

# Grounds Maintenance Specification

At: Bellway Homes Channels Development

The scope of work includes maintenance of lawns, shrub beds, aquatic features, hedges, trees, hard surfaces and weed control, litter and leaf clearance, all as defined in the contract.

Client: The Residents Management Company  
Bellway Homes Channels Development

Prepared by: PBA Consulting LLP

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## **Grounds Maintenance Specification**

### **KEY DELIVERABLES**

The following key deliverables provide a minimum outline of the requirement of the contract to ensure the condition, quality development is maintained.

#### **Landscape & Estate Management**

The inspection of the development, planning of work services including the provision of reports, programmes and work method statements and the implementation of work operations as detailed including:

##### **Grass Maintenance**

Grass maintenance; cultural operations necessary to ensure the function, safety, appearance, health and vigour of the grass sward including minor renovations.

##### **Horticultural Maintenance**

Maintenance and cultural operations beds borders, plant features and aquatic features necessary to ensure site safety, function, plant health and vigour, and to provide aesthetic appeal.

##### **Tree Maintenance**

Routine tree maintenance including inspections and operations as is necessary to ensure function, safety, appearance and to maintain safe and healthy tree stock.

##### **Estate Maintenance and utility apparatus inspection**

Keep all hard surfaces, where specified, clean and free of litter, weed growth, to maintain the appearance and function of the areas, reporting of vandalism and site safety issues on a regular basis. Inspect and report any defects or damage or other matters that are effecting the function and operation of such utility apparatus (this will include; street lamps, gulley's, service covers, drainage & SUDS systems, fences, knee rails and other such apparatus as is identified within the development)

The extent of areas to be maintained is to include apparatus within all soft landscaped areas and only hard surfaces and apparatus within hard surface areas where shown as being hatched red on the landscape plan in Appendix A (In summary the non-adoptable hard surface areas include the land to the apartment block, specific paths and two road areas). The client expects the contractor to inspect and identify issues to all areas including adopted areas so the client can escalate issues identified with the appropriate authorities.

##### **Continuous Improvement**

The development of a continuous improvement programme including the delivery of enhanced environmentally acceptable operations, progressively improving standards and level of service.

##### **Instructed Works**

The carrying out of additional works on instruction where agreed.



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## **GROUNDS MAINTENANCE GENERAL MATTERS**

The Management Company seeks to maintain a high standard and quality of grounds maintenance services for the benefit of residents in order that the estate is well-presented, complements and enhances the overall character of the surrounding environment.

The Works described in this specification are to be executed by the Contractor in a manner that enhances the Employer's reputation for the maintenance of its landscaping.

The Contractor must carry out the Services adopting the best horticultural practice; the creation and maintenance of visually pleasing horticultural features and the maintenance of rigorous standards of discipline, cleanliness and tidiness.

The provisions contained within this Grounds Maintenance Specification shall be complied with by the Contractor in undertaking the tasks as summarised within the individual scheme Bill of Quantities, and the Contractor's tender shall be deemed to include for all such costs as may arise through compliance with this Grounds Maintenance Specification and associated conditions of contract.

The Residents Management Company is committed to a program of continuous improvement and as such a provision of £3500.00 is to be allocated to the contract in the form of a Continuous Improvement Fund. This will be used for continual improvement work and may be instructed as Additional Work by the Contract's Contract Administrator and paid as per point 8.c of the conditions of contract.

Contractors are expected to fully price works required to address pre contract dilapidation rectification works as listed within Appendix B of this document. Other dilapidation/rectification work not identified in this document but considered necessary in order that the specified level of maintenance can be undertaken must also be fully described by the contractor and a price provided within appendix B.

### **Core Services (as summarised within the Bills of Quantities)**

The following Services are more fully defined in the following sections of this Grounds Maintenance Specification.

1. Preliminaries - includes provisions as described in the preliminaries
2. Pre contract dilapidation rectification
3. Maintenance of Grass Areas - including cutting, edging and wildflower management
4. Horticultural maintenance - Shrub/Herbaceous Bed Maintenance, Hedge maintenance,
5. Tree Care - young tree maintenance, mature tree management and maintenance
6. Ponds and Aquatic Features
7. Hard Surfaces and utilities
8. Leaf clearance, litter collection and disposal

**Other Services which may form part of the continuous improvement program may include:**

1. The planting of new and replacement shrubs, hedges and bulbs and the like.
2. The design, planting, establishment and maintenance of bedding schemes as may be requested by the Management Company.
3. The development and establishment of wildflower areas.

## **1. PRELIMINARIES**

### **1.1 Working Hours**

The Contractor's normal working hours shall be 08:00 to 18:00 hrs. Any work carried out, outside of the above, shall require prior approval in writing from The Management Company.

### **1.2 Communications**

The Contractor shall provide operational Smartphone's to maintenance team leaders for maintaining site security, client contact, photographing/reporting defects and accepting instructions for emergency work etc.

### **1.3 Restrictions**

The following restrictions shall apply:-

- a) The Contractor shall ensure that all works proceed so as to cause the minimum of inconvenience to occupants, neighbours and visitors. Prior to the commencement of any works which are likely to cause disruption (e.g. noise) the Contractor shall agree programmed times with the Management Company.
- b) No excessively noisy power tools will be permitted within the Contract Area. Exceptional operations where such may be required, the requirement and need shall be approved and programmed at times acceptable to the Management Company.
- c) No obscene literature or language of any variety will be tolerated on site.
- d) No pets will be allowed on site.
- e) The use of amplified music systems is prohibited.
- f) Any works deemed to potentially damage vehicles/property must be arranged through monthly method statements in order that the client can make residents aware and/or agree methodology with the contractor for the specific work in advance.

### **1.5 Waste and Arising's from the Works**

The Contractor shall ensure that the site is maintained in a clean and tidy condition at all times. Action shall be taken throughout the works to prevent waste, rubbish and arising's from collecting and causing obstruction, nuisance or safety/health hazards. There are no facilities for skip storage; all arising's are to be removed off site by the contractor at no additional cost. There are also several bins that must be emptied twice per week or as required so the bins are never overflowing. There are both dog waste bins and general waste bins.

Waste that is produced as part of this contract shall be managed effectively to limit the quantity sent to landfill. This will involve recovering the material in a number of waste streams including recycling and composting. On request the Contractor shall provide a Waste Minimisation and Management plan that meets these objectives to dispose of waste off-site in an appropriate sustainable manner at no additional cost.

### **1.6 Disposal of Waste**

The Contractor shall make arrangements to separate all waste matter into different waste streams and arrange for its disposal as detailed below and pay all costs and fees in connection with such disposal. The Contractor shall comply with all legal requirements for transport and disposal of waste. No burning, burying or composting of waste is permitted on site.

The Contractor shall take all reasonable precautions to prevent any arising's of whatsoever nature from the Contract being deposited in any area other than licensed tipping/disposal areas.

**Green Waste** - Green Waste comprises all matter of a plant origin arising from the works such as grass cuttings, trimmings, pruning, leaves, flowers, seeds, pods and twigs. All Green Waste shall be disposed of by the Contractor in accordance with the Contractor's Green Waste Disposal Plan.

**Hazardous Waste** - Hazardous Waste comprises any item which is likely to create a health or safety hazard, including, but not limited to faeces, hypodermic syringes and broken glass. Hypodermic syringes and other 'sharps' shall be carefully placed in approved sharps containers and disposed of separately in a manner approved by The Management Company.

