

LANDSCAPE MAINTENANCE AND MANAGEMENT PLAN

BUILDING DESIGN STUDIO

BROADLANDS

NORTH POLE ROAD, BARMING, MAIDSTONE, ME16 9HG

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1. INTRODUCTION

1.1 The following management plan has been produced as a general long-term management and maintenance schedule and specification.

1.2 This management plan has been divided into the following sections:

SECTION A: GENERAL MANAGEMENT SCHEDULE

1.3 This section provides a generic maintenance schedule, providing information on task, frequency and timing of maintenance tasks proposed for this scheme.

SECTION B: GENERAL MAINTENANCE TASKS

1.4 This section provides details of standard maintenance task specifications for the maintenance operations identified within this report.

2. SECTION B: MANAGEMENT SCHEDULE:

2.1 The following tables set out the frequency and timing of standard maintenance activities over a 52-week period as set out in detail in Section C of this report. This is not a comprehensive list of maintenance activities that may be required to be performed for the individual site, and is intended as an initial outline of the standard basic maintenance programme.

General Maintenance / Management Schedule				Weeks	1-4	5-8	9-12	13-16	17-20	21-24	25-28	29-32	33-36	37-40	41-44	45-48	49-52		
				Period	04-Jan	01-Feb	01-Mar	29-Mar	26-Apr	24-May	21-Jun	19-Jul	16-Aug	13-Sep	11-Oct	09-Nov	06-Dec		
Feature	Detail	Operation	Comments	No. of Ops	31-Jan	28-Feb	28-Mar	25-Apr	23-May	20-Jun	18-Jul	15-Aug	12-Sep	10-Oct	08-Nov	05-Dec	02-Jan		
All Planting Areas	General Tasks	Watering of plant areas	<i>as required</i>	n/a															
		Replacement of dead and diseased plants	<i>Within 2 months and within dormant season</i>	n/a															
		Debris and litter collection	<i>1 - 2 times a month</i>	22	1	1	2	2	2	2	2	2	2	2	2	2	1	1	
		Manual weed control	<i>every 2 weeks</i>	26	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
		Soil aeration	<i>every 2 months</i>	6		1		1		1		1		1		1		1	
		Clearance of snow	<i>as required within 24hrs</i>	n/a															
		Application of mulch	<i>once a year</i>	1														1	

General Maintenance / Management Schedule				Weeks	1-4	5-8	9-12	13-16	17-20	21-24	25-28	29-32	33-36	37-40	41-44	45-48	49-52	
				Period	04-Jan	01-Feb	01-Mar	29-Mar	26-Apr	24-May	21-Jun	19-Jul	16-Aug	13-Sep	11-Oct	09-Nov	06-Dec	
Feature	Detail	Operation	Comments	No. of Ops	31-Jan	28-Feb	28-Mar	25-Apr	23-May	20-Jun	18-Jul	15-Aug	12-Sep	10-Oct	08-Nov	05-Dec	02-Jan	
Trees	Years 1 - 3	Check ties, stakes and guys / adjust / replace as required	<i>twice a year</i>	2				1					1					
		Cut back broken and diseased branches	<i>twice a year</i>	2				1					1					
		Check general health / report as appropriate	<i>twice a year</i>	2				1					1					
		Spray base of trees with translocated herbicide	<i>once a year</i>	1						1								
		Carry out formative pruning	<i>once a year</i>	1													1	
		Replace dead and diseased trees	<i>once a year</i>	1													1	
	Year 4	Remove ties, stakes and guys / fill holes	<i>once a year</i>	1									1					
		Cut back broken and diseased branches	<i>once a year</i>	1									1					
		Check general health / report as appropriate	<i>once a year</i>	1									1					
	Year 5+	Cut back broken and diseased branches	<i>once a year</i>	1												1		

