of arisings* - not permitted on site at any time.
- xi. *Mammalian pest control* - to be completed by a specialist firm with suitable experience in dealing with the particular pest.
- xii. *Removal of arisings* – any infected (diseased or pest) prunings or timber arisings shall be removed off site immediately after cutting and burned or buried at a depth of no less than 2.0m in a location to be approved in writing by the Overseeing Organisation, except diseased arisings affected by diseases described in Arboriculture Research Notes or Arboriculture Research and Information notes issued by the Arboricultural Advisory and Information Service, which shall be dealt with in accordance with the advice published in these notes. Healthy arisings shall be removed from site to a suitable composting facility.
- xiii. *Litter clearance* - The contractor shall maintain the site to a clean and litter free standard by removing all litter at intervals highlighted within the Schedule.
- xiv. *Cleanliness* - The site is to be maintained in a clean and tidy manner after any maintenance operations. All arisings are to be removed from hard surfaces so as to avoid any potential slip hazard. Collect accumulations of drifted leaves from the vicinity and from planting beds.

Workmanship

- 5.10 The landscape maintenance shall only be carried out by competent individuals suitably qualified and experienced in the type of work required.
- 5.11 As such, all landscape maintenance operations shall be subject to the preparation and approval of a project specific Risk Assessment and Method Statement prior to commencing any works on site.
- 5.12 Where and to the extent that materials and workmanship are not fully specified they are to be:
 - a) Suitable for the purposes of the stated objectives i.e. '*Fit for Purpose*';
 - b) In accordance with good horticultural practice or the current British Standard with particular reference to:
 - BS 3998: Recommendations for tree work
 - BS 4428: Code of practice for general landscape operations

- BS 7370: Grounds maintenance
- BS 8545: Trees: From nursery to independence in the landscape - Recommendations

Health and Safety

- 5.13 All works shall be carried out in accordance with the Authority's and the Contractor's own Health and Safety Policy and in accordance with all current Statutory Obligations.
- 5.14 All landscape maintenance operations shall be subject to the preparation and approval of a project specific Risk Assessment and Method Statement prior to commencing any works on site. Copies of these shall be made readily available to each team vehicle attending the Premises. A full copy shall be forwarded [and approved by] the MC, prior to visiting the site.
- 5.15 The contractor shall exercise all reasonable care and consideration towards visiting members of the public and other third parties in order to provide protection against hazards caused by the required maintenance operations. Examples include [but may not be limited to]:
- i. Appropriate signage used to warn members of the public of the operations taking place.
 - ii. Appropriate barriers/method of cordoning off the work site to prevent access by the public may be required for certain maintenance operations.
 - iii. Special care and attention shall be exercised by the contractor when working near parked cars.
- 5.16 COSHH assessments shall be completed for all substances hazardous to human health that are to be used on site. These may include [but not necessarily be limited to]: herbicides, pesticides, fertilisers and fuel. Copies shall again be forwarded to the MC for approval prior to commencing works on site.
- 5.17 The Contractor shall also note the following whilst on site:
- i. All personnel are to check in and out of the compound upon arrival/departure.
 - ii. The correct PPE appropriate to the maintenance operation to be carried out is to be worn at all times when on site. High visibility waistcoats shall be worn at all times.
 - iii. Vehicles and trailers shall be parked in locations so as not to cause parking issues for visiting members of the public.
 - iv. No machinery shall be left unattended at any time. All machinery shall be in a serviceable condition and be fit for its purpose.
 - v. Smoking on site shall be allowed in designated areas only.
 - vi. No audible music to be played whilst on site.
 - vii. No alcohol to be consumed whilst on site.
 - viii. All defective and vandalised areas shall be reported with photographic evidence supplied immediately. Areas that may cause harm shall be cordoned off and made safe.
 - ix. All contractor's workwear and vehicles shall bear their employer's name upon them.
 - x. Contractors will be allowed access to on site comfort facilities.
 - xi. Contractors are required to supply a periodic work schedule for the duration of the rectification period and landscape maintenance period to the Site Duty Manager.
 - xii. Contractors must make contact with the MC (Site Duty Manager) in advance of pending visits/attendances.
 - xiii. Any incidents arising as a result of the contractor carrying out his duties under contract must be reported to the Site Duty Manager with immediate effect.

Maintenance Operations – SOFT SURFACE TREATMENTS (EXCLUDING GRASS)

(This chapter includes items that may be beyond the scope of the particular phase – refer to drawings for further information on inclusions). Reference shall be made to the previous section

for general items arising. In all cases, maintenance procedures (action) shall be driven by monitoring (assessment) in accordance w/t the general maintenance operations procedures identified previously and below to ensure that the specific aims and objectives of the site continue to be met.

New planting: Short Term Management of Plant Materials Generally

- 5.18 Monitor and act up on findings to achieve the aims and objectives for the site. Where planting shows signs of stress (chlorosis, etc.), identify any underlying problems or signs of stress, disease or damage and take appropriate remedial action. In some instances, it may be necessary to use alternative species better suited to the local conditions. Continual failures of a particular species at a particular locality may suggest general unsuitability for the location. Upon notifying and receiving instruction from the CA, thereafter plant and replace to ensure continuity of cover.
- 5.19 In late autumn of each year the site will be inspected and a programme of work for the next twelve months agreed. Actions required might include practices such as formative pruning and replacement of stock.
- 5.20 Treat pests, diseases and weeds as necessary/appropriate: i.e. remove.

New planting: Street and Specimen trees

Short Term Management of Street and Specimen Trees

- 5.21 Carry out in accordance with the: 'New planting: short term management of plant materials generally' section above.
- 5.22 Box headed trees – Clip to maintain the box shape with shears / secateurs twice during the growing season. Firstly at the beginning of the season in mid May - mid June and secondly in late August before the flush of new bud growth. Take care not to clip any new bud growth which will form next year's first leaf growth.

