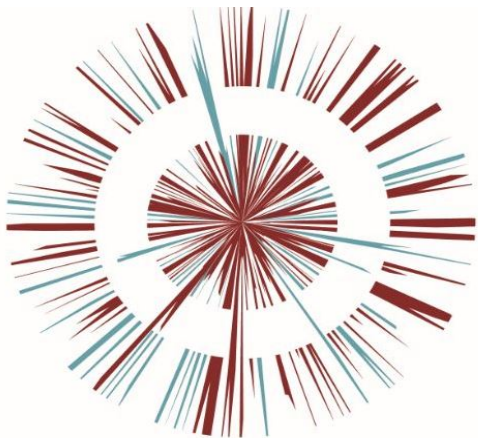




# OMEGA ZONE 8, ST HELENS

Omega St Helens Ltd / T J Morris Ltd



Landscape Management  
Plan – UNIT 1  
UNIT 1 DOC. 9a.



# MAINTENANCE OPERATIONS

FOR THE LANDSCAPE  
MANAGEMENT (5 YEARS) AT

**UNIT 1,  
OMEGA 8  
ST HELENS**

FOR



Prepared by

**J B Landscape Associates**

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**MAY 2020**

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## **TIMESCALE**

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Notwithstanding the current constraints impacting many activities across the UK economy, and also on the assumption that permission is granted, the proposal is to undertake all soft landscape operations identified on JBLA drawing numbers as lying outside of the access road, car parks and service areas, during the first available planting season following commencement of the works. The landscape within the environs of the access road, car parks and service areas (the main site), however, would not be implemented until the building works are nearing completion.

Assuming a start on site is still achievable in August 2020, the landscape infrastructure works outside of the main site would be completed by the end of planting season 2020-21, with the exception of areas of seeding, which would be undertaken during the Spring 2021. An initial twelve month period of management and maintenance will follow as part of the landscape installation works, and conclude at the end of planting/seeding seasons 2021-22. However, for the main site, the planting and grassing works would not commence until the Autumn of 2021 at the earliest, with the corresponding defects liability period ending in Autumn 2022.

All management activities including tree and shrub thinning and invasive species clearance will be undertaken in accordance with the timing constraints imposed by the conservation and protection of species, for example, by the bird nesting season. In this regard, no vegetation clearance will be allowable between the months of March and August; in the unlikely event that this is not practicable, such works will be done under the guidance and control of an appropriately qualified Ecologist.

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## **CONDITIONS FOR TENDER**

### GENERALLY

SCOPE: these conditions are supplementary to those in the invitation to tender and on the Form of Tender.

TENDERING PROCEDURE is to be in accordance with the principles of the Code of Procedure for Single Stage Selective Tendering January 1996.

### PRICING OF SCHEDULES

ALTERATIONS AND QUALIFICATIONS to Schedules of Quantities must not be made without the written consent of the Client. Tenders containing such alterations or qualifications may be rejected.

QUALITY AND QUANTITY OF WORK: tenders must include for all work described or apparent or that can be reasonably inferred as being necessary for the complete and proper execution of the Works.

SCHEDULES OF QUANTITIES: Tenders are to be submitted with a fully priced and extended copy of the Schedules of Quantities, with all entries made in ink and may not be defaced or altered unless agreed with the Landscape Architect.

UNPRICED ITEMS: costs relating to items in the Schedules of Quantities which are not priced will be deemed to have been included.

ERRORS in the priced Schedules of Quantities will be dealt with in accordance with Alternative 1, contained in Section 6.3 of the Code of Procedure for Single Stage Selective Tendering January 1996, published by the National Joint Consultative Committee for Building in collaboration with The Scottish Joint Consultative Committee and the Joint Consultative Committee for Building, Northern Ireland.

All priceable tender documents shall be priced in pounds and decimal parts of a pound. Where it is extended to tendering, rates of large quantities may be essential to three places of decimals by rounding. If three places of decimals are used, the third place shall be rounded to the nearest 0.005 wherever possible. Extensions into the money column shall be restricted to two places of decimals.

These clauses provide information which may have cost significance in relation to the pricing of subsequent preliminary and measured items. It has been assumed that the general information clauses are not priceable as such; should the Contractor feel that any of these clauses attract rates and prices, he must make allowance elsewhere in their tender.

## **1.0 PRELIMINARIES**

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- 1.1 Description of the site, location and access
- 1.2 Description of the works
- 1.3 Plant replacement obligations
- 1.4 Standard of work
- 1.5 Phasing
- 1.6 Contract drawings
- 1.7 Form of Contract
- 1.8 Inspection of site
- 1.9 Location of public utility services
- 1.10 Insurance
- 1.11 Areas in occupation
- 1.12 Use of site
- 1.13 Safety and welfare measures
- 1.14 Programme and progress chart
- 1.15 Site organisation
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- 1.18 Sub-letting
- 1.19 Protection of works
- 1.20 Noise control
- 1.21 Approved chemicals
- 1.22 Pest and disease
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- 1.25 Notice of intention of commencement and completion
- 1.26 Weed control
- 1.27 Environmental Sustainability
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- 1.32 Accounts

## 1.0 PRELIMINARIES

### 1.1 DESCRIPTION OF THE SITE, LOCATION AND ACCESS

OMEGA 8 is an extension to the Omega Business Park developed west of Manchester in Warrington.

OMEGA 8 is located adjacent to the M62 and at Junction 8 of the M62 Motorway.

Access to the site is off the roundabout on Omega Blvd, St Helens.

