



LANDSCAPE MANAGEMENT PLAN

Dover Road,
Sandwich, Kent

Prepared on behalf of
CHARTWAY GROUP

Ref: CON599-6301-T2

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Appendix A: Annual Maintenance Operations Matrix

Rev	Description	Date	By/Chk
T1	Issued for tender	25/01/21	VV/JH
T2	Updated to address Condition 15	08/02/21	JH/JH

1. INTRODUCTION AND MANAGEMENT RESPONSIBILITIES

- 1.1. This Landscape Management Plan has been prepared by landscape consultants Allen Pyke Associates for the residential development at Dover Road, Sandwich, Kent. The site is located to the south-west of Sandwich town centre. The development consists 56 two storey houses and single storey bungalows, garages and landscaping. There is associated parking and incidental open space throughout the scheme. A significant feature of the development is the retained boundary, tree and hedgerow vegetation and enhancements for ecology.
- 1.2. The purpose of this document is to set out the overall management objectives for the common external areas and retained structural vegetation, and to describe the long term maintenance required to allow the planting to flourish and reach its design potential.
- 1.3. All references to planting treatments are based on the planning submission drawings:
 - CON599-6101-6103
- 1.4. All front and rear gardens of individual properties will be conveyed to house purchasers/tenants. These purchasers/tenants will then be responsible for maintaining their own property in a neat and tidy condition.
- 1.5. Until private areas are conveyed or the Management Companies take over, Chartway Group will be responsible for maintaining all the above areas and will be responsible for replacement of defective stock in accordance with the planning conditions.
- 1.6. The following objectives are to be delivered in accordance with the implementation timetable and cover a 20yr period to ensure the long-term maintenance objectives are achieved. Particular areas of interest is the boundary tree planting. The planting works shall be undertaken in the 1st planting season following completion of the development.

2. MANAGEMENT OBJECTIVES

- 2.1. The site shall be managed as a high quality amenity area maintaining an attractive, tidy and safe finish to all landscape elements. The proposed structure planting will give a cohesive site character, provide a visual buffer between public and private spaces and provide green framework to the new built development. (Housing Association properties will be subject to separate management regimes within their curtilage).

- 2.2. The proposed planting shall enhance the biodiversity and nature conservation interests.
- 2.3. Chartway Group, the Management Company and the Purchasers/Tenants shall ensure establishment and long-term health of all landscape elements for the benefit of residents and visual amenity of the area.
- 2.4. Best Health & Safety practices shall be used at all times.
- 2.5. In order to monitor standards and make amendments where required, it is expected that Chartway Group, and subsequently, the Management Company will review the management work (with reference to this document) at least quarterly with the maintenance team for the first year and annually thereafter.

3. MAINTENANCE VISITS

- 3.1. There shall be a minimum of 20 maintenance visits per year prior to handover to householders and Management Company to ensure plant establishment. Visits shall be twice monthly during March to October, and monthly during the rest of the year. Additional visits may be needed to deal with extreme weather conditions or specific horticultural requirements.

4. GENERAL

- 4.1. All materials and workmanship are to be to the highest possible standards and shall be in accordance with relevant British Standards, good horticultural and arboricultural practices, and the landscape specification.
- 4.2. Chartway Group or the Management Companies shall employ suitably qualified staff for all work and when using sprays and mechanical equipment. All equipment shall be kept in a sound condition, fit for use and purpose.
- 4.3. Chartway Group, the Management Companies and their appointed contractors shall comply with all relevant Health & Safety regulations and good working practices.
- 4.4. Chartway Group and the Management Companies shall take care when work is beside any structure or paved area and will, at their own cost, be responsible for making good damage however caused.
- 4.5. All work shall be carried out while soil and weather conditions are suitable.