Medium to Long Term Management of Street and Specimen Trees

- 5.23 Continue to monitor and act upon findings to ensure the aims and objectives continue to be met.
- 5.24 Box headed trees – Continue to clip twice a year as above to maintain the box shape.

New Planting: Ornamental Shrubs and Grasses

Short Term Management of Ornamental Shrubs and Grasses

- 5.25 Carry out in accordance with the: 'New planting: short term management of plant materials generally' section above and what follows below:
- 5.26 Carry out formative pruning in the first two-three years to promote bushy growth as below:
- i. Young shrub planting - only requires light trimming and shaping in the first few years.
 - ii. Specimen shrubs - only requires light trimming and shaping in the first few years.
 - iii. Evergreen planting - in mid-spring before growth starts.
 - iv. Deciduous early flowering shrub planting – trim after flowering.
 - v. Deciduous mid-summer flowering shrub planting – trim in early to mid-spring.
 - vi. Winter flowering shrubs – trim in spring.
 - vii. Lavandula - prune annually to keep a compact shape after flowering in late summer.
 - viii. Herbaceous – Dead head to prolong flowering (e.g Monarda, Rudbeckia, Salvia, Stachys). Annually cut down after flowering ceases.

- ix. Species with coloured stems/large foliage (e.g. Cornus) - In the second or third spring coppice plant in Feb- March to 75-100mm from the ground and thin outside shoots.
- x. Ornamental Grasses (Deciduous) – Trim to ground level before growth starts in early spring (except Pennisetum which grows later and therefore needs cutting in April).
- xi. Ornamental Grasses and Sedges (Evergreen and Semi Evergreen) – Annually trim and comb through spent flower stalks, unsightly scorched foliage or diseased leaves individually in Spring, taking care not to cut any new season's growth.

5.27 Treat pests, diseases and weeds as necessary/appropriate: i.e. remove.

Medium to Long Term Management of Ornamental Shrubs and Grasses

5.28 Continue to monitor and act upon findings to ensure the aims and objectives continue to be met. The annual review will determine future management operations; this may include selective thinning, additional planting/replacements and further dividing.

5.29 Carry out maintenance pruning in compliance with the above:

- i. Specimen shrubs – only require light trimming to maintain shape and prevent leggy growth. Remove branches that overhang adjacent paths / drives. Prune as per deciduous early flowering shrubs below.
- ii. Evergreen shrubs – large and slow growing shrubs will require little pruning except the removal of unhealthy, dead, diseased or damaged shoots and unsightly/badly positioned shoots. Formal clipped evergreen planting (e.g. Lonicera nitida) shall require shaping and trimming to maintain the desired form and size. Prune in mid-spring just before new growth begins, or until flowering has finished (winter/early spring flowering).
- iii. Deciduous early flowering shrub planting – Prune after flowering and remove some stems to ground level to avoid becoming too bushy. Remove spindly and twiggy growth right back. Remove at least 20% of old stems to the base.
- iv. Deciduous mid-summer flowering shrub planting – Prune in early to mid-spring the previous year's flowering stems to within 1-2 buds.
- v. Winter flowering shrubs – prune in spring.
- vi. Species with coloured stems/large foliage (e.g. Cornus) - cut back every 2-3 years in Feb - March to the previous coppice stubs. Fertilise each spring to support new growth.
- vii. Lavandula planting – prune established plants after flowering in late summer to remove flower stalks and 2.5cm of the current year's growth maintaining some green growth. If plants become old and woody they should be replaced.
- viii. Herbaceous - Continue to deadhead flowers and annually cut after flowering ceases. Divide perennials to control their spread. If space in the bed they can be replanted.
- ix. Ornamental Grasses and Sedges (Deciduous and Evergreen) – Cut back or trim as per formative pruning above. Divide plants to control their spread and outgrown their space. Replant if an alternative space is available in the bed.

5.30 Advise client when thinning of groundcover planting may be necessary and await instruction before carrying out this work so as to maintain ornamental shrub areas.

5.31 Dividing – Species of ornamental grasses will require dividing to control their spread. If there is space available in the bed, they may be replanted.

New Planting: Ornamental Hedges

Short Term Management of Ornamental Hedges

5.32 Carry out in accordance with the: 'New planting: short term management of plant materials generally' section above and what follows below:

5.33 Hedges shall be maintained at the following heights:

- i. Formal hedgerows - to achieve a regular height of 1.2m with trimmed edges and top.
- ii. Formal hedgerow along site boundaries - to a maximum height of 200mm above the adjoining fence with trimmed edges and top.
- iii. Formal low 'Buxus' character hedgerow - to a 500mm wide by 400mm length box with trimmed edges and top.

5.34 Carry out formative pruning in the first two-three years to promote dense hedge growth as below:

- i. Carry out formative pruning in the first two years:
- ii. Evergreen hedgerows (upright plants e.g. Lonicera,) – cut back all stems by one third after planting and repeat at the same time the following year.
- iii. Deciduous hedgerows (e.g. Carpinus) – Lightly cut back straggly side shoots and leave leading shoot unpruned on planting followed by further trimming of side shoots in the summer (up to Aug).

Medium to Long Term Management of Ornamental Hedges

5.35 Maintenance Pruning

- i. Evergreen hedgerows (upright plants e.g. Buxus, Lonicera) – Trim the top and sides to maintain the desired shape and height between May and September.
- ii. Deciduous hedgerows (Carpinus) – Trim the hedge and leading shoot to the desired shape and height. Avoid hard pruning to expose old wood.

5.36 Once good establishment of the hedgerow planting areas has been achieved, the density of the planting can be reduced if required by selective thinning to prevent encroachment onto adjacent pathways.