### 1.2 DESCRIPTION OF THE WORKS

Maintenance work will involve, for the first five years only: mowing, weeding of planted areas and tree stations, pruning, fertilising, watering as necessary, spraying and dusting for pest and disease control, removal of rubbish, keeping waterways clear and all other operations in order to maintain the site fabric and landscape works and external areas in a safe and satisfactory condition. Qualified arboricultural advice should be sought for any existing trees, which should be checked regularly for disease. Dead, dying or dangerous limbs to be removed in accordance with Arboricultural best practice in accordance with Health & Safety standards.

### 1.3 PLANT REPLACEMENT OBLIGATIONS

If within the five year contract period it is found that any tree or shrub requires replacement, or has died, been removed, uprooted or destroyed as a result of natural causes or the negligence of the contractor (or become, in the opinion of the Local Planning Authority, seriously damaged or defective) another tree or shrub of the same species and size as that originally planted shall be planted at the same place, unless the Local Planning Authority gives its written consent to any variation.

### 1.4 STANDARD OF WORK

The landscape maintenance is to be carried out to a high standard and the site must be kept neat and clean in appearance at all times, being ostensibly weed and litter free, with all planting in a healthy state. The landscape maintenance Contractor shall pay particular attention to ensuring that the works are kept tidy and that none of their actions cause inconvenience or danger to others.

At the end of each visit, the Contractor shall remove from site all rubbish, trimmings and superfluous materials. The works are always to be left in a clean and tidy condition.

All operations described may be carried out by suitable approved machines or by hand. Any work around the base of existing trees or other existing plants, in confined spaces, near drains and services, or which it is impracticable to carry out by machine for any reason, shall be executed by hand and the Contractor must allow for this in their rates.

If it is the reasonable opinion of the Landscape Architect that the Contractor has failed to perform the works necessary to meet the requirements of the Contract the Landscape Architect shall give a written notice to the Contractor to comply with the requirements of the notice within a stated time at the Contractor's own expense.

If it is the reasonable opinion of the Landscape Architect that any defective works require IMMEDIATE CORRECTIVE ACTION because the defective works constitute a potential hazard or risk to the public the Employer retains at the Employers option the right to:

- instruct the Contractor to return to site immediately to correct the defective works at the Contractors own expense, or
- instruct an agency to go to the site to take whatever steps may be reasonably required to correct the defective works or to make the site safe if the Contractor is unable or unwilling to make the defect safe. The full costs of such action shall be deducted from any monies due to the Contractor.

#### 1.5 PHASING

This contract, for on-going maintenance, is to run for a period of **five years** from the date of order following handover of the landscape from the present contractor to the client. There is to be a review of al operations and this document, to include all stakeholders, every five years.

#### 1.6 CONTRACT DRAWINGS

The drawings showing the landscaped areas to be maintained have been prepared by JB Landscape Associates. This document is to be read in conjunction the most recent revisions of drawings listed below or a drawing as otherwise approved by the Local Authority:

- 2138 - PL001-1 Unit 1 DWG.13a RevE
- 2138 - PL001-2 Unit 1 DWG.13b RevD
- 2138 - PL001-3 Unit 1 DWG.13c RevE
- 2138 - PL001-4 Smoking Area RevB

#### 1.7 FORM OF CONTRACT

J.C.L.I. Agreement for Landscape Maintenance Works (2012 Edition)

#### 1.8 INSPECTION OF SITE

The Contractor shall be deemed to have visited the sites of the works, inspected the drawings and to have satisfied himself regarding access, suitability of ground for horticultural work, risk of damage to any property and access roads, the location of underground and overhead services, and to acquire 'as-built' drawings from the services companies and generally to have obtained their own information on all matters affecting the execution of the works. No claim for additional reimbursement, howsoever arising, resulting from the Contractor's failure to visit the site and ascertain or allow in their Tender for any of the conditions under which the works are to be carried out, will be entertained by the Client.

Upon visiting the site, the Contractor must liaise with the appointed officer/receptionist of each incumbent business to inform the appropriate parties of their presence and to obtain approval for access onto the plots and communal areas.

#### 1.9 LOCATION OF PUBLIC UTILITY SERVICES

Before any work commences on site, the Contractor will contact all service authorities to ascertain the accurate location of all services and apparatus.

The Contractor shall not interfere with the operation of existing services (gas, water, electricity, telephones, buried cables, sewers or drains) without the permission of the Client, and in the case of works of Statutory Authorities and private owners, without their permission.

Any damage to mains or services shall be notified immediately to the Client.

#### 1.10 INSURANCE

The Contractor is to allow for all costs, charges and expenses in connection with the following:

- i) Statutory Insurances in operation during the letting of the contract.
- ii) Risks in respect of damage to works or other things:
  - ie. Injury to persons or loss of property etc.

The Contractor shall be fully insured for Public Liability and shall provide details of the amount of cover with their tender. In addition, the Contractor shall be required to provide proof of premium payment in relation to their Public Liability cover.

The Contractor shall be liable for and indemnify the Employer against any expense, liability, loss, claim or proceedings in respect of any damage whatsoever to any property real or personal insofar as such damage arises out of or in the course of or by reason of the carrying out of the works, unless due to any act of neglect of the Employer or of its servants or agents. Without prejudice to their liability to indemnify the Employer the Contractor shall maintain and shall cause any subcontractor to maintain such insurances as are necessary to cover the liability of the Contractor, or, as the case may be, of such sub-contractor, in respect of personal injury or death arising out of or in the course of or caused by the carrying out of the works. Nothing contained in CONTRACTOR'S LIABILITY shall impose liability on the subcontractor in respect of negligence or breach of duty on the part of the Employer, the Contractor their other subcontractors or their respective servants or agents.