General Maintenance / Management Schedule				Weeks	1-4	5-8	9-12	13-16	17-20	21-24	25-28	29-32	33-36	37-40	41-44	45-48	49-52	
		Check general health / report as appropriate	<i>once a year</i>	1								1						
	<i>Arboricultural Report</i>	Commission and report as necessary	<i>Once every 5 years</i>	1								1						
General Maintenance / Management Schedule				Weeks	1-4	5-8	9-12	13-16	17-20	21-24	25-28	29-32	33-36	37-40	41-44	45-48	49-52	
General Maintenance / Management Schedule				Period	04-Jan	01-Feb	01-Mar	29-Mar	26-Apr	24-May	21-Jun	19-Jul	16-Aug	13-Sep	11-Oct	09-Nov	06-Dec	
Feature	Detail	Operation	Comments	No. of Ops	31-Jan	28-Feb	28-Mar	25-Apr	23-May	20-Jun	18-Jul	15-Aug	12-Sep	10-Oct	08-Nov	05-Dec	02-Jan	
Hedges General	<i>Years 1 - 3</i>	Check ties, stakes, shelter support fences, adjust / replace as required	<i>twice a year</i>	2			1					1						
		Check general health / report as appropriate	<i>twice a year</i>	2			1					1						
		Prune back to a viable bud or growth	<i>once a year</i>	1									1					
		Cut back broken and diseased branches	<i>once a year</i>	1									1					
		Spray base of hedge with translocated herbicide or (preferred) removed weeds manually	<i>once a year</i>	1				1										
		Replace dead and diseased trees	<i>once a year</i>	1													1	
	<i>Year 4</i>	Check general health / report as appropriate	<i>once a year</i>	1			1											
		Prune back to a viable bud or growth	<i>once a year</i>	1			1											

				Weeks	1-4	5-8	9-12	13-16	17-20	21-24	25-28	29-32	33-36	37-40	41-44	45-48	49-52	
General Maintenance / Management Schedule																		
Hedges General	Year 4	Cut back broken and diseased branches	<i>once a year</i>	1			1											
		Remove ties, stakes and support fences / fill holes	<i>once a year</i>	1			1											
	Established fast-growing Hedges	Trimming	<i>Monthly during season</i>	5		1						1	1	1	1			
		Trimming	<i>twice a year</i>	2		1								1				
General Maintenance / Management Schedule				Weeks	1-4	5-8	9-12	13-16	17-20	21-24	25-28	29-32	33-36	37-40	41-44	45-48	49-52	
				Period	04-Jan	01-Feb	01-Mar	29-Mar	26-Apr	24-May	21-Jun	19-Jul	16-Aug	13-Sep	11-Oct	09-Nov	06-Dec	
Feature	Detail	Operation	Comments	No. of Ops	31-Jan	28-Feb	28-Mar	25-Apr	23-May	20-Jun	18-Jul	15-Aug	12-Sep	10-Oct	08-Nov	05-Dec	02-Jan	
Shrubs	General Tasks	Pruning winter flowering shrubs	<i>once a year</i>	1			1											
		Pruning March to July flowering shrubs	<i>once a year</i>	1									1					
		Pruning July to October flowering shrubs	<i>once a year</i>	1													1	
		Pruning rose bushes	<i>once a year</i>	1		1												
Perennials	General Tasks	Remove dead flowers / fallen leaves / litter / debris	<i>weekly</i>	52	4	4	4	4	4	4	4	4	4	4	4	4	4	
Perennials		Cultivation	<i>every 2 weeks</i>	26	2	2	2	2	2	2	2	2	2	2	2	2	2	

General Maintenance / Management Schedule				Weeks	1-4	5-8	9-12	13-16	17-20	21-24	25-28	29-32	33-36	37-40	41-44	45-48	49-52
		Pruning - Chelsea chop on suitable species	<i>once a year</i>	1					1								
Ornamental Grasses	Deciduous Grasses	Winter prune	<i>once a year</i>	1												1	
		Spring prune	<i>once a year</i>	1			1										
	Evergreen Grasses	Spring prune (excluding large specimen grasses)	<i>once every 2 years</i>	1			1										