New Planting: Bulbs

Short to Long Term Management of Bulbs

5.37 Carry out in accordance with the: 'New planting: short term management of plant materials generally' section above and what follows below:

5.38 Divide clumps of bulbs six weeks after flowering. Remove any faded flowers to extend the season and improve the vigour of the bulbs. Deadhead bulbs but allow leaves to die down before removing or cutting back to ground level.

5.39 Watering - water as necessary to maintain moist soil conditions during the growing season.

5.40 Fertilizer - No feeding should be necessary during the first year. For subsequent years, one or two applications of high potash fertilizer annually will encourage large bulbs to form/promote flower production.

5.41 Overcrowded clumps - After the foliage and flowers have died down, lift the bulbs with their leaves on when the soil is moist, using a border or hand fork. Divide clumps of bulbs by hand, trying to avoid damaging the roots. Ideally replant singly, with adequate spacing. Water in thoroughly to settle the roots.

5.42 Check regularly for damage or infection and remove as necessary.

Maintenance Operations – GRASS

Grass maintenance operations generally

- 5.43 Maintenance of grass areas will be as described in BS 7370: Part 3, 1991 in suitable weather conditions and shall have the following objectives:
- i. Any shrinkage and/or depressions, bare patches and other failed areas will be rectified in accordance BS 7370-3; if returfing: Clause 12.2, if reseeding: Clause 12.6
 - ii. Humps, bumps and hollows will be rectified in accordance with BS 7370-3, clauses 12.4 and 12.5, quality and appearance to match the existing.
 - iii. Prior to any grass cutting operations commencing, all litter and obstructive debris shall be removed.
 - iv. Fertiliser – Spring and autumn application organic fertiliser shall be applied by hand only as required to help establish a healthy sward. All fertilisers are to be stored and applied in accordance with the manufacturer's instructions. Depending on the vigour and health of the plant, fertiliser applications may be suspended as part of the regular inspection programme.
 - v. No burning, shredding or chipping on site will be allowed.
 - vi. Generally, allow naturally colonizing species to emerge where appropriate e.g. in low maintenance grass / species rich grassland, but remove invasive 'weed' species.
 - vii. Within amenity and close mown grass areas prevent the encroachment of large herbaceous or scrub species, keeping amenity grassland areas free of flower stalks and weed species.
 - viii. Any damage caused during cutting such as trampling, rutting, abrasion or scalping should be repaired at the earliest opportunity to maintain an attractive sward.
 - ix. Litter and excessive fallen leaves should be removed regularly to maintain a neat appearance.
 - x. DO NOT USE mowing machinery or nylon filament rotary cutters closer than 100mm to tree stems. For operations close to stems, use hand tools. **N.B. USE OF HAND TOOLS WILL GENERALLY NOT BE REQUIRED IF TREES ARE MULCHED IN ACCORDANCE WITH THE SPECIFICATION AND THIS DEPTH IS MAINTAINED OVER and BEYOND THE RECTIFICATION PERIOD!**
 - xi. Soft edges to seeded areas adjacent shrub planting beds and Heavy Standard+ trees are to be cut back to clean straight lines and/or smooth curves as directed by the planting plan geometry. Soil is to be drawn back and mulch topped up as required in compliance with the specification.
 - xii. Grass should be removed from all hard-surfaced areas, paths, pavements and gravel/mowing strips to prevent the build-up of moss/lichen/slippy surfaces/nutrient enrichment.
 - xiii. If standing water occurs, aeration with a spiked roller or other approved implement having tines which penetrate 50-100mm into the soil surface shall be carried out once per month between September and April inclusive on all areas.
- 5.44 Monitor grass erosion annually and reinstate damaged or worn areas. Resow failed areas of grassland with original specification seed mix. Protect with temporary fencing until sufficiently established for intended use and water as necessary.
- 5.45 For bulb planting swathes in grass the frequency of grass cutting is to be adjusted so that the grass can be left to grow longer around the bulbs and is cut a minimum of 6 weeks after the season flowering has finished. Therefore after winter and spring flowering the grass shall be cut from June and after summer flowering from September.

Amenity Grass

- 5.46 The short, medium and long-term management objectives are to ensure overall design continuity and shall have the following objectives:

- i. Grass areas will be maintained in suitable weather conditions as Category D grass in accordance with the tables 1, 2 and 6 of BS7370: Part 3 1991, i.e. mown weekly or fortnightly to 25mm between April and November with a maximum allowable height of growth of 50-75mm. Cuttings are to be returned.
- ii. Time of first cut - Mar/Apr after Autumn sowing or Jun/Jul after Spring sowing. Then cut as necessary to maintain a grass height between 25-50mm
- iii. The standards to be achieved for short amenity grass shall be as follows, abstracted from Table 6 of BS7370: Part 3 1991:
- iv. Total ground cover (by area) to be at least 80%.
- v. No stones or hard litter at the surface with a diameter greater than 25mm.
- vi. Prevent the encroachment of herbaceous or scrub species, keeping amenity grassland areas free of flower stalks, weed species and other grasses.
- vii. Monitor grass erosion annually and reinstate damaged or worn areas. Re-sow failed areas of grassland with original specification seed mix and protect with temporary fencing until sufficiently established for intended use.

Species Rich Grassland

Short Term Management

- 5.47 Once sown, the site will require good weed management. Regular mowing/ topping in the first year will generally control the annual weed growth and can be cut at least 8 weeks after sowing to a height of 50mm. Remove existing vegetation and/or pernicious weeds (if present) in line with LPA recommendations per Clause 1.8.
- 5.48 Grass areas will be maintained in suitable weather conditions as Category H grass in accordance with the tables 1, 2 and 6 of BS7370: Part 3 1991, i.e. mown once a year with no maximum allowable height of growth once established (i.e. the first flowering season shall be sacrificed to prevent the more vigorous grasses outcompeting the less vigorous wild flowers).
- 5.49 The standards to be achieved for the sward stated above shall be as follows, abstracted from Table 6 of BS7370: Part 3 1991:
- i. Total ground cover (by area) to be at least 40%.
 - ii. No stones or hard litter at the surface with a diameter greater than 75mm.
- 5.50 Oversow with the same seed mix as necessary.