- 4.6. Weeds, prunings, leaves, rubbish and other arisings shall be removed from site at the end of each visit. No material shall be left on site, and the area shall be left in a neat and tidy condition after each visit.
- 4.7. Under no circumstances shall arisings, wood, rubbish etc. be burnt on site or be disposed of through refuse bins provided on site for occupants.
- 4.8. Entomological or disease infestation shall be dealt with as required and shall be checked at each visit. Control shall be either by spraying with approved chemicals, pruning all dead wood by cutting back to an outward pointing bud or by removal of the affected plants.
- 4.9. Watering during the first two years after planting may be necessary during times of drought in summer months and, when watering is required, it shall be carried out on a regular basis to suit climatic conditions. If conditions are severe or soils are particularly free-draining, careful monitoring and more frequent watering may be necessary to maintain good plant health and avoid plant failure.
- 4.10. All shrubs/hedges shall be pruned to remove deadwood, overhanging/ tangled and damaged branches. Winter flowering shrubs shall be pruned in spring. Shrubs flowering in March-July shall be pruned immediately after the flowering period and shrubs flowering in July-October shall be cut back to old wood in winter. Shrubs that require spring pruning to provide seasonal colour shall be pruned in March and shrubs that require seasonal pruning to promote continual flowering will be pruned appropriately.
- 4.11. Plants shall be re-firmed when necessary to ensure that plants are securely planted and upright.
- 4.12. Bark mulch levels shall be maintained, being topped up when necessary to a minimum depth of 50mm. Any spillages shall be swept back on to the bed from surrounding areas, ensuring no plants are smothered.
- 4.13. Edge valleys in beds shall be maintained and grass edges shall be cut at each maintenance visit.

5. TREES

Specific objectives:

- To ensure early establishment and healthy growth
- To create a well shaped framework for future balanced growth
- To enhance appearance and visual interest

Maintenance Operations:

- 5.1. In the first two years following planting, new trees are to be closely monitored at each maintenance visit to ensure that they are upright, firm, stable and in good health.
- 5.2. Checks shall be made to ensure all stakes, and ties of planted trees are properly adjusted at each maintenance visit. Between years 3-5 tree stakes shall be removed once trees have established and are root firm.
- 5.3. Trees shall be watered to field capacity in the first and second years of planting, taking into account prevailing weather conditions and hot dry periods. They should be watered with the use of a hose being left to run slowly down the irrigation tube until the pit reaches full capacity. Careful monitoring during watering shall be necessary to minimise the risk of failures, leaks or damage to property.
- 5.4. Any damaged or dying branches shall be removed using the standard methods appropriate for the work. Any dead, dying or defective trees shall be replaced in the following dormant winter period, refer to Section 13 Plant Replacement.
- 5.5. Trees planted in grass areas shall have a 1000mm diameter circle around the trunk which should be maintained, free of weeds and be mulched to a minimum depth of 50mm until the tree is no longer vulnerable to damage from mowing equipment.
- 5.6. Trees planted along the boundary are to be monitored and phased removal and replacement of weaker specimens over a period of 5 years will allow the boundary to be significantly strengthened.

6. NATIVE PLANTING MIXES

Specific objectives:

- Allow native species to develop a natural shape
- Encourage dense coverage through pruning, cultivating, watering when required, fertiliser application, incorporating organic matter and mulching
- To maintain appearance and visual interest

Maintenance Operations:

- 6.1. All beds shall be maintained substantially free of weeds. Work shall be done either manually or with appropriate selective weed killer in accordance with manufacturer's recommendations. If weed killer is used the dead weeds shall be removed at the next maintenance visit. Care must be taken to avoid damage to adjacent planting and grass.

7. HEDGE PLANTING

Specific objectives:

- To ensure early establishment and healthy growth
- To create a well-shaped framework for future balanced growth
- To maintain and manage appearance/height as specified on approved plans

Maintenance Operations:

- 7.1. All beds shall be maintained substantially free of weeds. Work shall be done either manually or with appropriate selective weed killer in accordance with manufacturer's recommendations. If weed killer is used the dead weeds shall be removed at the next maintenance visit. Care must be taken to avoid damage to adjacent planting and grass.
- 7.2. Hedging shall be trimmed after flowering, as in 4.10 and again if necessary in autumn to maintain a 'hedge' shape at the height appropriate to the species and location. Hedges shall be pruned either manually or by machine in a manner which ensures full leaf coverage over the plant and all arisings shall be removed from site

8. SHRUBS

Specific objectives:

- To ensure early establishment and healthy growth
- To maintain a dense canopy cover
- To maintain year round appearance and visual interest

Maintenance Operations:

- 8.1. All shrub beds shall be maintained substantially free of weeds. Work shall be done either manually or with appropriate selective weed killer in accordance with manufacturer's recommendations. If weed killer is used the dead weeds shall be removed at the next maintenance visit. Care must be taken to avoid damage to adjacent planting and grass.
- 8.2. Once established, shrubs shall be selectively thinned or reduced in height as appropriate by removal or pruning to allow room for growth and avoid overcrowding/overshadowing. Care shall be taken to avoid over pruning and so creating obvious gaps in the shrub beds.
- 8.3. Ground cover plants shall be clipped or pruned if necessary to give a neat and tidy finish and contained within the planting bed. Work to remove dead vegetation shall be carried out during the winter months.