General Maintenance / Management Schedule				Weeks	1-4	5-8	9-12	13-16	17-20	21-24	25-28	29-32	33-36	37-40	41-44	45-48	49-52	
				Period	04-Jan	01-Feb	01-Mar	29-Mar	26-Apr	24-May	21-Jun	19-Jul	16-Aug	13-Sep	11-Oct	09-Nov	06-Dec	
Feature	Detail	Operation	Comments	No. of Ops	31-Jan	28-Feb	28-Mar	25-Apr	23-May	20-Jun	18-Jul	15-Aug	12-Sep	10-Oct	08-Nov	05-Dec	02-Jan	
Climbers	Years 1 - 5	Formative pruning	4 times a year	4			1			1			1			1		
	Support Structures	Check ties and tie in new growth as required	4 times a year	4			1			1			1			1		
	Established Climbers	Pruning evergreen climbers	once a year	1									1					
		Pruning plants which flower on old wood	once a year	1									1					
		Pruning plants which flower on new wood	once a year	1		1												
	Renovation	Pruning	every 5 years from year 8	1														

General Maintenance / Management Schedule				Weeks	1-4	5-8	9-12	13-16	17-20	21-24	25-28	29-32	33-36	37-40	41-44	45-48	49-52	
				Period	04-Jan	01-Feb	01-Mar	29-Mar	26-Apr	24-May	21-Jun	19-Jul	16-Aug	13-Sep	11-Oct	09-Nov	06-Dec	
Feature	Detail	Operation	Comments	No. of Ops	31-Jan	28-Feb	28-Mar	25-Apr	23-May	20-Jun	18-Jul	15-Aug	12-Sep	10-Oct	08-Nov	05-Dec	02-Jan	
	Amenity Grass	Cutting	Refer to section C of this report	14			1		1	2	2	2	2	2	2			
		Scarifying		1										1				
		Spiking		1			1											
		Levelling		1			1											
		Leaf Collection			1	1												1

3. SECTION C: GENERAL MAINTENANCE TASKS:

GENERAL TASKS

Watering:

- 3.1 All newly planted areas of grass, perennials, shrub and trees to ensure healthy development and survival.
- Weekly during the growing season of the first year.
 - As required during periods of prolonged dry weather during May – September (exceeding 2 weeks) for first 2 years.
 - Watering Source: harvested water preferred, otherwise mains.
 - If water supply is likely to be restricted by emergency legislation, submit proposals for alternative source and obtain approval.

Disposal of arisings:

- 3.2 Dispose of arisings as follows.
- Biodegradable arisings - compost on or off site for reuse in autumn as mulch or soil ameliorant.
 - Grass cuttings – remove from site and recycle
 - Tree roots/stumps, shrub and tree pruning – remove from site and recycle
 - Litter and non-biodegradable material – remove from site

Dead & Diseased plants:

- 3.3 All plant deaths should be replaced as soon as practicable to achieve the desired effect.
- Removal: Within one week of notification
 - Replacement: Within two weeks unless otherwise agreed.

Services:

- 3.4 All plant material to be kept clear of the following structural elements where present:
- Ventilation ducts and openings
 - Drainage channels and gullies
 - Service access points
 - CCTV cameras and light fittings

Debris & Litter:

- 3.5 The planting beds should be kept free of litter, leaves and debris to ensure a tidy appearance.
- Twice a month from March – October
 - Once every month from November – February

Weed control:

- 3.6 All planting beds should be kept free of weeds to ensure a tidy appearance.
- Weed tolerance: Weed to clear ground every two weeks.
 - Adjacent plants, trees and grass: Do not damage.

- Hand weeding:
- General: Remove weeds entirely, including roots.
- Disturbance: Remove the minimum quantity of soil, and disturb plants, bulbs and mulched surfaces as little as possible.
- Completion: Rake area to a neat, clean condition.
- Mulch: Reinstate to original depth.

Weed control:

3.7 Herbicides are not encouraged and all weed control should be carried out by hand.

Soil aeration:

3.8 All planting area suffering from compaction by pedestrian or vehicular traffic should be lightly forked over:

- Once every two months
- Prick up to aerate the soil of root areas and break surface crust to a depth of 75mm.
- Size of lumps: Reduce to crumb and level off.
- Damage: Do not damage plants and their roots.