#### 1.11 AREAS IN OCCUPATION

The works shall proceed so as to cause the minimum of inconvenience and nuisance to all occupiers and users.

Where maintenance is required without readily available access, the Contractor shall ensure that the appropriate permissions are sought from owner/occupiers before entering the site. If vehicular access is not

available, suitable accesses should be negotiated and agreed with owner/occupiers.

The Contractor shall have free access to the site by arrangement with the current occupier for the duration of the works unless he is told otherwise by the Landscape Architect.

During the Contract whenever it is necessary to enter or cross land which is not the Employer's property or land which is in the possession of another party the Contractor shall be responsible for making their own arrangements for access.

Access to the site shall be by public roads or other agreed access. The Contractor shall be responsible for ensuring that their own vehicles and those of suppliers and others employed on the works use only the agreed access.

If the agreed access is other than the carriageway of a public highway then at no times shall the Contractor's vehicles exceed 10 miles per hour when driving along the agreed access: lower speeds shall be appropriate in many situations.

In order to prevent unauthorised vehicular access to site the Contractor shall ensure that where access has been gained (by opening a gate or unlocking a padlock, or by removing a barrier or bollard) the access shall be re-secured immediately behind the Contractor's vehicles using the access.

The Contractor shall ensure that site transport directly or indirectly involved in the works shall at all times when leaving the site be in a state of cleanliness to preclude the fouling of public or private roads adjacent to the site. If the Contractor cannot provide the cleaning facility then he shall promptly and unfailingly remove any materials including dirt, mud or debris deposited on the roads or paths by the vehicles entering or leaving the site.

The Employer and their representatives or nominees shall at all times have access to the works.

The overall management of the site remains the right of the Employer/ Management Company and any operations may be undertaken within the site at any time, either by the Employer or any other agency acting on the Employer's behalf or under their instructions provided that such operations do not reasonably conflict with the performance of the works required under the Contract.

#### 1.12 USE OF SITE

The Contractor shall not use the site for any purpose other than that of carrying out the works. No equipment relating to any landscape works to be left on site at the end each visit. He must also take into consideration the fact that there are employees, visitors and deliveries requiring unimpeded access the occupied premises, and that the public have access onto the adjoining roads.

### 1.13 SAFETY AND WELFARE MEASURES

The Contractor shall comply with the Health & Welfare Conditions for the Building Industry as contained in the latest edition of the National Working Rules for the Building Industry, the Health and Safety at Work Act 1974, the Factories Act, the Construction (Design and Management) Regulations 1994 and all related current legislations affecting the contract and processes in connection herewith.

The Contractor shall strictly comply with all safety and welfare measures required under or by virtue of the provisions of any enactment or regulation, or the working rules of any industry and ensure that all necessary facilities for their employees are provided. The Contractor shall be required to provide a copy of their Health and Safety Method Statement, Safety File/Risk Assessments and work programmes which are to be lodged with the Facilities Management Company.

The contractor shall determine whether traffic management measures are required for maintaining roundabouts, verges and central reservations. Where any traffic management is required, the contractor shall meet all requirements of the Highways Agency or their appointed agent, pay all costs and adhere to all appropriate safety standards.

### 1.14 PROGRAMME AND PROGRESS CHART

The Contractor shall, within one week of the date of acceptance of Tender and before the date is given to commence operations or possession of the site is given, produce a Programme Chart for the works.

Two copies shall be forwarded to the Client and shall be kept up to date by the regular recording of progress. This start shall be modified or re-drafted at the direction of the Client, should any circumstances arise affecting the progress of the works.

It is expected that the contractor will need to enter upon the site throughout the year to fulfil their obligations in respect of the contract; on every other working day from April-October and at least once a week through the remaining months, or as set out within the programme of works. A regular liaison with the various parties will be necessary.

Throughout the year, the Contractor shall complete a record of maintenance form monthly and return it to the Landscape Architect within seven days.

Maintenance work shall be carried out within one week of a written Instruction or a maintenance request sheet from the Client, unless otherwise agreed.

The Contractor shall order their work to take account of any specific ground and weather conditions required for maintenance works and any specific Client requirements or restrictions.

All cultivations shall be carried out in suitable weather conditions, and shall be suspended in periods of excessive rain, snow or frost. Herbicide

applications shall only be undertaken in suitable weather conditions as described by the manufacturer.

Maintenance works involving cultivation shall not be carried out in adverse weather conditions, where works would cause damage to the soil structure.

#### 1.15 SITE ORGANISATION

The Contractor shall maintain an adequate site organisation under the control of an experienced Supervisor able to assume complete responsibility for a Contract of this description.

The Client will require a written company organisation report detailing lines of communication and company structure.

The Contractor shall ensure that at all times when work is in hand on the Contract, there is in each of the Contractors gangs engaged on the Contract a competent person authorised by the Contractor to receive the Landscape Architects instructions on the Contractor's behalf, whether the gang is directly employed by the Contractor or is subcontracted to him. The Contractor shall advise the Landscape Architect of the name of the Contractor's representative for each engaged on the Contract.

The Contractor's representative shall be responsible for the good behaviour of operatives whilst they are engaged on, the Contract.

The Contractor's representative shall be responsible for ensuring that the operatives under their control carry out the works in hand and the Landscape Architects instructions issued under these Conditions.