9. HERBACEOUS PLANTING

- 9.1. For most herbaceous species, a single cut can be carried out in early spring after the risk of frost has passed (generally March onwards). Leaving dried flowers heads over winter provides visual interest and provides a food source for seed eating birds and insects. Shelter is also found for wildlife in dead foliage over winter.
- 9.2. Pruning:
 - In spring cut stems close to the 'crown' or 'dormant' top of the plant, avoiding the removal of new shoots.
 - Tidy up the base of the plant, removing dead foliage and debris.
 - Remove all material from site.
 - Apply a 50mm layer of coarse mulch, 150-300mm away from stems. This will help moisture retention in the soil and contribute to weed suppression.

- Many perennials respond well to dead heading throughout the summer as heads begin to fade. This will produce more blooms within that season e.g. Echinacea, Helleborus. Repeat as necessary.
- Leave dried flower head over winter for relevant species e.g. Miscanthus sinensis 'Red Chief'.

9.3. Fertilising:

- One application, just before or at the time of spring growth.
- A balanced fertiliser is required, one high in Phosphorus (which encourages blooming as well as strong roots and disease resistance). Fertilisers high in nitrogen should not be used as nitrogen promotes excess foliage at the expense of flowers and roots which can result in weak stems. (NPK 10-20-10 balance would be suitable).

9.4. Watering:

- In the first year thorough watering once a week is required, checking for a dry soil surface during wetter periods.
- Established plants will need watering during dry spells, check for a dry soil surface between watering.
- Carry out a thorough watering of the roots of the plant. Light watering may encourage surface rather than deep roots, leaving plants more susceptible to drought.
- Weeding:
- Spot treat persistent weeds with glyphosate, remove one month later.
- Or, remove by hand pull.
- Ensure a consistent layer of mulch is present.

9.5. Staking:

- Taller species will require staking in early spring/ summer to maintain an upright form e.g. Lysimachia.

9.6. Dividing:

- Divide plants every two to three years to maintain healthy growth and avoid overcrowding. To be carried out in spring when the soil is dry enough to work and before new growth and flowering occurs or for those species e.g. Helleborus that require autumn division, carry out dividing in September/October.

10. CLIMBER PLANTING

Specific objectives:

- To ensure early establishment and healthy growth
- To train plants to form a green wall
- To ensure that climbers do not impinge or interfere with guttering

Maintenance Operations:

- 10.1. At each maintenance visit, to maintain a tidy appearance, all climbers shall be checked and where necessary branches/stems shall be secured with appropriate ties to the support structure the plant is growing against
- 10.2. Prune shoots growing in wrong direction or that are close to gutters or cables where they might grab hold of them. To be trimmed with appropriate equipment and removed from site.
- 10.3. Overly thick or tangled growth shall be removed to outward points. Shoots close to areas where they could penetrate between building materials such as cladding or tiles shall be pruned.
- 10.4. Care is to be taken when working at height; contractor to prepare risk assessment and method statement prior to commencing work and ensure suitably informed and qualified operatives carry out the work.
- 10.5. Supports and fixings are to be checked at least every year.
- 10.6. Climbers used as ground cover plants shall be clipped or pruned if necessary to give a neat and tidy finish and contained within the planting bed. Work to remove dead vegetation shall be carried out during the winter months.