First growing season

- i. Time of first cut: March/April after autumn sowing or May after spring sowing.
- ii. Height of first cut: to 50 mm.
- iii. Frequency of subsequent cutting (minimum): Every 2 weeks until September/October
- iv. Remove cuttings to avoid smothering the sward.
- v. Weed management: remove perennial weeds in line with LPA recommendations per Clause 1.8 after first sowing.

Second growing season

- i. Time of cut: Single cut in September after flowering.
- ii. Height of cut: to 75 mm.
- iii. Cut arisings to be left on the ground for 2 days to allow seed heads to dry and fall to ground for re-establishment, then removed from site.

Medium to Long Term Management

- 5.51 Continue the mowing regime as detailed above to develop vigorous wildflower grassland. Oversow with the same seed mix as necessary.

Maintenance Operations – HARD SURFACE TREATMENTS*General Maintenance Operations*

- 5.52 Standards of maintenance and procedures shall be generally in accordance with BS 7370 Part 2: 1994 “Recommendations for the Maintenance of Hard Areas (excluding sports surfaces)” category C.
- i. Weekly inspections to determine the need for maintenance operations.
 - ii. Sweeping, general litter picking and litter collection – every 7 – 14 days
 - iii. Stain removal – complete within 7 – 14 days
 - iv. Emptying of dog waste bins – every 7-14 days
 - v. Remove leaves from paths, hard surfaces and play areas upon leaf fall.
 - vi. Weed and moss growth control – so that it doesn’t exceed 3% of paved area and 10% of the length of joints within it. Remove pernicious weeds in compliance with LPA recommendations as Clause 1.8.

Kerbs and Edge Restraints

- 5.53 Maintenance of all the hard surfaces shall include making good the kerb or edge restraint. If any such units are loose, broken or out of line or level by 6mm or more, the restraint shall be lifted and reset to the original alignment replacing units as necessary.

Bitmac & block pavers

- 5.54 The block paving should be identified as ‘Setts and Cobbles’ and tarmacadam should be identified as ‘bituminous surfacing’ within Table A1 inspection and maintenance checklist.
- 5.55 If the paving becomes loose, fill gaps to original specification of either sharp sand or mortar and reset.
- 5.56 If any repair is required as a result of damage or settlement or units are loose, broken or no longer true to line, form and level by 6mm or more, the hard/safer surfacing shall be made good by resetting to the original alignment in accordance with the original detail specification.
- 5.57 Block pavers shall be brushed over annually with sharp sand until superfluous and joints become effectively sealed.
- 5.58 Remove pernicious weeds in compliance with LPA recommendations as Clause 1.8.

Self Binding Paths, Hoggin and Informal Gravel Footpaths

- 5.59 The pathway should be identified as ‘Self binding / gravels / hoggin’ within table A1 inspection and maintenance checklist.
- 5.60 A newly laid path will require regular maintenance by watering with a hose fitted with a rose sprayer, or similar method, plus rolling with a non-vibratory roller as necessary until the surface is entirely consolidated. Drag matting or brushing should also be carried out if necessary. Any depressions should be de-consolidated, additional material added, re-rolled and made good as per the original specification.

- 5.61 Any depressions should be made good with additional surfacing as necessary (to be topped up and rolled to fill all hollows to stop puddling).
- 5.62 Maintenance of the established surface will include spiking the surface to improve drainage if any puddling should occur.
- 5.63 If any repair or replacement is required as a result of damage or settlement, top up the gravel surface within the affected area in accordance with the original landscape specification.

Loose Safety Surfacing

- 5.64 The Safety surfacing should be identified as 'Safety surfaces : loose materials including bark' within table A1 inspection and maintenance checklist.
- 5.65 Regular maintenance should be carried out to include:
- a. Visual inspection in compliance with ROSPA guidelines: daily.
 - b. Regular raking: weekly.
 - c. Top up to original depth: annually.
 - d. Top up underneath the structures as required.
 - e. Rake weekly (inspection to be carried out for any sharp objects or animal mess that should be removed and disposed of safely).

Bound Safety Surfacing

- 5.66 This surfacing should be identified in BS7370 Part 2: 1994 as 'Safety, artificial and continuous surfaces' within table A1 'Checklist for Inspection and Maintenance'.
- a. Regularly brush the surface once a month to remove debris and litter.
 - b. Repair any damage or seams/joints as required in accordance with the manufacturer's recommendations.

Reinforced Grass Surfacing

- 5.67 For grass maintenance refer to Amenity Grass.
- 5.68 Repair any damaged cells by lifting as required in accordance with the manufacturer's recommendations.

Drainage channels/gullies/conduits

- 5.69 Check for uneven/insecure/broken channels/gullies/conduits. If any such units are loose, broken or no longer true to line, form and level by 6mm or more, the restraint shall be lifted and reset to the original alignment replacing units as required.
- 5.70 Keep all gullies, drainage channels, conduits, or similar, free flowing by rodding or specialist cleaning operative.

Maintenance Operations – STREET FURNITURE

General Maintenance Operations

- 5.71 The contractor should maintain visual appearance and safety of all furniture and structures in accordance with the original design intention. The Contractor shall:

- i. Inspect for sign of splits and splinters. Splits over 5mm to be filled. Splinters to be sanded out and re-stained/re-treated in accordance with the original specification or manufacturer's guidance where required.
- ii. All fixings to be checked regularly and re-tightened if necessary.
- iii. Ensure all lighting units are operational and replace bulbs as necessary.