#### 1.16 ADVERTISEMENTS

The Contractor shall not display advertisements on the Site nor permit advertisements to be displayed without the written authority of the Client.

#### 1.17 WATER

The Contractor shall provide and/or pay for water as required for the works of the Contractor. Allow for transporting water in an appropriate manner to the areas where it is required, whenever necessary.

#### 1.18 SUB-LETTING

The Contractor may not sub-let any part of the works without prior permission from the Client. If such permission is requested and granted, the Contractor shall be responsible for the supervision and administration of all their sub-contractors in accordance with the Conditions of Contract.

#### 1.19 PROTECTION OF THE WORKS

The Contractor shall prevent damage to and protect as necessary existing plants. Any damage caused thereto shall be made good by the Contractor at their own expense.

The Contractor shall be held responsible for any damage to the soft or hard landscape or to highways and highway furniture caused by their acts (unless otherwise instructed by the Landscape Architect) or negligence. The Employer reserves the right at the Employer's option either to: Instruct the Contractor to repair damage so caused or replace damaged items to Landscape Architect's Specification using the appropriate skilled labour or a skilled contractor at the Contractor's own expense, or effect any necessary repair or replacement work to the Landscape Architect's specification using any agency, the full costs of such action shall be deducted from any monies due to the Contractor, or advise the appropriate agency authority company or undertaker of the damage caused by the Contractor and to furnish that agency authority company or undertaker with such information as it may require to undertake the necessary repair or replacement work to its own satisfaction and to enable it to recharge the Contractor the full costs of such repair or replacement work.

If a tree or shrub becomes damaged by the Contractor all bark scrapes shall be cleaned and tidied and a tree wound paint of the type approved by the Landscape Architect shall be applied to the wound surface. If damage to any tree, shrub or hedge should result in its death or serious disfigurement then it shall be removed and replaced as the Landscape Architect shall direct. Replacement of shrubs or hedging shall be of sufficient number to give the same density of cover as previously existed.

#### 1.20 NOISE CONTROL

The Contractor shall ensure that all measures to control the noise levels produced by their operations on site required under or by virtue of any enactment or regulation, or the working rules of any industry, are strictly complied with.

It will be the Contractor's responsibility to carry out the Contract in such a way as to satisfy the EPA 1990 and the Noise & Statutory Nuisance Act which may impose restrictions on the type of plant, method of working and working hours adopted on the Contract and the Contractor is to allow for any additional costs which may arise out of compliance with the Act.

In addition, the Contractor shall be aware that the use of any radios etc. is prohibited within the site.

The Contractor shall undertake all operations in an expeditious and timely manner to ensure that the works are completed within the Contract period.

The Contractor shall seek the permission of the Landscape Architect (which shall not unreasonably be withheld) to work weekends or Public Holidays.

The Contractor shall not use noisy machinery before 8.00 a.m. and after 6.00 p.m. without the prior written permission of the Landscape Architect or where prohibited by local bye-law. The Employer shall be responsible for ascertaining if such apply and shall incorporate such notice in the tender documents.

The Employer retains the right to prioritise tasks, or to defer or prohibit the Contractor from undertaking work in certain sites at certain times by reason of specific events or circumstances which shall be notified to the Contractor. The Contractor shall take all necessary measures to minimise nuisance occasioned by the works to occupiers of property adjoining the works and shall comply with any reasonable instructions given by the Landscape Architect in this respect.

#### 1.21 APPROVED CHEMICALS

The Contractor shall ensure that all herbicide applications are undertaken in accordance with the Health and Safety (Agriculture - Poisonous Substance) Regulations, where they apply. The Contractor shall employ only trained operatives, holding current Certificates of Competence in the use of pesticides and spraying equipment. He shall ensure at all times that others are not subject to any hazard from the use of chemicals and that all equipment, containers and materials are kept in a secure place when on site and not in use, and that all empty containers etc. are removed from site at the end of each day.

All chemicals used shall be non-toxic under normal conditions to humans, birds and animals and shall be chosen by the Contractor to cause least damage to the environment.

Only those chemicals approved for 'Farmers and Growers' shall be used and under no circumstances should chemicals on the UK Environmental Red List be used. All herbicides/pesticides used by the contractor should have translocated properties and should not be residual.

Application of chemicals near water or land drains shall be carried out in accordance with MAFF Code of Practice for the use of Herbicides on Weeds in Water Courses and Lakes.

Application of chemicals shall be strictly in accordance with manufacturer's instructions. Refer to all product's COSHH Regulations, as amended.

#### 1.22 PEST AND DISEASE

The Contractor shall notify the Client of any pest or disease problems occurring which affect any plant, tree or grass. He shall implement appropriate treatment as agreed to coincide with normal maintenance visits where possible. All diseased wood, clippings, prunings etc. shall be removed from site and incinerated or treated in line with appropriate waste management practice.

#### 1.23 STORAGE

If required by the contractor, the employer's agent should be approached to request a suitable area on the site for storing their maintenance plant and materials. It will be the contractor's responsibility to secure the area and to supply and erect any required fencing and/or storage containers. Refer to item 1.12 Use of Site.

#### 1.24 UNIFORM

All operatives shall wear an approved uniform while on site at all times so that they may be readily identified with the Contractor.  
Suitable clothing would be overalls of a uniform colour, preferably bearing the Contractor's name or insignia.

Such clothing is to be provided by the Contractor and costs should be included in the tender.