**General Waste** - All waste that is neither Green Waste or Hazardous Waste shall be deemed General Waste and shall be taken only to a recognised, licensed and approved tip and the Contractor shall include in his rates and charges for all fees and costs in connection herewith. Proof of licence must be forwarded to The Management Company.

The Contractor's Health and Safety Policy Statement must include a specific Code of Practice for the collection and disposal of sharps.

The Contractor shall comply with all statutory and other provisions to be observed and performed in connection with the disposal of waste incurred under this Contract and shall indemnify the Employer accordingly for any failure to comply.

### **1.7 Advertising**

The Contractor shall not be permitted to display any form of advertising whatsoever within or near to the Contract Area beyond normally livery branding of vehicles and work wear.

### **1.8 Contract Labour, Staffing and Personnel**

Only skilled labour will be used for horticultural/arboricultural operations and other specialist work; unskilled labour will be supervised accordingly. Work will be to recognised industry/horticultural/arboricultural standards using industry current best practice whilst observing, where practical, sustainable methods and cultural techniques. Staff will be suitably qualified to the following standards:-

- A. Operatives; RQF Level 1 (amenity horticulture, arborist, pest control etc) and or/other relevant vocational qualifications.

- B. Skilled staff including gardeners/arboriculturalists and supervisors; RQF Level 2 (amenity horticulture, arboriculture, pest control) and/or other relevant vocational qualifications.
- C. Managers and above; RQF Levels 3 and 4 (amenity horticulture, arboriculture, pest control) and/or other relevant vocational qualifications.

The Contractor shall return with the tender a management structure chart, along with the CVs of the proposed Contract Manager and on-site Supervisor.

Clarification of the Regulated Qualifications Framework (RQF) may be obtained online

<https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels>

### **Uniforms and identification**

The Contractor shall ensure that all persons employed in the performance of the Contract shall at all times be properly attired and presentable. Uniforms and protective clothing must be of a design and colour which must be approved in advance in writing by the Contract Administrator. Such uniforms shall be required to carry the contractors logo. Uniforms must be worn at all times during the performance of the Contract.

Representatives and employees of the Contractor shall carry at all times identity cards in a form approved by the Contract Administrator and make such cards available for inspection on request by the Contract Administrator who shall similarly disclose his identity. Neither the Contractor's staff nor the Employer's staff shall avoid disclosing their identity.

### **1.9 Application of Pesticides (General Conditions)**

In relation to this Contract the term pesticides covers all herbicides, insecticides, wormicides, algacides, fumigants, preservatives and similar products.

Only chemicals approved under the Control of Pesticide Regulations 1986 (including amendments) shall be used by the Contractor and all pesticides including their use on the Contract must have the approval of the Contract Administrator prior to application.

Pesticides shall be used only for those purposes as stated on the label. Data sheets (digital format only) must be supplied to the contract administrator prior to application. Completed application (digital format only) sheets are to be forwarded to the Management Company after application.

All personnel applying pesticides must have PA1 and PA6 certificates of competence (or equivalent) or be under the direct and close control of personnel possessing such certificates as laid out in the Control of Pesticides Regulations 1986, of the Food and Environment Protection Act 1985.

The Contractor, at the start of the contract must make available to the Contract Administrator for inspection the original certificates of competence.

All pesticides are to be mixed, stored and applied in strict accordance with the manufacturer's instructions and the Control of Pesticides Regulations 1986, and the Food and Environment Protection Act 1985.

The Contractor shall provide and make available for inspection containers for measuring quantities of herbicides.

Spray equipment shall be fitted with an approved effective guard to prevent drift onto neighbouring plants, a pressure regulating device and an approved spray nozzle of the poli-jet type as recommended by the manufacturer.

Equipment shall be free of leaks, and shall be cleaned thoroughly before and after use.

It is preferable that the Contractor uses Controlled Droplet Applicators (CDA's) for the application of pesticides for this contract.

The application of herbicides should be carried out in accordance with the provisions laid down by the Health and Safety Executive.

All maintenance operations shall be carried out in a sustainable manner with due regard to the protection and conservation of the environment as is practical.

The Contractor shall carry out COSHH Assessments of any chemicals to be used and forward copies of such to the Management Company. A COSHH assessment must be provided to the client prior to the start of the contract. Such assessment must be updated on a regular basis with the most up to date assessment provided on the yearly anniversary of contract commencement.

### **1.9 Use of Chainsaws**

Where the Contractor is required to carry out tree works skilled staff must hold the relevant National Proficiency Tests Council (NPTC) or their equivalent certificates of competence.

The Contractor shall provide copies of the certificate of competence held by staff to The Management Company for approval.

Chainsaws must be used and maintained in accordance with the Chainsaw Safety Leaflet (No INDG317 rev 2, 2013) 'Chainsaws at Work' produced by the Health and Safety Executive. Training in the use of chainsaws shall comply with the standards laid down in Guidance Note GS48 from the Health and Safety Executive.

Tree felling, thinning, coppicing and scrub clearance works are to be carried out in accordance with 'Tree Felling, Hauling and Scrubland Clearance' produced by the Health and Safety Executive, and any other guidance provided by them.

The Contractor shall follow current best practice in providing services and operations to provide a holistic maintenance programme that will ensure facilities are fit and suitable for purpose and appropriate for intended use.

All maintenance operations shall be carried out in a sustainable manner with due regard to the protection and conservation of the environment including local flora and fauna.

All operations shall comply with the appropriate and current, relevant British Standards.

Maintenance operations shall be programmed to avoid disturbing nesting birds and mammals, reptiles, rare and locally unique wild flowers etc.

Care shall be taken to avoid damage to adjacent properties including grass, trees and shrubs. Any damage caused to property, including vehicles, shall be made good to the entire satisfaction of the Management Company at the Contractor's expense.

### **1.10 Continuous Improvement Programme**



Annually, the Contractor shall develop and put in place an approved continuous improvement programme for all facilities to enable more enhanced environmentally acceptable operations, improved standards of maintenance and delivery of service.

The objectives of continuous improvement are set out in the 'Outline Landscape Management Plan' which can be found in Appendix C.

The continuous improvement program shall be agreed with the Contract Administrator and carried out within allocated funds at the discretion of the client.

### **1.11 Management Planning**

The Contractor shall inspect (March & September) the grounds including lawns, shrub beds, hedges and trees, of the development and submit for approval to the Management Company an updated work method statement and plan for the following season. The work method statement and plan will show equipment types, materials allocation, labour levels and techniques proposed to ensure the all maintenance services are conducted so that the condition and quality of the estate is maintained so to be fit for purpose. A draft work method statement and plan shall be submitted within 5 working days of contractor interview.

An updated programme will be provided on a monthly basis (with application/invoice for payment) showing progress monitored against program by the Contractor; a situation report with verifiable key performance indicators shall be submitted at the tri-monthly Contract progress meetings.

The method statement and programme shall include all of the services stated in the Contract and to be in a format agreed with The Management Company; separate health and safety Risk Assessments and Method Statements shall also be provided.

An outline schedule of Services that are to be completed on a monthly basis is shown in Appendix D.

### **Weekly Monitoring**

The Contractor site supervisor will liaise weekly with The Management Company regarding work planning, monitoring and instructed works.

### **1.12 Site Safety**

The Contractor shall, during maintenance works around the Sites, observe and report in writing/electronically to The Management Company any obvious obstructions and/or defects to and around paths, car parks, etc. that may be hazardous to members of public and personnel using the area. The Contractor shall and take any necessary action i.e., cone/barrier areas off, etc., to prevent risk of injury.