5.72 Cleaning of standard bollards, cycle stands, seating and/or benches, litter and dog waste bins shall form a part of the routine maintenance programme. Water and mild detergent should be used for washing down and the recommendations in Table 4 in BS 7370: Part 2 for specific stains and graffiti, etc.

5.73 Refer to the original manufacturer for specific guidance on repairs.

Maintenance Operations – PUBLIC BOUNDARY TREATMENTS (WALLS AND FENCING)

General Maintenance Operations

5.74 Standards of maintenance and procedures shall be generally in accordance with BS7370 Part 2: 1994 "Recommendations for the Maintenance of Hard Areas (excluding sports surfaces)", Section 5.2 to 5.9.

5.75 The contractor should maintain visual appearance and safety of all boundary treatments and structures in accordance with the original design intention. The Contractor shall:

- i. Carry out regular inspection of all fencing and gates for corrosion or weathering and ensure that any mechanisms function properly.
- ii. Repair any corroded parts with a rust preventative ready for subsequent painting to match the specified finish.
- iii. Refer to the original manufacturer for specific guidance on repairs.

Maintenance Operations – PLAY AREAS

General Management Prescriptions

5.76 The contractor should maintain the visual appearance and safety of structures, hard surfaces and play elements in accordance with original design intention.

5.77 All play areas should be maintained and inspected at a frequency to comply with current legislation and safety regulations. Where defective equipment or natural play features cannot be repaired immediately it shall be cordoned off with high visibility hazard tape and a warning sign.

5.78 Cleaning of play equipment, related surfaces and other structures shall form part of the routine maintenance programme. Water and mild detergent should be used for washing down and the recommendations in Table 4 in BS 7370: Part 2 for specific stains and graffiti, etc.

5.79 General maintenance operations will include:

- i. Sweep up of loose debris and litter collection every 7-14 days.
- ii. Remove excess lubricants (wax, grease) which may have been applied to slides within 7 days.
- iii. Remove any cans or glass from the area within 7 days.

APPENDIX 1 - LANDSCAPE MAINTENANCE SCHEDULE

3015 - KILNWOOD VALE PHASE 3DEFG LANDSCAPE MANAGEMENT AND MAINTENANCE PLAN SCHEDULE

ST=Short term MT=Med. term LT=Long term			DAILY	WEEKLY	FORTNIGHTLY	MONTHLY	SEASONALLY	ANNUALLY	X YEARLY	AS REQUIRED	SPRING			SUMMER			AUTUMN			WINTER			
											APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	
	ST-MT	Check and replace mulch mats or top up loose mulch as required				*																	
	ST-MT	Check and repair / replace ties, guards and canes. Remove as required (medium term)				*																	
	ST	Inspect for weed growth and hand weed as necessary				*																	
	MT-LT	Inspect for weed growth and hand weed as necessary					*																
	ST-MT	Inspect and refirm planting as required				*																	
	ST-LT	Replace dead or damaged plants - Deciduous								*													
	ST-LT	Apply organic spring fertiliser on an individual species basis						*		*													
	LT	Plant up gaps in the hedgerow using similar local species - Evergreen								*													
	LT	Plant up gaps in the hedgerow using similar local species - Deciduous								*													
	LT	Reduce density of planting by selective thinning on rotation once good establishment of planting achieved								*													
	ST	Pruning - Deciduous hedges (upright plants) 1st summer -Trim side branches lightly								*once													
	ST	2nd season -Cut back by half in Feb/Mar then trim side branches and the leader shoot once reached desired height in autumn								*once													
	MT-LT	Maintenance -Trim top and side branches						*															
	ST	Pruning - Deciduous hedges (stocky / bushy plants) 1st winter - Cut back by a third on planting								*once													
	ST	2nd winter- Cut back by a third to thicken the base								*once													
	MT-LT	Maintenance -Trim top and side branches after flowering to required height that tapers at the top						*															
	ST	Pruning - Evergreen hedges (conifers and others evergeens) Uprights - prune all stems by one third after planting and the following year								*once													
	MT-LT	Maintenance - Uprights -Trim top and side branches after flowering to required height						*															
	ST	Other evergreens, conifers - 1st season - Prune side shoots only in the summer								*once													
	MT-LT	Maintenance - Other evergreens, conifers -Trim hedge and leading shoot to required height						*															
ORNAMENTAL SHRUBS, GROUNDCOVER, HERBACEOUS, GRASSES AND FERNS																							
		General																					
	ST	During dry periods water plants once a week as necessary		*						*													
	ST	Water plants once a week during the first year. Adjust to prevent overwatering.		*																			
	ST-LT	Remove litter and fallen leaves			*																		
	ST-LT	Inspect and top up mulch as required				*																	
	ST	Inspect and re-attach / refirm mulch matting as required				*																	
	ST	Inspect for weed growth and hand weed or cultivate as necessary				*																	
	MT-LT	Inspect for weed growth and hand weed or cultivate as necessary					*																
	ST-MT	Inspect and refirm planting as required				*																	
	ST-MT	Check and repair / replace guards and canes. Remove as required				*				*													
	ST-MT	Remove snow from light limbed shrubs and conifers to prevent limbs breaking								*													
	ST-LT	Remove frost damage from plants						*		*													
	ST-MT	Replace dead or damaged plants - Evergreen								*													
	ST-MT	Replace dead or damaged plants - Deciduous								*													