#### 1.25 NOTICE OF INTENTION OF COMMENCEMENT AND COMPLETION

At the commencement of each and every visit to the site, the contractor shall record their presence by signing-in with Reception, or at another location as may be agreed between the parties

If the contractor should wish to amend the agreed programme of visits, he shall request approval from the employer's agent and inform the Landscape Architect accordingly. Immediately after completion of the works the Contractor shall remove all un-used materials, all debris and the temporary fencing, bunting or other barrier tape or webbing from outside the completed works.

#### 1.26 WEED CONTROL

The Contractor shall, by mechanical or chemical means, keep weeds down over the whole site. At no time shall he allow the weeds to seed.  
The Contractor shall be responsible for keeping the site free from Injurious Weeds as listed in the Wildlife & Countryside Act 1981.  
The weeds to which the Act applies include weeds listed below and any others as may be prescribed by the regulations:

Cirsium vulgare (spear thistle)  
Rumex obtusifolius (broad leaved dock)  
Cirsium arvense (creeping thistle)  
Senecio jacobea (ragwort)  
Rumex crispus (curled dock)

The contractor must not plant or otherwise cause to grow in the wild any plant listed on Schedule 9 of the Wildlife & Countryside Act 1981 and shall notify the Landscape Architect if any of these or Japanese Knotweed (*Fallopia japonica*) are present on the site. Disposal of these weeds shall be in accordance with the Environmental Protection Act 1990 and Hazardous Waste Regulations.

#### 1.27 ENVIRONMENTAL SUSTAINABILITY

JBLA are committed to measuring, benchmarking and improving the sustainability performance of properties under our management through a structured environmental management programme. We believe that good environmental practice correlates with good business practice.

Sustainability in terms of landscape maintenance may include:

- the use of carbon-efficient plant and machinery
- reducing the use and composition of pesticides
- promoting the addition of specific features to benefit nature – refuges, nesting boxes, roosting sites etc
- drought tolerant planting schemes, including herbaceous perennials which need minimal watering
- enhancing water permeability by reducing the amount hard surfacing
- retaining soil moisture by increasing use of mulch and by relaxing mowing regimes to create long grass areas
- increasing use of ground cover planting to reduce weeds and water loss and create habitats for wildlife
- maintaining meadows and woodland areas
- minimal use of plastic packing and the responsible recycling of plastic

## 1.28 STATUS OF AND RESPONSIBILITY FOR LABOUR

The Contractor must comply with all statutory requirements concerning the employment of labour whether those provisions affect the execution of the works or otherwise.

To ensure good behaviour and compliance with statutory requirements and the requirements of the Employer in respect of the nature or quality of the work or issues concerning health, safety or welfare the Landscape Architect or another Officer of the Employer shall be entitled to give such instructions to the Contractor or to their appointed representative as may be requisite at any time.

The Contractor shall provide all skilled and qualified labour necessary for the expeditious completion of the Contract. No operative shall be engaged on the Contract or any part thereof unless that operative has been adequately trained to do that work without supervision or unless that operative is working under the direct instruction and supervision of a person who is competent to give both instruction and supervision in the doing of that work.

The Contractor shall ensure that no operative is under the adverse influence of any medication or drug, including alcohol, whilst that operative is engaged on the Contract.

The Landscape Architect may (not unreasonably or vexatiously) issue instructions to the Contractor requiring the exclusion from the works by the Contractor of any operative engaged on the Contract. The Employer shall in no circumstances be liable to either the Contractor or the employer in respect of any liability, loss or damage occasioned by such removal or disciplinary action and the Contractor shall fully and promptly indemnify the Employer against any claim made by such employee.

The Contractor shall ensure that these Conditions are brought to the attention of every operative engaged on the Contract.

## 1.29 SUSPENSION OF WORK

The Employer reserves the right to suspend the work immediately and send the Contractor off site (but without prejudice to the rights of any party accrued to date) If:

The Contractor had not made the Landscape Architect aware that works were in progress. In the opinion of the Landscape Architect the works were below the standards required by the specification contained herein.

In the opinion of the Landscape Architect the operatives were ill-equipped to perform the works.

In the opinion of the Landscape Architect the weather was unsuitable.

In the opinion of the Landscape Architect the works were being carried out in such a way as to be dangerous or damaging to the site or the general public.

In the opinion of the Landscape Architect materials or work equipment being used for the works were below the standards required by the specifications contained in the tender documents.

## 1.30 WORK IN A PUBLIC PLACE OR ALONGSIDE THE PUBLIC HIGHWAY

Where the works are in a public place the general public shall be warned by the Contractor of all work by the display of the appropriate warning signs. Guidance on the display of signs shall be sought from 'Safer Road Works Ahead' and/or Chapter 8 of the Traffic Signs Manual published by the Department of Transport.

Where the works are adjacent to a public highway the Contractor shall be responsible for ascertaining and complying with the requirements of the highway authority and police authority as to any regulations, restrictions, directions or instructions concerned with the movement of traffic or pedestrians in and about the works, and shall inform the Landscape Architect of the outcome of any discussions. The Contractor must comply with Highways England's requirements for working alongside a public highway.

Where the works are in a public place distant from the public highway and where in the opinion of the Landscape Architect the works shall make the use of a path or route by the general public difficult, inadvisable or impracticable the Contractor shall in advance of the works erect temporary fencing, bunting or some other barrier tape or webbing to prevent access to the danger zone by the general public. The Contractor shall indicate an alternative route for the general public, and the Landscape Architect shall be consulted as to the alternative route proposed by the Contractor.