### **1.13 Instructed Works**

The Contractor will be required to carry out additional non routine works on instruction in a timely manner and in accord with the requirements of the Contract and as ordered. Such works must be accompanied by site/job specific method statement and risk assessment.

### **1.14 Method Statements & Risk assessment**

The Contractor within 10 working days, of contract award must provide method statements and risk assessment for all Services to the client. During the term of the contact method statements and risk

assessments must be reviewed and updated. At the anniversary of each contract year the latest method statements and risk assessments shall be provided to the client.

### **1.15 Injury Prevention**

The Contractor shall ensure all public outdoor areas are safe for access by personnel and take any necessary action i.e., cone/barrier areas off, etc., to prevent risk of injury and report findings to the Management Company immediately.

## **GROUNDS MAINTENANCE SPECIFICATION**

### **2. PRE CONTRACT DILAPIDATION RECTIFICATION**

The Contractor is required complete the dilapidation and rectification schedule in Appendix B as part of their tender. This schedule must clearly list work that is to be carried out including the cost of such work so that the execution of all future maintenance is not in any way compromised. A list of known rectification work has been listed within Appendix B which must be priced. Any other work not listed must be described and priced within Appendix B by the contractor as no further monies would be paid, under any circumstances for dilapidation and/or rectification work.

### **3. MAINTENANCE OF GRASS AREAS**

As a guide mowing must be to BS7370, Part 3, Appendix A.

3.1. No operation shall be carried out when weather or soil conditions are unsuitable. The Contractor shall be responsible for making good any damage or defect caused by working when conditions are unsuitable. No extra payment will be claimable due to the need to adjust/increase operations to ensure standards are met due to weather conditions etc.

3.2. The Contractor shall inspect all areas before commencing grass cutting and shall remove and dispose of all litter, stones and other debris which might cause personal injury, damage to machinery, equipment or installations.

3.3. Grassed areas will include grass filled concrete block fire access areas, grass paths etc. and deemed to include flowering stalks and other vegetation such as clover, plantains, yarrow etc. and other such ground cover of a non-woody nature. These areas are to be treated as if they were the same as the surrounding grass and cut to the similar standard using appropriate equipment.

3.4. It is proposed that 'mulch mowers' are to be used to areas designated for regular mowing. This is to minimise waste removal. However the pricing schedule also asks for an extra over cost for cut and collect. The client may decide to cut and collect grass to all or part of the areas designated for regular mowing. Where cut and collect is implemented the mower used must also be fitted with a roller.

3.6. On naturalised bulb and wild flower areas, cut and clear foliage and long grass on completion of flowering /at the appropriate season.

3.7. Once grass cutting has commenced on an area, it shall be completed without delay and in one continuous operation.

3.8. Grass cutting machines shall be appropriate for the size of the area being maintained and the standards of finish specified. Inaccessible margins, corners and the like shall be maintained to the same standard by other suitable equipment.

3.9. Cutters on all mowers shall be sharp, properly set and shall cut the sward evenly and cleanly.

3.10. Excessive arising's from grass cutting that smother turf and appear inappropriate shall be collected, removed and disposed of on the same day as the grass is cut.

3.11. After grass cutting operations all arising's that fall outside of the grass area that has been cut must be swept or blown off the adjacent surface. This must be completed before moving on to the next location of grass. Excessive arising shall be collected, removed and disposed of on the same day as the grass is cut.

3.12. All growth at and around obstructions in grass areas or abutting walls, knee rails fences and grass overhanging edges of flower beds, shrubberies, mowing margins and the like shall be cut on each occasion that the grass is cut. All arising's from this operation shall be collected, removed and disposed of as specified above. Mechanical strimmer's must not be used around trees (mulched areas shall be present to mitigate against such operations). Herbicide must not be used as a substitute for grass cutting around such obstacles.

3.13. Where the grass abuts a horizontal hard surface and the overhang of grass exceeds 25mm, the Contractor shall cut back the grass to the edge of the hard surface without forming a channel, using an approved edging tool, cutting straight lines or smooth curves as appropriate.

### **Grass cutting standards**

3.14. Grass Cutting Standards; the quality and finish of the grass areas shall be of a high standard and the Contractor is expected to maintain the contract standard for grass maintenance as defined below throughout the Contract Period.

#### **Regularly Mown Grass (Medium/short Grass (BS 7370 Category C2))**

Grass shall be cut weekly using the appropriate mowing machine. The frequency of cutting shall be regulated so that the height of grass shall not exceed 70mm at any time. Machines shall be adjusted to a 50mm height of cut. Arising's shall be mulched so to remain on the ground. The finish shall be even, regular and free from ribbing. Edges, around obstructions, base of fences, walls, banks, etc. shall be maintained to the same standard and frequency. Where ground is un-even the height of cut should be increased. In drought condition the height of cut can be increased subject to agreement by the management company.

#### **Relaxed Mown Grass**

Grass and herbage shall be cut 4-6 times a year at the appropriate season and as instructed by The Management Company using suitable equipment that gives an even, regular, finish. Edges, around obstructions, base of fences, walls, banks, etc. shall be maintained to the same standard and frequency. Excess arising's shall be collected and removed off site.

#### **Meadow Grass Areas**

Grass and herbage shall be cut 1-2 times a year at the appropriate season and as instructed by The Management Company using suitable equipment that gives an even, regular, finish. Edges, around obstructions, base of fences, walls, banks, etc. shall be maintained to the same standard and frequency. Excess arising's shall be collected and removed off site.

3.15. The contractor will be responsible for the identification of noxious weeds and those listed under current legislation, including but not limited to Ragwort and Japanese Knotweed. When identified the management company must be advised in writing, immediately. A photo record and marked up plan showing the location of these weeds must be provided when notification is made.

3.16. The Contractor shall carry out suitable and appropriate cultural techniques to maintain throughout the year a well maintained healthy grass sward, substantially free of pest, disease and weeds. Cultural techniques shall include but not limited to mowing, rolling, and aeration, harrowing/drag brushing and pest control. The contractors draft work method statement and plan which is to be submitted with the tender bid must provide a methodology to describe how cultural maintenance techniques will be employed within the contract.

3.17. In shady locations under trees etc carry out reseeding of poor grass areas as necessary with an approved shade tolerant grass seed mix.

3.18 After grass cutting operations all arising's that fall outside of the grass area that has been cut must be swept or blown off surrounding surfaces. This must be completed before moving on to the next location of grass.

3.19. The Contractor is to allow for spring and autumn fertiliser application to all areas designated for regular mowing. The contractors draft work method statement and plan which is to be submitted with the tender bid must provide a methodology for fertiliser including details of the products that are to be used and the quantity of fertiliser that is to be provided annually, within the annual sum.

3.20. The contractor is to allow for selective weed control to all areas designated for regular mowing. The contractors draft work method statement and plan which is to be submitted with the tender bid must provide a methodology for selective weed control including details of the products that are to be used and provided annually, within the annual sum. It is expected that at least one early summer application of herbicide would be allocated each year.

#### **Grass establishment**

3.21. The Contractor must allow for a single application of topdressing within the annual sum, this work shall be completed in Spring 2020. The Contractor's draft work method statement and plan which is to be submitted with the tender bid must provide a methodology for top dressing including details of top dressing material and the quantity of material that is to be provided within the annual sum. The extent of top dressing should focus on grass that is close to regularly trafficked routes and residential dwellings.

3.22. The Contractor is to allow for over seeding to all grassed areas in 2020. This work should be allowed for within the annual sum. The contractors draft work method statement and plan which is to be submitted with the tender bid must provide a methodology for over seeding including details of top dressing material and the quantity of seed that is to be provided within the annual sum.