Digging over:

3.9 All planting beds are to be dug to promote aeration and permeability of soils.

- Do not damage existing plants, bulbs and roots.
- Depth of dig (minimum): 75 mm.
- Once a year in spring.

Maintenance of loose mulch:

3.10 Apply bark mulch to all planting areas to ensure adequate weed control.

- Once a year from November to December
- DO NOT APPLY BARK MULCH TO AREAS OF DENSE GROUND COVER PLANTING.
- Maintain a thickness (minimum): 50 mm.
- Mulch spill on adjacent areas: Remove weeds and rubbish and return to planted area.
- Weeding: Remove weeds growing on or in mulch by hand weeding.

Snow removal from shrubs & trees:

3.11 Remove all laying snow from all evergreen shrubs and trees.

- Standard: To BS 7370-4.
- Timing: Within 24 hours of snowfall.

TREE AND HEDGE MAINTENANCE

Newly planted trees:

3.12 Should receive twice yearly inspections for the first 3 years and arboricultural work as required, to ensure good health and shape.

Arboricultural report:

- 3.13 It is recommended that all site trees are inspected by a qualified Arboriculturist, and a recommendation report obtained every 5 years, to identify any health problems and arboricultural work requirements.

Bird Nesting Season:

- 3.14 All tree works, pruning and trimming operations should be avoided during the bird nesting season (March 1st to August 31st)

Dead & Diseased plants:

- 3.15 All dead/ dying root-balled and bare root trees and hedging should be replaced during the dormant season.

Mowing precautions:

- 3.16 Do not allow nylon filament rotary cutters and other mechanical tools closer than 100 mm to the stem of any tree. - Operations close to stems: Complete using hand tools.

Tree work - General:

- 3.17 Identification: Before starting work agree which trees, shrubs and hedges are to be removed or pruned.
- 3.18 Protection: Avoid damage to neighbouring trees, plants and property.
- 3.19 Standards: To BS 3998 and Health & Safety Executive (HSE) 'Forestry and arboriculture safety leaflets'.
- 3.20 Removing branches: Cut as Arboricultural Association Leaflet 'Mature tree management'. Cut vertical branches similarly, with no more slope on the cut surface than is necessary to shed rainwater.
- 3.21 Appearance: Leave trees with a well-balanced natural appearance.
- 3.22 Chain saw work: Operatives must hold a Certificate of Competence.
- 3.23 Work: To be carried out by an approved member of the Arboricultural Association.

Cutting and pruning - General:

- 3.24 Tools: Appropriate, well maintained and sharp.
- 3.25 Final pruning cuts:
- Chain saws: Do not use on branches of less than 50 mm diameter.
 - Hand saws: Form a smooth cut surface.
 - Anvil type secateurs: Do not use.
 - Removing branches: Do not damage or tear the stem.
 - Wounds: Keep as small as possible, cut cleanly back to sound wood leaving a smooth surface, and angled so that water will not collect on the cut area.
 - Cutting: Cut at a fork or at the main stem to avoid stumps wherever possible.
 - Large branches: Remove only if unavoidable.
 - Remove in small sections and lower to ground with ropes and slings.
 - Dead branches and stubs: When removing, do not cut into live wood.

- Unsafe branches: Remove epicormic shoots and potentially weak forks that could fail in adverse weather conditions.
- Disease or fungus: Give notice if detected. Do not apply fungicide or sealant unless instructed.

Bark damage:

3.26 Wounds:

- Do not attempt to stop sap bleeding.
- Bark: Remove ragged edges using a sharp knife.
- Wood: Remove splintered wood from deep wounds.
- Size: Keep wounds as small as possible.
- Liquid or flux oozing from apparently healthy bark: Give notice.

Formative pruning of young trees:

3.27 Standard: Type and timing to suit plant species

3.28 Time of year: Do not prune during late winter / early spring sap flow period.

3.29 Young tree up to 4m high:

- Crown prune by removing dead branches and reducing selected side branches by one third to preserve a well-balanced head and ensure development of a single leader.
- Remove duplicated branches and potential weak or tight forks
- Always cut back to live wood

3.30 Whips and Feathers: Do not prune.

Trimming of rapidly establishing hedges:

3.31 Generally allow to reach planned height as rapidly as possible.

- Form: Trim back lateral branches moderately.