The Contractor shall be responsible for all arrangements to prevent access to obstructions to public rights of way by the general public by covering, fencing, watching or lighting as necessary any obstructions caused by the works.

The Landscape Architect reserves the right to make any exposed excavations or other obstructions to public rights of way safe by taking

whatever measures he deems necessary without prior reference to the Contractor and to recharge the Contractor the full costs of so doing.

The Contractor shall not cause any unnecessary obstruction or interference with traffic along the public highway. The Contractor shall keep open to the satisfaction of the Landscape Architect all rights of way or other footpaths on and about the works.

#### 1.31 WASTE MANAGEMENT

The working area is to be left clean and tidy when the Contractor goes off site at the completion of the day's work. The Contractor shall keep all public highways clear of obstructions to the satisfaction of the local Highway Authority and the Employer.

The Contractor shall be responsible for the disposal of all arisings from the works at their own expense, although the implementation of the Waste Hierarchy (reduce, reuse, recycle) and the promotion of a composting option, including the retention of some materials on-site to promote wildlife refuge, is encouraged.

The Contractor shall be responsible for the provision of an authorised tipping facility and for ensuring that all debris from the works is removed thereto. Such facility shall be off site and no unauthorised tipping shall be carried out by the Contractor within the contract area or in any other place. All charges, fees, transport and other expenses in connection with tipping shall be borne by the Contractor.

Fires: there shall be no fires.

#### 1.32 ACCOUNTS

Payment intervals shall normally be 8 times a year, and applied for by the contractor on invoices divided equally according to the annual sum quoted, on the following dates:

1<sup>st</sup> May  
1<sup>st</sup> June  
1<sup>st</sup> July  
1<sup>st</sup> August  
1<sup>st</sup> September  
1<sup>st</sup> October  
2<sup>nd</sup> January  
1<sup>st</sup> April

However, alternative arrangements for payment may be considered to suit the contractor's accounting practices

## **2.0 GRASS AND MEADOWS**

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- 2.1 High Grade Grass Areas
  - 2.1.1 Mowing
  - 2.1.2 Edging
  - 2.1.3 Fertiliser
  - 2.1.4 Weeding
  - 2.1.5 Renovation
  - 2.1.6 Making Surfaces Even
  - 2.1.7 Re-seeding/Turfing
- 2.2 Wildflower and Wetland Meadow Areas
  - 2.2.1 Cutting Meadowland
  - 2.2.2 Weed Control
- 2.3 Mixed Native Planting Areas
  - 2.3.1 Strimming Underseeding

## 2.0 GRASS

### Grass-cutting generally

For all types of grass cutting, the Contractor must include in their rates for cutting around all trees and obstacles in grass swards and cutting up against all fences which adjoin grassed areas.

The Contractor must also include in their rates for:

- any necessary rolling;
- any overhanging branches to be cut back;
- hard landscape areas adjoining grass shall being swept clear of all arisings after cutting operations.

All litter or debris found on the grass and any stones larger than 40mm shall be removed prior to cutting.

Hard landscape areas adjoining grass shall be swept clear of all arisings after cutting operations.

Care shall be taken to avoid damage to the grass or adjacent trees and shrubs, particularly by spilling of petrol, herbicide etc. Any damage caused shall be made good as directed by the Client to their entire satisfaction at the Contractor's expense.

Grass shall be cut using approved machines, correctly adjusted, and fitted with sharp cutter blades set to cut the sward cleanly and evenly, so that arisings are evenly dispersed. All rotary mowers are to be fitted with appropriate safety guards.

All operations relating to grass cutting within one area shall be completed within the same day. See drawing for allocation of areas.

Grass cutting shall not occur in bulb areas (mid-April to June depending on variety) and shall recommence six weeks after flowering has ceased.

Mole hills are to be levelled and stone picked before mowing.

### 2.1 HIGH GRADE AMENITY GRASS AREAS

#### 2.1.1 MOWING

Frequency:	1 x per week April – October + twice in Winter season
Height:	25mm Apr-Oct 50mm Nov-Mar
Method:	Cylinder mower-alternate the direction of cut Include strimming around edges and trees. Steep banks and grassed ditch to be mown with hand-held mower
Clippings:	Remove all clippings

### 2.1.2 EDGING

- Frequency: Every month following a cut in April-October; remove arisings
- Method: Where all grass areas about a shrub or mixed planting area (and where there is no rabbit fencing), trim with edging tool such as half moon spade or motorised edger/metal-blade strimmer to clean straight lines or smooth curves as shown on the drawing; soil to be drawn back from edges to permit use of shears/trimmer

### 2.1.3 FERTILISING

- Frequency: Spring & Autumn
- Method: Distribute evenly using hand-held machine ensuring no overlap.  
Do not broadcast by hand. May be applied with weedkiller  
Brush in well and water if necessary
- Type: Spring – Approved 15:15:15 NPK mix rates as manufacturer's instructions.  
Autumn - Approved 3:12:12 NPK mix rates as manufacturer's instructions.

### 2.1.4 WEEDING

#### Broadleaf weeds & clover

- Method: Apply a suitable approved selective hormone herbicide by knapsack sprayer or other approved applicator.
- Type: To be approved; rates & method as manufacturer's instructions
- Frequency: April & June after fertiliser application.

#### Moss

- Method: Apply approved moss killer by knapsack sprayer 10 days after fertilizer application.
- Frequency: April

### 2.1.5 RENOVATION

- Frequency: Scarify in early spring prior to the first cut of the season.  
Aerate in Autumn prior to fertiliser application.
- Method: Use wire rake or suitable mechanical equivalent to scarify and hollow tine machine to 100mm depth.  
Remove all plugs and rakings.