#### **4. HORTICULTURAL MAINTENANCE**

Horticultural maintenance refers to Services required to maintain flower/shrub beds, aquatic planting and Hedges.

4.1. No operation shall be carried out when weather or soil conditions are unsuitable. The Contractor shall be responsible for making good any damage or defect caused by working when conditions are unsuitable.

4.2. The Contractor shall carry out suitable cultural techniques to flower/shrub beds, hedges and aquatic planted areas so to maintain, throughout the year, an effective display, substantially free of pest, disease, litter and weeds to the standards described in BS7370. Cultural techniques shall include but not limited to pruning, dead heading, mulching, watering, fertiliser treatments, pest, weed and disease control.

##### **Pruning**

The purpose of pruning is to build a strong framework keeping shrubs healthy and vigorous, maintaining the shape and balance; ensuring the maximum amount of flowering wood is produced and that the shrubs are kept so that they do not create a nuisance or danger.

4.3. Pruning shall be carried out by skilled labour only.

4.4. All tools shall be kept sharp and properly set. Hedge cutters shall not be used on shrubs.

4.5. All cuts shall be made cleanly and without tearing. Light shaping and removal of dead and diseased wood. Shaping shall be carried out in late spring, remaining pruning to be carried out when required.

4.6. Pruning of shrubs shall be carried out in accordance with correct current horticultural practice for the species being pruned, at the appropriate season, with due regard to nesting birds, and with the prior approval of the Management Company.

4.7. Shrubs and climbers shall be pruned so as to ensure an even dense cover, the correct balance of plants and to the designer's intentions. In all cases dead, diseased and damaged material shall be removed together with any shoots growing out over paths, roads, seats, adjacent grass areas, windows doors, gutters etc., and those obscuring lights, signs and sight lines.

##### **Bed Maintenance**

4.8. All shrub beds and hedge bases shall be maintained in a visually weed free condition. The surface of the soil/mulch shall be kept cultivated to a medium tilth and cambered to an even convex profile. The edges shall be kept 30mm below the level of the surrounding grass areas or hard surfaces. Weeds can be removed by hand or through the use of herbicides taking care not to damage plants. Shrub beds shall not be dug with a spade. All self-set tree and shrub saplings that are not part of the original design shall be removed along with its root system.

4.9. Once weeding of beds has commenced on an area, it shall be completed without delay and in one continuous operation.

4.10. Giving due regard good conservation practices, all beds shall be maintained to correct horticultural practices for the species contained therein and at the appropriate season to ensure an effective display. Maintenance shall include but not limited to pruning of shrubs and climbers, dead

heading, provision of supports, tying in of plants, cutting back ground cover plants, lifting and dividing plants, removal of dead and dying stems, control of pest and disease. Shrubs/climbers shall be kept clear of windows, doors and gutters. Care shall be taken in the use of hand operated tools so that the roots of existing plants are not severed or exposed, and / or stems, bark and foliage of existing plants are not damaged in any way.

4.11 Top up mulch to a depth 50mm to all planted beds and hedge rows. This work shall be carried out in February / March using 15-100mm rustic biomulch by Melcourt Industries Ltd or similar approved to bring levels up to a consolidated depth of 50mm. There same type of mulch should be used on all beds throughout the duration of the contract.

### **Hedges**

Hedge maintenance means the cutting or clipping of plant material to maintain it in a recognised shape or form as described in BS 7370: Part 4 Section 4.

4.12. Hedge trimming shall be carried out by skilled labour only using hand tools or hand held mechanical trimmers to even height and lines as specified below

4.13. Trimming shall be carried out in accordance with correct horticultural practice as appropriate for the species and at the correct season; operations shall be programmed to avoid disturbing nesting birds and mammals. Hedge trimming shall not be carried out without a nesting bird assessment and with prior approval of the The Management Company.

4.14. Hedges shall be maintained at a frequency to ensure that new growth does not exceed 100mm. This frequency shall at least be equal to two cuts per season. Each face of the hedge shall be cut back to the previous season's growth.

4.15. Hedge establishment. The outline landscape management plan references how different hedges should be maintained. In summary the hedges to the south side of the development shall be managed as informal hedging once established. Maintenance once established shall reduce to bi-annual cuts, this would commence from 2024. All other hedges should be kept as formal hedges to a height of 1.2-1.5m (4-5 foot) to Brassie Wood and Niblick Green and 1.5-1.8m (5-6 foot) to Fairway Drive (northern section).

4.16. The regime for informal hedge cutting shall follow the recommendations below which will be reviewed with the Management Company and if needed adapted. The recommendations are:

- 2019, lightly cut once late summer on both sides and top to encourage dense growth
- 2020, lightly cut once late summer on both sides and top to encourage dense growth
- 2021, cut both sides only to allow hedge to put on height
- 2022, cut both sides only to allow hedge to put on height
- 2023, cut both sides only to allow hedge to put on height
- 2024 onward complete bi annual cutting to maintain informal hedge to a max height of 6-7 metres

4.17. The cultivated/mulched area shall not exceed 300mm beyond the base of the hedge. The management of mulched areas under hedges and top-up of mulch shall be completed as prescribed in the bed maintenance section of this document.

4.18. Foreign species shall be eradicated (e.g. wild creepers, elder). Pest activity under hedges (e.g. rabbit burrows etc) shall be reported to the Management Company promptly.

4.19. Hedge maintenance shall include replanting of gaps, being the equivalent to 5 linear metres in total per annum, within hedgerows both formal and informal with approved size and agreed plant species including stakes and guards as appropriate. The distribution of such plants will be to the satisfaction of the Management Company.

## **5. TREE CARE**

### **Young Tree Maintenance**

In this Specification the term 'Young Tree' shall mean a tree of that are smaller than semi-mature (girth of less than 18cm at 1.2m high).

5.1. Maintenance shall embrace all cultural operations to ensure the health and vigour of the trees and include the following:

Inspect stakes monthly to ensure trees are developing correctly and adequately supported and that tree ties are correctly adjusted at all times to allow for tree growth and stem expansion. The stem of the tree shall not be allowed to become restricted by the tie at any time.

5.2. Replacement of damaged, broken or unsuitable stakes and ties with equivalent types as necessary.

5.3. Removal of stakes as and when deemed necessary. Any broken or missing stakes or ties shall be replaced at the Contractor's expense, until the Management Company is satisfied that the tree is sufficiently stable so as not to require any support. In general it is believed that young trees will require adequate support for at least the first two years following planting. The Contractor shall allow in his price for the removal of stakes and ties when trees become established. No extra charge will be considered for such work.

5.4. Undertake formative pruning including removal of epicormic shoots, competing leading stems, crossing branches, deadwood and the like. This service should be completed annually.

5.5. Removal of all weeds from around the base of the tree to a radius of 500 mm, by hand and/or herbicide.

5.6. The watering of vulnerable stock during drought conditions.

5.7. Top up mulch to a depth 50mm below all trees planted in grass areas. This work shall be carried out in February / March using specified mulch (see bed area maintenance). Bark mulch shall be maintained to bring levels up to a consolidated depth of 50mm. The same type of mulch should be used on all beds throughout the duration of the contract.

5.8. A hard edge shall be recut to the adjacent grass areas; the mulch should sit 30mm below grass with a camber toward the tree trunk.

5.9. Care must be taken at all times to avoid causing damage to tree bases through the use of mowing machines, strimmers, etc.