ST=Short term MT=Med. term LT=Long term			DAILY	WEEKLY	FORTNIGHTLY	MONTHLY	SEASONALLY	ANNUALLY	X YEARLY	AS REQUIRED	SPRING			SUMMER			AUTUMN			WINTER			
											APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	
	MT-LT	Reduce density of planting by selective thinning once good establishment of planting achieved								*													
		Herbaceous planting & Ornamental grasses																					
	ST-LT	Dead head plants to prolong flowering				*																	
	ST-LT	Check plants and remove dead foliage, dead wood, broken or damaged stems						*															
	ST-LT	Cut back spreading / trailing plants after flowering						*															
	ST-LT	Cut back perennials after flowering- spring flowering						*															
	ST-LT	Cut back perennials after flowering- summer flowering						*															
	ST-LT	Deciduous grasses - Cut back to ground level before growth starts						*															
	ST-LT	Evergreen & semi-evergreen grasses - trim old flower stalks, unsightly and diseased foliage						*															
	ST-LT	Remove dead fern foliage before new leaf tips appear.						*															
	ST-LT	Apply spring fertiliser on an individual species basis						*		*													
	ST-LT	Divide perennials, grasses and ferns on an individual species basis						*															
	ST-LT	Divide bamboos						*															
	ST-LT	Divide bearded iris						*															
	ST-LT	Cut back plants left for winter interest						*															
BULB PLANTING																							
		Bulbs in a border-																					
	ST-LT	Dead head the flowers and leave foliage to die down - depending on species		*																			
	ST-LT	Water bulbs if a prolonged drought								*													
	MT-LT	Apply a low nitrogen/ high potash fertiliser from the second year onwards - Apply in autumn or very early spring						*		*													
	MT-LT	ALL - Lift and divide established clumps when overcrowded 6 weeks after flowering (depending on flowering season)						*		*													
		Bulbs in grass- as above with the additional requirements listed below (based on long amenity grass)																					
	ST-LT	WINTER & SPRING FLOWERING ONLY- Cut grass around bulbs at least 6 weeks after spring flowering has finished or the foliage is turning yellow (1st June onwards)						*															
	ST-LT	SUMMER FLOWERING ONLY- Cut grass around bulbs at least 6 weeks after flowering has finished or the foliage is turning yellow (September onwards)						*															
	ST-LT	AUTUMN FLOWERING ONLY- Cut grass around bulbs with blades set high enough to avoid shoots and stop mowing once shoots are too tall to avoid blades						*															
GRASSLAND - AMENITY (SHORT)																							
	ST-LT	Pick litter, stones larger than 25mm dia prior to cutting								*													
	ST	Water as necessary during the summer								*													
	ST	Cut first time after sowing to 25-50mm high								*													
	ST-LT	CLOSE MOWN - Cut subsequently to 25mm high (max allowed height 50mm)		*	*																		
	ST-LT	STANDARD (WHEN USED WITH CLOSE MOWN) - Cut subsequently to 50mm high (max allowed height 100mm)				*																	

ST=Short term MT=Med. term LT=Long term			DAILY	WEEKLY	FORTNIGHTLY	MONTHLY	SEASONALLY	ANNUALLY	X YEARLY	AS REQUIRED	SPRING			SUMMER			AUTUMN			WINTER			
											APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	
	ST-LT	STANDARD - Cut subsequently to 25mm high (max allowed height 50mm)			*																		
	ST-LT	If bulbs in grass area cut grass as per BULBS section																					
	ST-LT	Roll grassland						*															
	ST-LT	Aerate grassland				*				*													
	ST-LT	Inspect for weed growth and hand weed or cultivate as necessary					*																
	ST-LT	Oversow grass as necessary following final cut and cuttings removed						*		*													
	ST-LT	Repair eroded areas by rotovating, adding topsoil and reseeding								*													
	ST-LT	Apply a spring fertiliser								*													
	ST-LT	Apply a winter fertiliser								*													
		Turf grassland (Additional requirements for turf establishment only)																					
	ST	Water turf on installation								*													
	ST	Cut grass to 25mm high after installation								*once													
	ST	Continue to water the turf as required during the first growing season								*													
	ST	Continue to water the turf - 2 to three times a week		*2/3																			
	ST	Continue to water the turf - once a week		*																			
	ST	Continue to water the turf - as required								*													
	ST-LT	Cut grass to 25mm high			*					*													
	ST-LT	Second growing season and beyond - Apply a lawn fertiliser in the spring								*													
SPECIES RICH GRASS																							
		SPECIES RICH GRASS																					
	ST	First growing season - cut to 50mm high and then every 2 weeks (remove cuttings)			*																		
	ST	First growing season - final cut - cut to 50mm high (after flowering) - remove cuttings						*															
	ST	Water as necessary during the summer								*													
hay cut 1	ST-LT	Second growing season - 1st cut - hay cut to 100mm high after flowering (leave arisings on ground for 1-7 days, then remove)						*															
		GENERAL																					
	ST-LT	Remove litter and fallen leaves			*																		
	ST-LT	Aerate grassland				*				*													
	ST-LT	Inspect for weed growth and hand weed or cultivate as necessary					*																
	ST-LT	Scarify grassland						*		*													
	ST-LT	Oversow grass as necessary following final cut and cuttings removed						*		*													
	ST-LT	Repair eroded areas by rotovating and reseeding								*													
FAUNA																							
		Refer to ecologist for specific advice on the management of water borne species																					
REF	DURATION	HARD LANDSCAPE																					
SURFACES - ALL																							
	ST-LT	Inspect surfacing to determine need for maintenance operations		*																			
	ST-LT	Litter Collection, remove graffiti / stains, sweeping etc.			*																		
	ST-LT	Inspect and repair/ reinstate kerbs, edging and paved surfaces						*															