### 2.1.6 MAKE SURFACES EVEN

- Frequency: In spring OR as required.
- Method: Where there is subsidence or vehicle overrun, either top-dress with sifted soil & seed or roll back turf and adjust levels and remove excess soil.

### 2.1.7 RE-SEEDING/TURFING

Frequency: Spring/Autumn (turfing likely to be all year round)  
Method: In areas damaged by vehicle tyres etc.  
As for installation; comply with JBLA standard specification.

## 2.2 WILDFLOWER & WETLAND MEADOW AREAS

### 2.2.1 CUTTING MEADOWLAND

#### Year 1

Frequency: Cut every 2-3 months over the growing season  
Height: 30-50mm  
Method: Cylinder mower-alternate the direction of cut  
Clippings: Remove clippings

#### Year 2 onwards

Frequency: Once in September  
Height: 75mm  
Method: Cylinder mower-alternate the direction of cut  
Clippings: Leave clippings in-situ for 7 days, then bundle into bales and remove as hay.

(For large swathes of wildflower/meadow grass leave a half or third of the total area uncut each year, in rotation, so that the full area is cut only once every two or three years).

### 2.2.2 WEED CONTROL

Species: Ragwort, nettle and thistle  
Method: Apply a suitable approved selective hormone herbicide by knapsack sprayer or other approved applicator.  
Type: To be approved; rates as manufacturer's instructions  
Frequency: April & June and at other times as necessary to eradicate weeds.

## 2.3 MIXED NATIVE PLANTING AREAS

### 2.3.1 STRIMMING UNDERSEEDING

Frequency: Once in spring  
Once again in August  
Height: 75mm  
Method: By hand strimmer

### **3.0    SHRUB AREAS**

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- 3.1    Watering
- 3.2    Fertilizing
- 3.3    Weeding/cultivation
- 3.4    Pruning
- 3.5    Disease control
- 3.6    Removing flower heads and dead top-growth
- 3.7    Replacement shrubs
- 3.8    Mulch Top-up
- 3.9    Filling gaps (herbaceous plants)
- 3.10   Climbing Plant Supports

### 3.0 SHRUB AREAS

#### 3.1 WATERING

Frequency: As necessary following periods of drought, to ensure plants remain in good health.  
Amount: Sufficient to ensure 150-250mm soil penetration (approx. 15 litres per shrub).  
Method: Rotary sprinklers, or by hand-held hoses where this is not practical.

#### 3.2 FERTILISING

Frequency: Once in the Spring, following verification  
Method: Apply fertilizer by hand to the base of each plant.  
Type: 'Enmag'  
Amount: 40g per plant

#### 3.3 WEEDING/CULTIVATION

Frequency: As necessary to maintain weed free beds at all times (monthly).  
Method: Remove by chemical (suitable approved) means or by hoeing, avoiding root disturbance. Hand weed where ground cover is dense.  
Remove any litter from beds.  
If any Hedera species are planted around the base of any tree within a shrub area, do not allow the ivy to climb the trunk.

#### 3.4 PRUNING

Frequency/method: See separate pruning guide (Section 9.0).

As a general rule;

- remove suckers, snags and dead or diseased wood
- all weak, thin or malformed growth, cutting to a healthy outward pointing bud
- reverted growth
- reduce growth encroaching on paths, roads, sightlines etc.
- thin, trim or shape to achieve desired effect
- ensure shrubs are pruned lower than 600mm high where they obscure sightlines at all plot exits

All prunings are to be removed to the Contractor's tip

Refer to the pruning guide in Section 9.0

#### 3.5 DISEASE CONTROL

Frequency: As necessary or as directed  
Method: Spray or dust  
Type: Approved insecticide/fungicide  
Amount: As manufacturer's instructions

### 3.6 REMOVING FLOWER HEADS AND DEAD TOP-GROWTH

Frequency: 1 x per month during summer season.

Method: Remove dead heads after flowering, and any unsightly dead foliage at the end of the season.

### 3.7 REPLACEMENT SHRUBS

Comply with Landscape Architect's instruction and specification, apply mulch, fertiliser and regular water. Any guards/supports are to be checked annually and replaced/removed as applicable.

### 3.8 MULCH TOP-UP

Frequency: Spring each year (only to ground not covered by shrubs)

Application: By hand after removal of all weeds and fertilizer application. Soil must not be very wet or dry. Maintain a mulch depth of 50mm.

### 3.9 FILLING GAPS (HERBACEOUS PLANTS)

Frequency: Spring

Method: Divide large clumps and re-plant in cultivated ground close-by.

### 3.10 CLIMBING PLANT SUPPORTS

Frequency: Spring and Autumn each year

Method: Ensure all wiring for climbing plants is intact and ties are attached. Repair/replace if not. Train any new leaders behind/around the wires.

## **4.0 PLANTED TREES**

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- 4.1 Safety inspection of existing trees and vegetation
- 4.2 Weedkiller to tree bases not planted within shrub beds
- 4.3 Pruning
- 4.4 Disease Control
- 4.5 Supports (Replacement trees newly planted)
- 4.6 Replacement Trees
- 4.7 Supports & watering stations (removal)

## 4.0 PLANTED TREES

### 4.1 SAFETY INSPECTION OF EXISTING TREES AND VEGETATION

Frequency: Immediate inspection and every three years (in the Spring)  
Method: All pre-existing mature/semi-mature trees and hedges etc are to be inspected by a qualified arboriculturalist to determine safety and avoidance of vehicular sight-lines and CCTV cameras; and production of a report with recommendations to be submitted to the client, who will order any remedial works to be carried out as deemed necessary.  
Pruning should not be undertaken in the bird nesting season which runs from March to August inclusive.