Trimming of tapering establishing hedges:

3.32 Operations:

- Time of year: Regular trimming from June to September.
- Form: Trim carefully and neatly to regular line and shape, with the width at the top less than that at the base.
- Trim: Remove current growth rather than old wood.
- Tools/ Cutting: Suitable mechanical cutters.

Trimming of non- tapering establishing hedges:

3.33 Operations:

- Time of year: Regular trimming from June to September.
- Form: Trim carefully and neatly to regular line and shape with vertical sides.
- Trim: Remove current growth rather than old wood.
- Tools/ Cutting: Suitable mechanical cutters.

SCHEDULED MAINTENANCE: TREES

Period	Operation	Timing	Frequency
Years 1 - 3	Check tree ties, stakes and guys, and adjust as required	March and August	2x per year
	Stakes: Replace loose, broken or decayed stakes to original specification. If longer than half of clear tree stem height, cut to this height in spring. Re tie to tree firmly but not tightly with a single tie.		
	Ties: Adjust, re-fix or replace loose or defective ties, allowing for growth and to prevent chafing. - Where chafing has occurred, reposition or replace ties to prevent further chafing.		
	Cut back broken and diseased branches		
	Check general health		
	Carry out formative pruning as required	November to December	
	Replace dead and diseased trees		
Year 4	Remove tree ties, stakes and guys	Jan / Feb	1x per year
	Fill stake holes with lightly compacted soil.		
	Cut back broken and diseased branches		
	Check general health		
Year 5+	Commission an arboricultural report on all site trees	Jan / Feb	1x every 5 years
	Check general Health		1x every 2 years
	Cut back broken and diseased branches		

SCHEDULED MAINTENANCE: HEDGES

Period	Operation	Timing	Frequency
Years 1 - 3	Check general Health	March and August	2x per year
	Check all ties, stakes, shelter and strained wire support fences and adjust as required		
	Spray to base of hedges with approved translocated herbicide	April - May	1x per year
	Prune back to viable bud or growth	August	
	Remove broken and diseased branches		
	Replace dead and diseased plants	November to December	
Year 4	Check general health	February	1x per year
	Prune back to viable bud or growth		
	Remove broken and diseased branches		
	Remove all ties, stakes, shelters and supporting wire fences.		

SHRUB MAINTENANCE

Removal of dead plant material:

- 3.34 At the end of the growing season, check all shrubs and remove all dead foliage, dead wood, and broken or damaged branches and stems.
- 3.35 Operations: Trim to specified height and profile using suitable mechanical cutters.

Replacements:

- 3.36 All container-grown shrubs can be carried out all year round providing adequate water is provided.
- 3.37 Replacement of bare root stock must be carried out during appropriate season.
- 3.38 Replacements should be of a size suitable to match in with surrounding plants within 1 growing season.

Pruning - General:

- 3.39 Prune in accordance with good horticultural and arboricultural practise.
- Removing branches: Do not tear the stem or bark.
 - Wounds: Keep as small as possible and cut clean back to sound wood.
 - Cutting: Make cuts above and sloping away from an outward facing healthy bud, angled so that water will not collect on cut area.

- Larger branches: Prune neither flush, nor leaving a stub, but using the branch bark ridge or branch collar as a pruning guide.
- Appearance: Thin, trim and shape each specimen appropriate to species, location, season, and stage of growth, leaving a well balance natural appearance.
- Tools: Use clean, sharp secateurs, hand saws or other approved tools. Trim of ragged edges of bark or wood with a sharp knife.

Pruning of ornamental shrubs:

3.40 Prune to encourage healthy and busy growth and desirable ornamental features, e.g. Flowers, fruit, autumn colour, stem colour.

- Sucker: Remove by cutting back level with the source stem or root.

Pruning of flowering species of shrubs and roses:

3.41 Time of year:

- Winter flowering shrubs: Spring.
- Shrubs flowering between March and July: Immediately after the flowering period.
- Shrubs flowering between July and October: Back to old wood in winter.
- Rose bushes: Early spring to encourage basal growths and a balanced, compact habit.