ST=Short term MT=Med. term LT=Long term			DAILY	WEEKLY	FORTNIGHTLY	MONTHLY	SEASONALLY	ANNUALLY	X YEARLY	AS REQUIRED	SPRING			SUMMER			AUTUMN			WINTER		
											APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
	ST-LT	Inspect for weed growth and moss and hand weed as necessary					*															
	ST-LT	Check surface for damage or settlement and repair as required								*												
SURFACES - PEDESTRIAN																						
		Block, Cobble, Sett and Flag Paving																				
	ST-LT	Carry out regular cleaning of paving to prevent algae build up						*														
	ST-LT	Brush over with sharp sand annually						*														
	ST-LT	Pressure wash paving if particularly dirty						*		*												
	ST-LT	Replace chipped, cracked and damaged units to the original specification								*												
	ST-LT	Check surface for settlement, sinking, depressions, waterpooling and wheel ruts. Relevel, rebed and replace surface as required						*		*												
	ST-LT	Repoint or replace jointing sand as required to the original specification								*												
	ST-LT	Apply a paving sealant (urethane-based sealants) if continued joint displacement not due to movement occurs.								*												
		Bitmac Paving																				
	ST-LT	Repair and recolour paving to the original specification								*												
	ST-LT	Loose Gravel Pathways						*		*												
	ST-LT	Top up surfacing to original depth						*		*												
	ST-LT	Resin Bound Gravel																				
	ST-LT	Remove loose areas and refill to the original specification								*												
		Self Binding Paths, Hoggin and Informal Gravel Footpaths																				
	ST	Regularly water with a fine rose sprayer and roll until the surface is well consolidated				*																
	MT-LT	Spike the surface to relieve puddling				*				*												
	ST-LT	Check surface for damage or settlement and top up surface as required						*		*												
		Safety Surfacing																				
	ST-LT	Rake over loose safety surface weekly and remove any unwanted objects or animal mess		*																		
	ST-LT	Top up loose safety surfacing to original depth						*		*												
	ST-LT	Brush bound safety surface to remove debris and litter				*																
	ST-LT	Check bound safety surface for damage and repair as required						*		*												
		Reinforced Grass																				
	ST-LT	Inspect the reinforcement grids and securing mechanism and repair as necessary				*				*												
		Timber Decking and Steps																				
	ST-LT	Regularly sweep to prevent build up of debris and to ensure a slip free surface			*																	
	ST-LT	Check fixings and re-tighten as necessary				*																
	ST-LT	Wash deck area to restore slip resistance					*															
		Drainage																				
	ST-LT	Remove mud, silt and debris from surface channels				*																
FURNITURE & BOUNDARY TREATMENTS																						
	ST-LT	Wash seats, bins, furniture etc. with water and mild detergent			*					*												
	ST-LT	Inspect signage for damage or vandalism and repair as necessary in consultation with the original manufacturer				*																
	ST-LT	Empty bins and dispose of at a licensed location		*																		

ST=Short term MT=Med. term LT=Long term			DAILY	WEEKLY	FORTNIGHTLY	MONTHLY	SEASONALLY	ANNUALLY	X YEARLY	AS REQUIRED	SPRING			SUMMER					AUTUMN				WINTER			
											APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH				
		Boundary Treatments						*																		
	ST-LT	Inspect fixtures and fixings, re-tension wire and schedule repairs						*																		
	ST-LT	Inspect fencing, railings and gates for corrosion and ensure mechanisms function properly						*																		
	ST-LT	Repair corroded parts with a rust preventative prior to painting								*																
	ST-LT	Apply a wood preservative to timber components where not pressure treated							5x																	
	ST-LT	Inspect stone walls, brickwork and rendering and schedule repairs						*																		
PLAY AREAS																										
	ST-LT	Remove cans or glass		*																						
	ST-LT	Inspect for equipment's safety and repair accordingly if possible		*																						
	ST-LT	Litter Collection, \remove graffiti, stains, sweeping etc.		*																						
	ST-LT	Wash play equipment with water and mild detergent and remove excess lubricants from slides.			*					*																
	ST-LT	Cordon off with high visibility hazard type and warning sign if immediate repair of equipment not possible								*																
FURNITURE - SHELTERS																										
	ST-LT	Inspect shelter for damage or vandalism and repair as necessary in consultation with the original manufacturer				*																				
FURNITURE - LIGHTING																										
	ST-LT	Carry out a routine inspection to monitor and repair as necessary the following: Replace failed lamps Repair any other defects Check operation of locking devices and rectify Perform visual inspection of electrical connections and control gear Check and tighten bracket fixings and other fastenings Adjust alignment if necessary				*																				
REF	DURATION	OTHER																								
MAMMALS																										
	ST-LT	Obtain advice for treatment of mammalian pests. To be carried out by suitably qualified specialists.																								

APPENDIX 2 - ROSPA RECOMMENDATIONS

Information Sheet Number 14

Inspection & Maintenance of Playgrounds

General

The safety of children on their playgrounds does not depend solely upon the initial design of the site and the selection of equipment. Its continued management and the provision of high quality inspection and maintenance programmes are essential if safe opportunities for children to play creatively are to be preserved.

There is no specific legal responsibility to provide inspection and maintenance programmes but such procedures are recommended by the Department for National Heritage and the Welsh Office, the British Standards Institute, the Health and Safety Executive, Insurers and RoSPA. Playground managers have a legal and moral responsibility of care to children using the site - and at the same time they need to meet the expectations of parents. Inspections should be to EN1176, Part 7.

Inspections

Inspections should cover the whole of the site - not just the equipment. Pathways, fences, seats etc all need to be checked.

Further information on inspection methodologies is available from RoSPA, along with training where necessary.

Hierarchy

A defined system of inspections is recommended for children's playgrounds:

Routine Inspection

This looks at the equipment's basic condition, especially faults due to recent vandalism. Such inspections may be carried out by the manager or his/her staff and should be recorded on a simple sheet or book. The equipment supplier should provide a checklist – RoSPA can produce checklists if required. Frequency will vary with the site and local usage although weekly should be seen as a minimum.

Operational Inspection

This looks in more detail at the equipment, essentially at vandalism and certain types of minor wear. Such inspections may be carried out by the manager or his/her staff and should be recorded. With a good, routine hands-on check linked to the annual inspection, the quarterly check may not be necessary. RoSPA publishes "Routine Inspection of Playgrounds" to assist with this inspection.