5.10. Report any defects requiring further action including maintenance and other damage.

### **Semi mature and Mature Trees**



5.11. The Contractor shall carry out hazard tree inspection every 3 years and submit a report to the Management Company. This must include the date of the survey, a general assessment of tree condition along with details of any defects and other damage requiring further action, with an outline of future management and maintenance requirements. Particular reference shall be made to tree hazards and tree safety. This shall include trees that are within falling distance of estate boundary as shown on the landscape maintenance plan in Appendix A. Neighbouring trees must be inspected if they are in falling distance of the site since they may cause damage or harm to the estate and their users, if they should fail. This is to be completed by the Contractor as part of management planning; the first inspection shall be completed autumn 2020. The person undertaking this inspection is expected to have a relevant Arboricultural qualification to RQF level 4 or above. In all other years' inspection should be made in the form of monitoring of all trees with any concerns about the development of tree hazards communicated in writing to the client, immediately after identification..

5.12. On-site monitoring and routine tree maintenance will include the following:

- A. The removal of basal and epicormic growth with appropriate hand equipment, from around tree bases and on the main bole of mature trees and to a height of 3m above ground level, or up to the first major branches. No growth shall exceed 300mm long before being removed.
- B. Regular crown lifting operations to ensure sufficient clearance heights of up to 3m over footpaths and 5m over roads unless otherwise instructed. Sufficient un-obscured clearance around lights, signs and sight lines etc. shall also be maintained.
- C. The removal of hazardous deadwood or damaged/diseased material that is assessed to cause damage to property and personnel and over paths, roads, seats, adjacent grass areas etc.
- D. The clearance of any fallen and/or storm damaged trees, and or limbs.
- E. The Contractor shall report any defects requiring further action.
- F. Regular crown pruning operations to ensure sufficient clearance heights of up to 2m over and adjacent to fences and boundary walls and the like; unless otherwise instructed.

5.13. The contractor will ensure appropriate planning consents are obtained prior to working on protected trees.

5.14. All arising's will be disposed of as specified in the preliminaries section of this document.

5.15. Tree work over and above that specified above shall be scheduled and priced by the contractor. The Management Company reserves the right to obtain other quotes and/or instruct others to complete such work if deemed to be favourable to the Management Company.

5.16. The contractor will ensure that the operatives undertaking tree work are suitably qualified and experienced as stated within the preliminaries section of this document.

## **6. PONDS AND AQUATIC FEATURES**

6.1. The contractor is required to submit as part of their working method statement a work plan for routine maintenance for all aquatic features. This must also include recommendations for occasional



maintenance and remedial actions/tasks as stated below and in Appendix E (Arden Consulting Engineers SUDS maintenance Schedule).

6.2. The Contractor must either have as suitably qualified/experienced person able to undertake maintenance of aquatic features or nominate a subcontractor who will provide the above method statements, undertake the prescribed inspections and implement all relative maintenance tasks.

6.3. Routine maintenance must include the following;

- Ensure that pond algae are controlled in order to maintain water quality and the aquatic function of all features. Agree and seek approval on recommendation prior to implementation
- To ensuring free flowing watercourses at all times
- That litter and debris are removal from in appropriate locations on a monthly basis as a minimum
- Where deemed necessary, by the Management Company, cutting and removal of nuisance plants including grass, trees and shrubs shall undertaken on a monthly basis in agreement with the Management Company in the agreed work plan.
- Where deemed necessary, by the Management Company, annual inspection and washing of filter stones and the removal of any vegetation, roots that may impede the function of the aquatic features
- Annually inspect and remove sediment from inlets, outlets and forebay areas
- Make bi-annual Inspections for invasive weeds including aquatic species. Make the Management Company aware of such inspection and the findings there of.
- Remove excess floating pond plants so they are not detrimental to water quality or the function of the aquatic feature
- No more than 40% of a pond surface should be covered in floating pond plants
- Within the work plan make recommendation for provision of oxygenating plants (annual additional works)

6.4. During routine maintenance the contractor will ensure the protection and conservation of the local flora and fauna, nesting birds and mammals, rare and locally unique species.

## **7. HARD SURFACES, UTILITIES, FENCES AND KNEE RAIL**

### **Paths and Roads**

7.1. All non-adopted paths and roads shall be swept and kept free of debris and litter. See the litter section of this document for more information.

7.2 The Contractor shall inspect all paths/hard standing, roads and external areas generally at every visit, and promptly report any vandalism, safety issues such as trip hazards, defects or obvious. All

such reports should be submitted in writing to the Management Company. This is to include non-adopted and adopted areas (the whole estate).

7.3. All block paved areas shall be inspected annually for defects, damage, and settlement, reporting findings to the Management Company on an annual basis.

7.4. All kerbs and edgings shall be inspected annually for defects, damage, and movement, reporting findings to the Management Company on an annual basis.

7.5. Annually inspect surface identifying any areas that require cleaning and in addition for block paving sanding of joints. The contractor is expected to submit as part of their working method statement a work plan for such cleaning and sanding. In addition such recommendations should be fully priced (for non-adopted areas only). The management company will review the contractor's recommendations but reserves the right to gain other quotes and/or instruct another company to do this work.

### **Weed Control**

7.7 The Contractor shall control all weeds on all non-adopted hard surfaces. In this context, weed means any plant, moss, algae or fungus. The Contractor will keep a record of all such treatments this must be retained by the Contractor and be produced at the request of the Management Company.

7.8. In general, the Contractor shall choose the method for weed control on hard surface areas. Where chemical weed control is employed, the Contractor shall visit the site to treat the areas as often as is necessary to ensure hard surfaces are substantially free of weeds. Control and the use of chemicals shall be in accordance with that specified within the preliminary section of this document.

7.9. Paths, drives, car parking areas and all other hard landscaped features including fence lines, building bases, gravel areas, identified open ground hard standings, footpath and kerbs shall be maintained in substantially weed free condition with well-defined margins as appropriate to ensure ease of maintenance and provide aesthetic appearance. Weeds include self-set trees including those at the base of and in-between fences (for non-adopted areas only).

7.10. All non-adopted hard surfaces shall be kept substantially free of Moss and Algae and other growths that may cause hazardous surfaces.

### **Utilities apparatus**

7.11 All utility apparatus including street lamps, gullies grates, service covers shall be inspected monthly with any vandalism, damage, defects, safety issues reported, in writing, to the Management Company. This is to include non-adopted and adopted areas (the whole estate).

7.12 All gullies, SUDS system apparatus and gully grates shall be kept clean and clear of sediment, litter and other such deleterious matter that may affect the continuous function of these apparatus.

7.13 The Contractor is expected to visually check from the ground as a walk by inspection that street lamps fully functional and as such night time inspection shall be required during the winter months. Where a lamp has failed or is not functioning correctly this must be immediately reported to the Management Company so that action to rectify any issues can be carried out by others. This is to include non-adopted and adopted areas (the whole estate).

### **Fences and knee rail**

7.14 All fences and knee rail including, boundary fences, close board fencing to the eastern end of the site near Niblick Green, shall be inspected monthly with any vandalism, damage, defects, safety issues reported, in writing, to the Management Company.

7.15 Minor issues such as the repair of broken pales to close board, braces to knee rail, loose stock fence and the like are expected to be included within the annual maintenance sum. Such repairs must be completed within 10 working days of identification to the satisfaction of the Management Company.

7.16 The contractor is expected to submit as part of their working method statement a work plan for fence and knee rail preservative treatments, painting and/or staining along with any recommendation for replacement of posts or sections of fence, knee rail in order that these elements continue to function, remain safe and are aesthetically pleasing and complementary to the appearance of the estate. In addition such recommendations should be fully priced. The management company will review the contractor's recommendations but reserves the right to gain other quotes and/or instruct another company to do this work.