11. GRASSED AREAS

Grass areas are divided into three specific mowing regimes:

- Well Maintained Grass for Front Gardens
- Grassed Areas for Amenity Use in P.O.S

11.1. WELL MAINTAINED GRASS FOR FRONT GARDENS

Specific objectives:

- To create a level, attractive and even grass sward with uniform height and colour for high for domestic use

- To enhance appearance and visual interest

Maintenance Operations:

- 11.1.1. A maximum of 30 cuts per year shall be carried out using approved machinery. The maintenance visits shall take place either weekly or fortnightly during the growing period to maintain the sward length within the limits of 25mm and 60mm. The clippings shall be collected and removed from site unless otherwise agreed, and at all times the areas shall be maintained in a tidy condition.
- 11.1.2. All edges of grass areas, against footpaths, roadways, trees, posts, shrub borders and any other obstruction shall be kept neat and tidy. Edges shall be cut at least at each alternative main grass cut, i.e. once every two weeks.
- 11.1.3. When necessary grass areas shall be sprayed with a suitable approved selective herbicide in accordance with the manufacturer's recommendations to control weed infestation. Alternatively, spot treatment weeding of isolated weed growth may be carried out by hand or herbicide application. Arisings shall be removed from site.
- 11.1.4. Fertiliser shall be applied at manufacturer's recommended rates once a year in April.
- 11.1.5. Reinstatement by re-seeding of damaged, defective or bare areas shall be carried out as appropriate. Any dips or holes within the grass shall be filled as above to restore even falls and reseeded as necessary.
- 11.1.6. Where necessary compacted areas shall be aerated with appropriate equipment in October.
- 11.1.7. At no time shall machinery get closer than 500mm to any tree trunk. Damage must be avoided to trunks when using a strimmer

11.2. GRASSED AREAS FOR AMENITY USE IN P.O.S.

Specific objectives:

- To maintain an inviting usable recreational area in the summer months

Maintenance Operations:

- 11.2.1. Mowing shall be carried out six times per year using approved machinery. The maintenance visits shall take place once per month between April and September inclusively. The clippings shall be let fly and must be evenly distributed over the whole surface and at no time shall the layer of

clippings be to such a depth that they affect the growth of the grass. Clippings shall be removed from all paths and roads and taken off site.

11.2.2. All edges of grass areas, against footpaths, roadways, trees, posts, shrub and whip borders and any other obstruction shall be kept neat and tidy. Edges shall be cut at each maintenance operation.

11.2.3. When necessary grass areas shall be sprayed with a suitable approved selective herbicide in accordance with the manufacturer's recommendations to control injurious or invasive weeds. Alternatively, spot treatment weeding of isolated weed growth may be carried out by hand or herbicide application. Arisings shall be removed from site.

11.2.4. No artificial fertilizers shall be applied to this area to encourage wild flowers. In areas where wild flowers have established, mowing shall not take place if appropriate until they have set seed.

11.2.5. Reinstatement by re-seeding of damaged, defective or bare areas shall be carried out as appropriate. Any dips or holes within the grass shall be filled as above to restore even falls and reseeded as necessary.

11.2.6. Where necessary compacted areas shall be aerated with appropriate equipment in autumn.

11.2.7. At no time shall machinery get closer than 500mm to any tree trunk. Damage must be avoided to trunks when using a strimmer

12. BULB PLANTING

Specific objectives:

- To create an eye catching seasonal feature
- To enhance seasonal appearance and visual interest

Maintenance Operations:

12.1. Grass shall not be cut within areas of bulb planting until six weeks after bulbs have flowered. Grass and bulb leaves shall be cut firstly to approximately 100mm and arisings raked up and removed from site. The area shall then be cut to the length of the surrounding grass either immediately or within two weeks of the first operations. All arisings shall be raked off and removed from site.

- 12.2. Where necessary weak/damaged grass shall be over seeded as appropriate immediately after the bulb leaves and grass have been cleared.

13. PLANT REPLACEMENT

- 13.1. An annual inspection of trees and shrubs shall be undertaken in September of each subsequent year after planting to assess the condition of stock and prepare a list of necessary remedial work and replacement planting. The list shall be submitted to Chartway Group or the Management Companies, as appropriate immediately after the visit with accompanying financial implications. Replacement planting shall be implemented in accordance with the planning requirements for all plots and in perpetuity for the blocks of flats. Chartway Group shall be responsible for the replacement planting for the first year after planting, but for the next four years the Management Companies or the Purchaser/Tenant shall be responsible for the replacement of dead or dying plants.
- 13.2. All work shall be carried out by appropriately qualified horticultural operatives with adequate insurance. All work shall be carried out in accordance with good horticultural practice and B.S. standards. All debris arising from the works shall be removed from site.
- 13.3. Any new replacement planting shall be tagged so the local authority, Chartway Group, the Management Companies or the Purchaser/Tenant is aware that these plants will have a further one year's defect liability period. The contractor shall provide Chartway Group or the Management Companies with a list of replacements and their location after completion.
- 13.4. Replacement tree and shrub planting, shall take place in the following November-February, dormant winter period during suitable weather conditions. All stock shall be of the same size and species as originally specified.
- 13.5. Approval of all remedial and replacement work shall be obtained before commencing any remedial work.