HERBACEOUS PERENNIAL & ORNAMENTAL GRASS MAINTENANCE

General Operations:

3.42 During growing Season:

- Remove: Dead flower heads, fallen leaves, litter and debris, weekly
- Weeding: All planting areas thoroughly hand weed every two weeks.
- Cultivation: Lightly hoe all planting areas once every two weeks
- Edges: Clip grass edges with every scheduled cut.
- Pruning: Selective pruning as necessary to encourage re-growth, re-flowering of certain species. All other pruning to occur in February to allow for fodder, seedhead dispersal and winter interest.

3.43 End of growing season:

- Trim: Older flowering stems of herbaceous perennials.
- Remove: Redundant plant supports, litter, debris and arisings
- Cultivate: Fork over the soil, taking care not to cause undue disturbance to plants.
- Top dress: Apply sanitized and stabilized compost top dressing.

3.44 Protection of tender crowns:

- Apply a 100mm covering of bark mulch to frost tender deciduous perennials in early December once foliage has dead down and been removed.
- Remove protect bark mulch covering in early March once risk of late frosts have passed.

Pruning of deciduous grasses:

3.45 Operations:

- Winter prune: Remove dead and remaining foliage in late November to 150mm leave remaining foliage as winter protection.
- Spring prune: Remove remaining last season foliage in early spring by hand when first buds of new growth are visible.

Pruning of evergreen grasses:

3.46 Operations:

- Spring prune: Trim down foliage to 150mm above ground every second spring after risk of last frost has passed and before new buds are visible
- Large Specimen Grasses: Including pampas grass DO NOT PRUNE.

CLIMBING PLANT MAINTENANCE

Pruning - General:

3.47 Operations:

- Excess growth, remove to ensure that signs, light fittings, doors and windows are kept clear at all times.
- Insecure growth, attach to supporting wires or structures using plastic clips.
- Supporting structures, Check and repair as necessary.

Pruning - Formative:

3.48 Directly after planting select five strong shoots to tie into structure, cutting back side shoots to 15-30cm in length.

Pruning - Training Years 1-5:

3.49 Operations:

- Frequency: Every 3 months
- Pruning requirements:
 - If planted to cover a surface, tie in stems at a wide angle.
 - Shoots required to form framework should be tied in as they develop – check every 3 months.
 - Shoots not required for framework should be pruned out.
 - Sparse or over long growth should be shortened to encourage branching
 - Cut back flowered shoots and remove dead and diseased wood, crossing and spindly growth.
 - To encourage flowering cut back side shoots to five or six buds.

Pruning periods:

3.50 Frequency: Annually at times to suit flowering habits of species.

- Evergreen climbers – In summer or immediately after flowering.
- Climbers which flower on previous years' wood (before midsummer) – immediately after flowering.
- Climbers which flower on current years' wood (after midsummer) – late winter or early spring.

Renovation:

3.51 Frequency: Every 5 years from year 8

3.52 Pruning method: Prune over a 3-year

3.53 cycle.

- Year 1, remove 1/3rd of main stems to ground level and reduce remaining by half their length.
- Year 2, select and tie in strong new growth to fill gaps, remove 1/3rd of original stems to ground level and remaining stems to half their length.
- Year 3 select and tie in strong new growth and prune out remaining original stems to ground level.
- Each spring following renovation pruning apply 120g per sq. m of slow-release fertiliser to encourage strong growth.

Support Structures:

3.54 Frequency: Every 5 years from year 8

3.55 Requirements:

- Untie climber and lay out flat on ground following pruning works.
- Remove debris from behind support, and check and repair fixtures and tension.
- Carry out required maintenance task to structures

LAWN AND TURF AREA MAINTENANCE

General Operations:

3.56 Maintain turf in a manner appropriate to the intended use.

- Soil and grass:
 - Condition: Maintain a healthy vigorous sward, free from disease, fungal growth, discolouration, scorch or wilt.
 - Water logging and compaction: Prevent.
 - Damage: Repair trampling, abrasion or scalping.