## **8. LEAF CLEARANCE, LITTER COLLECTION AND DISPOSAL**

8.1. Leaves shall be collected and removed from all soft landscape areas as they fall and shall be disposed of off-site. This operation shall be carried out as necessary and at no less than fortnightly intervals in order to provide substantially leaf-free areas. At the end of leaf fall season all areas shall be cleared of leaves entirely. Where adoptable areas are not substantially leaf-free this must be reported in writing to the client in order that the issue can be escalated to the appropriate authorities.

8.2. Attention shall be paid to spring-falling beech hedge leaves and other similar species where the above clause will apply.

8.3. All work shall be carried out to a standard to prevent any health or safety hazard arising. Additionally, particular attention shall be paid to prevent accumulations of leaves against the fence lines and in gutters. Where leaf accumulation is evident in adoptable areas this must be reported in writing to the client in order that the issue can be escalated to the appropriate authorities.

8.4. The Contractor must not allow leaves to accumulate in grass areas. Leaves left for more than 2 weeks are highly likely to damage formal grass areas, thinning the sward and making the grass look patchy. In the event that this occurs the Management Company will require that grass is renovated/repaired and maintenance services elevated to ensure the duration of remediation is minimised.

### **Litter**

8.5 All soft landscape areas and non-adopted hard surfaces of the site shall be cleared of all litter and other extraneous matter during each visit with all arising's removed to the Contractor's tip.

8.6 The litter bins and dog waste bins shall be emptied twice weekly. The contents shall be removed to the Contractor's tip and suitably disposed of as prescribed within the preliminaries section of this document.

8.7 All waste shall be disposed of as described within the preliminaries.



8.8 No green waste shall be disposed on within shrub beds, thicket areas whether within the estate or within adjacent areas.

8.9 Fly tipping, the contractor is expected to report any occurrence of fly tipping to the Management Company immediately advising of the location, extent and type of waste tipped. This must be in writing and ideally include photos. The contractor is also expected to provide a price for the removal of such waste and be able to undertake such removal within 5 working days of instruction by the Management Company. The Management Company reserves the right to gain other quotes and/or instruct another company to do this work.



## 9. PRICING SCHEDULES

### Schedule A Services

SITE	DESCRIPTION	PRICE PER ANNUM
Bellway Channels Development		
	Preliminaries	
	Pre contract dilapidation rectification work (value from Appendix B	
	Grass maintenance	
	Horticultural Maintenance	
	Tree Care	
	Ponds Aquatic Features	
	Hard Surfaces utilities, fence and knee rail	
	Leaf Clearance, collection and disposal	
<b>Services Schedule</b>	<b>TOTAL carried forward</b>	<b>£</b>
Extra over cost	Allowance to cut and collect grass to areas designated to be regularly mown (this cost is not to be carried forward)	

**10. DAY WORK**

**MATERIALS AND GOODS**

Materials shall be supplied on invoice at net cost as defined in the Conditions of Contract, with the addition of an agreed percentage as detailed in this Tender given in the Schedule of Daywork Rates on the following page.

**DAYWORK RATES**

Daywork rates as priced in the Tender Document will only be used where the provision of labour and equipment, machinery and vehicles are not specifically covered by routine maintenance items. Daywork rates for operatives shall be those defined and provided in the Schedule of Daywork Rates on the following page.

**SCHEDULE OF DAYWORK RATES (To be completed by the Tenderers)**

**Schedule B Dayworks**

Hourly Rates/Category Or Grade	Notional hours	Rate per hour	Extension £
Skilled Gardeners/Groundsmen (NQF Level 2)	10	£	
Semi-Skilled Gardeners/Groundsmen/Arborist (NQF Level 1 or equivalent)	10	£	
Sub-total £			
Out of hours Callout and Bank Holidays for emergency works. Additional percentage on above daywork rates to be applied to sub-total	%	total £	
		total £	
TOTAL LABOUR CARRIED FORWARD			£



**SCHEDULE OF MATERIAL RATES (To be completed by the Tenderers)**

**Schedule C Material Rates**

MATERIALS	Notional Value £	% Addition	Extension £
Notional value of materials and goods for incorporation in additional works	500.00		
Schedule C TOTAL MATERIALS CARRIED FORWARD			£

i. Rates shall be deemed to include profit, overheads, supervision and all costs and expenses resulting from the employment of labour, including travelling time and expenses, the use of machines, tools, implements, equipment, plant (excluding specialist mechanical plant, but including tractors, trailers, and/or lorries up to 3 ton weight) and all other liabilities whatsoever.

ii. Normal working hours shall be between 0800-1800 hours during weekdays and Saturday. Out of hours working shall mean outside of these hours and all hours during Sunday. Bank Holiday working shall mean all hours during recognised Bank Holidays and Sundays.

iii. Payment of the net costs (after deduction of all discounts obtainable for cash in so far as such discounts exceed 2 ½ % and of all trade discount, rebates and allowances) of materials or specialist mechanical plant delivered to the site and used on daywork with the addition of the Contractors percentage addition which shall be deemed to cover profit and all expenses including overheads and all other liabilities and obligations whatsoever, excluding VAT.



## 11. SUMMARY - PRICE SCHEDULE

**TOTALS CARRIED FORWARD** (To be completed by Tenderers)

### PRICE SCHEDULE

Services schedule (A) £

### DAYWORKS, MATERIALS AND CONTINUOUS IMPROVEMENT SUM

Total labour Schedule (B) £

Total materials Schedule (C) £

Subtotal (Annual Sum) £

Continuous improvement allowance Annual Sum £ 3,500.00

### TOTAL PRICE SCHEDULE

CARRIED FORWARD TO FORM OF TENDER £ \_\_\_\_\_





**Appendix A, Site Plans (attached due to size)**

## Appendix B - Pre contract dilapidations

Description of work to be completed	All Inclusive cost to implement (Ex of VAT)
<p><b>1) Observation:</b> ground where grass areas abut hard surfacing is often uneven</p> <p><b>Solution:</b> top dress with a preparatory “topdressing” that is soil based to all grass margins that abut hard surfaces.</p> <p>A) It is recommended that the grass height is less than 50mm in length prior to topdressing which may result in the need to cut grass before topdressing.</p> <p>B) Apply drought tolerant grass seed to suppliers recommended rates, complete prior to topdressing so the topdressing material holds and aids germination.</p> <p>C) Topdressing should be spread and then worked in to the existing grass sward with a True-lute or similar, so the topdressing material fills the low spots and in turn helps iron out ground undulations.</p> <p>D) The extent of top dressing should extend 1m into the grass area.</p>	
<p><b>2) Observation:</b> bare patches within grass sward</p> <p><b>Solution:</b> seed bare patches within designated grass areas with a drought tolerant grass seed to suppliers recommended rates. Complete to all designated amenity grass areas. Cover with topdressing, working topdressing into the grass sward.</p>	
<p><b>3) Observation:</b> unhealthy thin grass, patchy/uneven growth</p> <p><b>Solution:</b> over seed with a drought tolerant grass seed to suppliers recommended rates.</p>	
<p><b>4) Observation:</b> grass establishment concerns</p> <p><b>Solution:</b> in spring apply a preparatory, slow release fertiliser to all designated grass areas. Applying fertiliser helps develop the grass sward and root system so it is more tolerant of dry summers, a healthy lawn will be thicker, be of good appearance and will help disguise ground undulation.</p>	
<p><b>5) Observation:</b> grass spreading over kerbs and path edgings. A total herbicide (kills everything) has been used on path margins which kills</p>	