14. LITTER COLLECTION

- 14.1. All hard surfacing shall be swept as necessary, and all rubbish removed from site.
- 14.2. Litter picking/clearance shall take place during each maintenance visit and all waste shall be removed from site.
- 14.3. During autumn maintenance visits all fallen leaves shall be collected and removed from site

15. FENCING/WALLS/RAILING

- 15.1. All fencing, walls and railings shall be checked for damage/wear and when necessary shall be replaced/repaired/ re-stained or painted as appropriate

16. HARD SURFACES

- 16.1. Provide contact number for residents to notify management company of any hazards.
- 16.2. Inspect the hard landscape areas on a six monthly basis to identify and repair any damaged areas.
- 16.3. Seasonal maintenance (leaf and snow clearance, de-icing).
- 16.4. Surfaces to be kept weed and litter free at all times. Spray paved areas annually with herbicide to keep weed free.
- 16.5. Drainage systems associated with hard surfaces to be inspected annually and maintenance work undertaken as necessary.
- 16.6. Clean paving every 5 years with appropriate cleaning agent. Following cleaning of paving and joints, brush in silica block jointing sand as and when required to all sand bedded paving.
- 16.7. Repair any subsidence or breakages promptly in accordance with best practice, manufacturer's guidance and using matching paving units.
- 16.8. Inspect and repair all edging on a regular basis making good any damage or wear promptly to maintain the good upkeep of the development.

APPENDIX A

ANNUAL MAINTENANCE OPERATIONS MATRIX

	J	F	M	A	M	J	J	A	S	O	N	D
General Operations:												
Weeding	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Watering				✓	✓	✓	✓	✓	✓			
Litter removal	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Removal of fallen leaves									✓	✓	✓	✓
Re-firming plants (as required)		✓	✓							✓	✓	
Pest and disease control	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Replacement Planting	✓	✓	✓							✓	✓	✓
Grass Areas:												
Mowing – front garden & flats			✓	✓	✓	✓	✓	✓	✓	✓		
Mowing – amenity areas 12-14 cuts			✓	✓	✓	✓	✓	✓	✓	✓		
Mowing – amenity areas 6 cuts			✓		✓	✓	✓		✓	✓		
Mowing – bulb areas					✓	✓	✓	✓	✓	✓		
Rake mown lawns (as required to keep tidy)			✓	✓	✓	✓	✓	✓	✓	✓		
Aerate and scarify lawn areas			✓						✓			
Apply fertiliser to lawn areas			✓						✓			
Form edges to lawn areas (as required)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Over-seed sparsely germinated grass areas				✓	✓				✓	✓		
Shrub Areas and Hedges												
Pruning (timing dependant on species)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Top up mulch (after first year & replanting)			✓									
Thin out planting										✓		
New & Existing Trees & Native Hedgerows:												
Check condition and treat (as required)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pruning for good habit & safety (as required)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Check, adjust, repair trees stakes & ties		✓			✓			✓			✓	
Apply fertiliser and mulch to new trees			✓									
Annual monitoring									✓			
Hard Landscape Areas & Enclosure:												
Weeds in hard surfaces - spray with herbicide					✓	✓	✓	✓	✓			
Clear litter, debris and fallen leaves	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Gullies etc - keep clear (as required)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Fencing and gates - check condition & repair	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Note: This table lists the key routine operations required during both the defects and long term maintenance periods together with an indication of when they should be undertaken throughout the year. It should be noted that the table should be used as a guide to times only. It does not include every operation listed in the specification but all checking and intermittent maintenance actions should occur during the routine visits. The contractor is responsible for the appearance and condition of the landscape areas and should be prepared to undertake specific maintenance tasks outside the above periods throughout the year to satisfy management or safety objectives.