Annual inspection

This should be carried out by a specialist not connected with the playground operator or manager. Essentially it looks at vandalism, minor and major wear, long-term

structural problems, changes in Standard compliance and design practice, risk assessment etc. Such inspections are offered by insurance companies, playground equipment manufacturers, commercial companies and safety organisations, such as RoSPA. Organisations should be checked to ensure their inspections are acceptable to insurance companies and suitable professional indemnity (at least £5 million) is carried.

Training

It is recommended that staff carrying out the regular inspections should have undertaken some basic training in playground inspections. Contractors should be able to provide evidence of training. Training courses are available from RoSPA. For single playground operators, the training may be linked to the annual inspection.

Quality control

Where inspections are carried out by commercial companies it is helpful to have an independent random check by an independent organisation such as RoSPA. This is especially necessary for inspections which are contracted out to, for example, a landscape contractor. An internal systems audit can be useful for larger organisations.

Maintenance

No inspection programme is worthwhile unless a structure exists for repairing faults and replacing parts. A system should exist for recording and checking on repairs. The manufacturer's original parts should be used if they are available.

Manufacturer's instructions

No playground equipment should be purchased without details of inspection and maintenance requirements. A note should be kept of the age of the equipment and a special inspection carried out before the expiry of the warranty.

Surfacing

Surfacing should be carefully checked for its soundness. Economic impact absorbency tests are available as part of the annual inspection if required.

Post-installation inspections

New playgrounds and equipment should be carefully checked for compliance with claims, specifications and installation procedures before being accepted. Where only a single item is placed on a site, such inspections are uneconomic but can be carried out as part of an annual inspection since they will fall within warranty periods if there is anything wrong.

Information Sheet Number 21

Post-installation Inspections

Introduction

A RoSPA post-installation inspection helps to ensure that the playground meets modern standards and has been correctly installed. Underground work and some other aspects requiring dismantling or destructive testing are not assessed.

In some circumstances a *Certificate of Good Practice* is available.

Report

A full, written report, including photographs, will be provided. The report will also cover the quality of the installation and equipment finish. RoSPA archive their reports for 21 years.

Site inspection on completion

1. Check orientation
2. Check Minimum Space requirements
3. Check traffic flows
4. Check general design safety
5. Assess general finish and work standards
6. Give recommendations on inspection and maintenance

Ancillary items

Check all ancillary items for

- condition
- installation
- suitability (e.g. Standard compliance where relevant)
- safety

Equipment

Check for

- compliance with agreed Standard (EN1176)
- correct installation
- any missing, damaged or inappropriate parts
- general safety

Surfacing

- Check for
- Correct areas
- Correct depth for the fall height involved
- Correct installation

Risk assessment

Undertake a risk assessment for risks to users as required by the Management of Health and Safety at Work regulations and give recommendations for any additional action and special maintenance requirements

Disability Assessment

A very basic assessment of accessibility as required by the Disability Discrimination Act is supplied with the report.

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

- r Are signs present and legible?
- r Are road barriers present and in good condition?
- r Are fences complete and secure?
- r Are the gates in working order?
- r Are pathways undamaged and unobstructed?
- r Is the site free of litter or any dangerous object?

- r Are the seats secure and undamaged?
- r Are the litter bins secure and undamaged?
- r Have they been emptied?
- r Has the planting been damaged?

Surfacing

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

Equipment

All items

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

Swings

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

Slides

- r Are the steps undamaged?
- r Is the chute undamaged?
- r Is it clear of foreign objects?

Roundabouts

- r Does it revolve smoothly and noiselessly?
- r Is it undamaged?
- r If it has a speed governor, does this work?

Rocking items

- r Does the item move smoothly and noiselessly?
- r Are all safety guards present?
- r Does it strike the ground?

Spring items

- r Does the item move freely and noiselessly?
- r Is the spring undamaged?

Climbing frames

- r Are all the bars in place?
- r Are they securely fixed?

Cable runaways

- r Does the runner move smoothly and noiselessly?

Sand play

- r Is the sand free of rubbish?

Ropes

- r Are the ropes secure and undamaged?
- r Are the connectors present?

Multi-play items

- r Are the guard rails present?
- r Are there signs of new timber where a piece has been removed?
- r Are there holes in the metal indicating where a piece has been removed?

Recording

- r Have you reported all faults?
- r Have you dated and signed a log book on completion?

Information Sheet Number 25

Risk Assessment of Children's Play Areas

Introduction

The *Management of Health and Safety at Work Regulations 1999* recommends that owners and managers of premises should undertake a risk assessment of their facilities - this includes the children's playground.

Purpose

The purpose of risk assessment is to:

- undertake a systematic review of the potential for harm
- evaluate the likelihood of harm occurring.

When this is done the manager has to:

- decide whether the existing control measures are adequate
- decide whether more needs to be done

Assessing risk

The sequence for this is:

- activity classification
- hazard identification
- evaluation of risk
- evaluation of control measures
- specification for further action

Action

Once the assessment has been carried out there should be a hierarchy for control:

- eliminate hazard
- reduce hazard
- isolate hazard
- control hazard

Future action

Once the risk assessment has been carried out and control measures taken, it need not be repeated unless there is a significant change in the playground.

RoSPA Risk Assessment

By evaluating the frequency of accidents and the consequences, RoSPA has been able to develop a risk assessment system which is based on experience and knowledge of injuries occur on children's playgrounds. This service is available to operators of outdoor playgrounds operators as part of their annual inspection or as a separate service. This inspection and assessment has to be carried out by the playground manager or representative. RoSPA will be pleased to attend these inspections to advise.

APPENDIX 3 - ASSUMED MANAGEMENT & MAINTENANCE RESPONSIBILITIES