<p>grass upon contact. Dead grass will look unsightly and thin grass where it abuts hard surfaces. (this is predominantly a maintenance issue)</p> <p><b>Solution:</b> use a mechanical edging tool, half-moon to form edge (complete asap), In future it would be better to use selective herbicide on grass (kills broadleaves and not grass). Spot treat weeds within hard surfaces using a total weed killer and sprayer fitted with a deflector cone so chemical does not drift on to the grass areas.</p>	
<p><b>6) Observation:</b> no edge to grass areas where it abuts shrub beds and hedges.</p> <p><b>Solution:</b> a formal edge needs to be cut to create a clean edge to the grass areas. This needs to be formed (hard hedging) and then maintained through regular edging using edging shears. There is an immediate requirement to form an edge to all shrub beds and hedgerows.</p>	
<p><b>7) Observation:</b> mulch is migrating from hedgerows and shrub areas in to grass and hard surfaces.</p> <p><b>Solution:</b> a formal edge needs to be formed so there is a gutter to mulched beds in order that the 50mm depth of mulch sits in the gutter rather than migrating elsewhere. The Acer plans stated that mulch should be 30mm below adjacent grass. This has not happened. Forming a gutter will be a more practical solution.</p>	
<p><b>8) Observation:</b> weed in shrub beds</p> <p><b>Solution:</b> remove weeds by hand as the density of planting is quite good and herbicide may damage plants; apply bark mulch so the overall depth of mulch is 50mm</p>	
<p><b>9) Observation:</b> missing stakes, ties to trees</p> <p><b>Solution:</b> inspect and fix accordingly</p>	
<p><b>10) Observation:</b> areas originally designated wildflower not established or maintained in this way.</p> <p><b>Solution:</b> review and develop strategy (see other comments)</p>	
<p><b>11) Observation:</b> Holly (Ilex) Bush are in tight spiral guards which will inhibit growth. <b>Solution:</b> Holly (Ilex) according to the Acer drawings should have 200mm diameter Netlon Shelters.</p>	



In addition to the above all minor observations noted within the PBA's photographic record in appendix F of this document need to be resolved.	
Contractor to add other dilapidations/rectification work required	
Contractor to add other dilapidations/rectification work required	
Contractor to add other dilapidations/rectification work required	
Contractor to add other dilapidations/rectification work required	
Contractor to add other dilapidations/rectification work required	
Contractor to add other dilapidations/rectification work required	

**Total cost to complete rectification work £**  
**(To be carried forward to the section 9 Service Schedule A)**

## Appendix C - Outline Landscape Management Plan

### Outline Landscape Management Plan

The general layout of the landscape for Bellway Channels is shown on the Liz Lake, Extent of Areas to be Maintained by The Management Company, drawing 1448 A4 02 B. This has been amended so a more developed grass cutting regime can be implemented.

The Bellway Channels development is a striking mix of modern town houses set in a semi-rural context that follows the appearance of a typical country golf club from which it originates. The management of the landscape for this development therefore has to cleverly balance the rural idyll with contemporary living. It is therefore necessary to mix manicured amenity landscapes with meadows and country thickets. To allow these two aesthetically conflicted landscape styles to co-exist requires a defined approach to landscape maintenance with clear objectives.

The outline principles for landscape management are as follows:

#### Grass areas

The grass areas can be defined as 'Regularly Mown', 'Relaxed Mown Grass' and 'Meadow Grass'. A regime of cutting and management for these areas should be developed so that there is sufficient contrast. These grass descriptors are further defined below:

**'Regularly Mown'**, amenity grass areas, primarily close to trafficked areas and residential homes (trafficked areas = paths, roads and houses).

**'Relaxed Mown Grass'**, areas in opens spaces that can be allowed to grow to a height of 300mm, allow for up to 4 cuts per year.

**'Meadow grass areas'**, more remote areas where grass appearance is not as important, cut 1 or 2 times a year August onward.

See Appendix 2, site layout plan for extent of each grass management designation.

#### Wildflower

Wildflower areas would really connect the Bellway Channels development to the broader estate-wide landscape and in addition bring a greater ecological benefit to the scheme. However, establishment and management of wildflower areas are difficult, particularly if the areas in question don't have the correct soil type. Generally wildflowers like impoverished soil. To establish wildflower areas strategy of implementation that is structured should be undertaken over the next 2 years starting in 2020.

Proposal:

PBA have suggested specific areas that could become designated wildflower areas.

It would be sensible to start looking at this in 2020.

The Management Company should contact a suitably qualified wildflower expert (The Wild Flower Seed Houses would have such people) so that the correct seed mix can be created to suit the soil type and position of each wildflower area. It is expected that soil testing would be completed in order to define what species of wildflower would be most successful. If annual wildflower is chosen each area can be sprayed with herbicide and then cultivated. Seed sown annually in early summer can then cut back after flowering normally in the autumn.

### **Hedges:**

The hedges are predominantly present around the curtilage of the development. The hedges to the south side of the development complement the adjacent thicket and should be managed informally once established. All other hedges should be kept as formal hedges to a height of 1.2-1.5m (4-5 foot) to Brassie Wood and Nublick Green and 1.5-1.8m (5-6 foot) to Fairway drive (northern section). These formal hedges will help preserve the manicured look of the development for many years to come.

**Formal hedges;** the following regime is recommended;

Cut both sides and top twice per year to establish a dense hedge.

**Informal hedges;** the following regime is recommended;

2019, lightly cut once late summer on both sides and top to encourage dense growth

2020, lightly cut once late summer on both sides and top to encourage dense growth

2021, cut both sides only to allow hedge to put on height

2022, cut both sides only to allow hedge to put on height

2023, cut both sides only to allow hedge to put on height

2024 onward complete bi annual cutting to maintain informal hedge to a max height of 6-7 metres

### **Trees**

All trees should be routinely inspected, initially to ensure that they develop to form quality specimens true to their type. Once semi-mature trees can increasingly present health and safety risks, as they may become unhealthy, suffer damage or become old/decayed. As a result such inspections would need to focus toward condition surveys to determine what work is required so that trees are maintained in a healthy and safe state.

In summary the proposed tree management schedule is

2019-2024 – inspect trees for pest and disease, complete formative pruning to encourage trees to become balanced, structurally sound specimens. Crossing and poorly formed branches should be removed. All trees should have their stakes and ties removed; specific timing will be subject to the position and aspect of each tree.

2025 - Onward - adopt a process of visual tree inspection on an annual basis to ensure trees remain safe and healthy. Continue to undertake formative pruning where required.

It is understood all trees planted are standards rather than feathered trees and should therefore be maintained as such.

### **Shrub Planting**

Shrub planting is located near the larger entrance pond. The planting comprises of evergreen and deciduous plants including dogwood specifically grown for winter stem colour. A Photinia hedge is also planted near the large pond which should be maintained as per Fairway Drive (northern section)

### **Pond & Aquatic features**

There are several ponds and other aquatic features which work to provide a Sustainable Drainage System (SuDS). All swales, ponds, infiltration trenches and infiltration/detention basins need long term routine maintenance. In addition the main pond has a water fountain which will need specialist maintenance. The Aquatic features which also form part of a broader SuDS need to be managed to incorporate the original design objectives.

In summary the following factors have been identified as the key drivers for regular maintenance:

- Management of silt and vegetation accumulation
- Amenity benefit
- Wildlife benefit
- Water quality
- SuDS functionality



## **Appendix D - Schedule of Monthly Services**



Item ( key tasks only)	Notes	January	February	March	April	May	June	July	August	September	October	November	December
<b>Grass cut regular areas</b>	Suggested months as an absolute minimum frequency	As required	As required	Fortnightly	Fortnightly	Weekly	Weekly	Weekly	Weekly	Weekly	Fortnightly	As required	As required
<b>Grass cut relaxed areas (suggested frequency)</b>	Suggested months only				Once	Once	Once	Once	Once				
<b>Grass cut meadow areas</b>	Suggested months only									Once	Once		
<b>Sweep blow, cut/trim edges</b>	Suggested months as an absolute minimum frequency	As required	As required	Fortnightly	Fortnightly	Weekly	Weekly	Weekly	Weekly	Weekly	Fortnightly	As required	As required
<b>Fertiliser, top-dress and over seed, weeding other cultural activities</b>	Suggested months as an absolute minimum frequency				Once						Once		
<b>Pruning</b>	Suggest setting a minimum of 3 key months to focus on pruning			once			once			once			
<b>Weed control to beds</b>	Suggest setting a minimum of 3 key months to focus on weed control				once		once			once			
<b>Mulch</b>	inspect on each visit to remedy any disturbance or migration	As required	As required	As required	As required	As required	As required	As required	As required	As required	As required	As required	As required
<b>Mulch top up</b>	Suggested months as an absolute minimum frequency		once										
<b>Hard edging</b>	Suggested months as an absolute minimum frequency				once					once			
<b>Hedge cutting</b>	Suggested months only						once				once		
<b>Remove foreign species from hedge</b>	Suggested months as an absolute minimum frequency											once	
<b>Check guards replant</b>	Suggested months only	once											
<b>Tree care, pruning inspection of stakes, ties, mulch</b>	Suggested months as an absolute minimum frequency		once						once				
<b>Inspect and complete routine pond maintenance</b>	Suggested months as an absolute minimum frequency	once	once	once	once	once	once	once	once	once	once	once	once
<b>Inspect hard surfaces, utilities</b>	Suggested months as an absolute minimum frequency	once	once	once	once	once	once	once	once	once	once	once	once
<b>Inspect fences, knee rail</b>	Suggested months as an absolute minimum frequency	once	once	once	once	once	once	once	once	once	once	once	once
<b>Litter including bin</b>	Suggested frequency	weekly	weekly	weekly	weekly	weekly	weekly	weekly	weekly	weekly	weekly	weekly	weekly
<b>Leaf litter</b>	Suggested frequency	As required	As required	As required	As required	As required	As required	As required	As required	Fortnightly	weekly	weekly	As required

The above guide is the absolute minimum recommended frequency for common tasks. The specification and contract work on the basis of performance and as such the contractor must develop their work plan to ensure that a high standard of maintenance is achieved



**Appendix E - (Arden Consulting Engineers SUDS maintenance Schedule).**

SUDS Component		Frequency	Responsible Body
<b>Swales and Filter Drains &amp; Infiltration Trenches</b>			
Regular Maintenance	Litter & Debris removal	Monthly (or as required)	Essex Highways (where located within adopted highway) / Management company (where located outside adopted highway land)
	Grass cutting	Monthly during growing season (or as required)	
	Weed removal & vegetation management	Monthly by Management Company and as required by ECC	
	Removal & washing of stones on trench surface & trimming of roots that may cause blockages	Annually by Management Company and as required by ECC	
Occasional Maintenance	Management of adjacent vegetation and re-seeding of areas where necessary	Annually, or if bare soil is exposed over 10% or more of the filter strip area	Essex Highways (where located within adopted highway) / Management company (where located outside adopted highway land)
	Removal of sediment from pre-treatment devices	Six monthly by Management Company and as required by ECC	
	Removal of tree roots/trees growing too close to trench	As required	
	Remove and replace surface geotextile within high pollution areas, wash or replace filter medium	Five yearly by Management Company and as required by ECC	
Remedial actions	Repair erosion & other damage, maintain design levels & removal of uneven surfaces as required.	As required	Essex Highways (where located within adopted highway) / Management company (where located outside of adopted highway land)
	Scarify & spike topsoil layer to maintain infiltration performance, break up silt deposits and prevent compaction of soil surface	As required	
	Clear perforated pipework of blockages	As required	
	Rehabilitate infiltration or filtration surfaces and replace geotextiles if clogging occurs	As required	
	Excavate trench walls to expose clean soils if infiltration performance reduces to unacceptable levels	As required	
	Inspect inlets, outlets, and inspection points for blockages, clogging, standing water & structural damage	Monthly by Management Company and as required by ECC	
	Remove and dispose of oils & petrol residues using safe standard practices	As required	

L634 - Channels Development: SUDS Maintenance Schedule

SUDS Component		Frequency	Responsible Body
<b>Infiltration / Detention Basins</b>			
Regular Maintenance	Litter and debris removal	Monthly (or as required by ECC)	Essex Highways (where located within adopted highway) / Management company (where located outside adopted highway land)
	Grass cutting - for landscaped areas and access routes	Monthly during growing season or as required by ECC	
	Grass cutting - meadow grass in and around basin	Half yearly (spring) - before nesting season, and autumn)	
	Remove sediment from inlets, outlets and forebay	As required	
	Management of adjacent vegetation and removal of nuisance plants	Monthly (at start and then as required by ECC)	
Occasional maintenance	Re-seed areas of poor vegetation growth	Annually, or as required by ECC	Essex Highways (where located within adopted highway) / Management company (where located outside adopted highway land)
	Prune and trim trees and remove cuttings	As required	
	Remove sediment from pre-treatment system when 50% full	As required	
Remedial Actions	Repair of erosion or other damage by re-seeding or re-turfing	As required	Essex Highways (where located within adopted highway) / Management company (where located outside adopted highway land)
	Repair / rehabilitation of inlets, outlets, overflows and rip rap	As required	
	Rehabilitate infiltration surfaces using scarifying and spiking techniques if performance deteriorates	As required	
	Re-level uneven surfaces and reinstate design levels	As required	

L634 - Channels Development: SUDS Maintenance Schedule

SUDS Component		Frequency	Responsible Body
<b>Ponds</b>			
Regular Maintenance	Litter and debris removal	Monthly (or as required)	Management company (DJC)
	Grass cutting - public areas	Monthly during growing season or as required	
	Grass cutting - meadow grass	Half yearly (spring) - before nesting season, and autumn)	
	Inspect vegetation to pond edge and removal of nuisance plants	Monthly (at start and then as required)	
	Hand cut submerged and emergent aquatic plants (at minimum of 0.1m above pond base; include max 25% of pond surface)	Annually	
	Remove 25% of bank vegetation from waters edge to a minimum of 1m above water level	Annually	
	Tidy all dead growth before start of growing season	Annually	
	Remove sediment from inlets, outlets & forebay	1-5 years, or as required	
	Remove sediment from one quarter of the main body of ponds without sediment forebays	2-10 years	
Occasional maintenance	Re-seed areas of poor vegetation growth	2-10 years	Management company (DJC)
	Prune and trim trees and remove cuttings	>25 years (usually)	
	Remove sediment from pre-treatment system when 50% full	As required	
Remedial Actions	Repair of erosion or other damage	As required	Management company (DJC)
	Areate ponds when signs of eutrophication are detected	As required	
	Repair inlets outlets, overflows and rip rap	As required	



**Appendix F - PBA photographic record (attached due to size)**