### 4.2 WEED KILLER TO TREE BASES NOT PLANTED WITHIN SHRUB BEDS

Frequency: Once a month during the growing season  
Repeat application as necessary.  
Method: Apply Glyphosate or similar approved herbicide to maintain a 500mm radius bare patch of soil with a neat edge at the base of each tree planted in grass. Dead grass and/or weeds are to be removed

During the winter months, Propyzamide may be necessary to control couch and other pernicious weeds (this will be at the discretion of the Client).  
All sprayers must be fitted with effective guards to prevent spray drift.

### 4.3 PRUNING

Frequency: As necessary to maintain health & vigour and to keep sight lines clear at plot exits.  
Method: By hand  
Amount: To remove any dead, diseased or damaged branches; also side growths and suckers at the base of the tree as well as branches obscuring sight lines.

Refer to the pruning guide in Section 9.0

### 4.4 DISEASE CONTROL

Frequency: As necessary or as directed.  
Method: Spray or dust  
Type: Approved insecticide/fungicide  
Amount: As manufacturer's instructions.

NB. Fireblight: affected plants should have infected shoots cut out or be removed in their entirety if badly infected. All infected material should be burned and tools disinfected immediately prior to further use. There is no chemical control.

#### 4.5 SUPPORTS (REPLACEMENT TREES NEWLY PLANTED)

Frequency: Check quarterly and after strong winds.

Method: Adjust ties and re-firm or replace posts as necessary. Re-firm trees, particularly after frost

Type: To comply with the JBLA specification.

#### 4.6 REPLACEMENT TREES

Comply with the JBLA specification and apply fertiliser and regular water.

#### 4.7 SUPPORTS & WATERING STATIONS (REMOVAL)

Frequency: Throughout contract as necessary.

Method: Remove stakes/ties/guys if tree is self-supporting. Remove all watering station apparatus above ground. Cut off pipes to ground level if necessary.

## **5.0 MIXED NATIVE PLANTING**

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- 5.1 Weeding
- 5.2 Pruning
- 5.3 Disease control
- 5.4 Resetting/Replacing Guards
- 5.5 Replacement plants

## 5.0 MIXED NATIVE PLANTING

### 5.1 WEEDING

Frequency: Late spring when weeds are growing well and under suitable weather conditions. Repeat application as necessary.  
Method: Apply Glyphosate or similar approved herbicide to maintain a weed free 200mm radius circle at the base of each whip/transplant. (The grass sward planted under the mixed native planting is to be retained as much as possible.)

Weeds growing up adjacent to or amongst the plants are to be removed by hand (particular Hederia species), so as not to jeopardise the survival of the planting.  
During the winter months, Propyzamide may be necessary to control couch and other pernicious weeds (this will be at the discretion of the Client).

All sprayers must be fitted with effective guards to prevent spray drift.

### 5.2 PRUNING

Frequency: As necessary  
Method: By hand  
Amount: To remove any dead, diseased or damaged branches; also side growths and suckers at the base of the tree.

### 5.3 DISEASE CONTROL

Frequency: As necessary or as directed.  
Method: Spray or dust  
Type: Approved insecticide/fungicide  
Amount: As manufacturer's instructions.

**NB.** Fireblight: affected plants should have infected shoots cut out or be removed in their entirety if badly infected. All infected material should be burned and tools disinfected immediately prior to further use. There is no chemical control.

### 5.4 RESETTING/REPLACING GUARDS

Method: Replace/re-set rabbit/deer guards as necessary. Ensure all guards are upright and staked and are firm in the ground.  
Type: As original specification.

### 5.5 REPLACEMENT PLANTS

Comply with original specification/construction drawings.

## **6.0 MARGINALS/AQUATICS**

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- 6.1 Weeding
- 6.2 Expansion
- 6.3 Contraction
- 6.4 Removing flower heads
- 6.5 Replacement plants

## **6.0 MARGINALS/AQUATICS**

### **6.1 WEEDING/CULTIVATION**

Frequency: As necessary to maintain weed free areas of aquatic plants at all times.

Method: Remove by hand. Do not use residual weedkillers near water.

### **6.2 EXPANSION**

Frequency: Most plants: Every Spring  
Irises: after flowering in late Summer

Method: Divide large clumps, cut-off & discard side branches and woody stems, and re-plant in cultivated lake bed at correct depth close-by.

### **6.3 CONTRACTION**

Frequency: Every Autumn

Species: Phragmites and Juncus

Method: Dig-out areas of reeds and rushes that are crowding-out other species or have invaded areas beyond those shown on the drawings.

### **6.4 REMOVING FLOWER HEADS**

Frequency: Early Summer (if necessary)

Species: Phragmites and Juncus

Method: If seed heads are looking exceedingly messy they can be cut back by hand.

### **6.5 REPLACEMENT PLANTS**

Comply with original specification/construction drawings.

## **7.0 GENERAL SITE ACTIVITIES**

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- 7.1 Leaf collection
- 7.2 Pest report
- 7.3 Site scavenge/litter collection
- 7.4 Sweeping roads and paved areas
- 7.5 Fly-tip Reporting

## 7.0 GENERAL SITE ACTIVITIES

### 7.1 LEAF COLLECTION

Frequency: As necessary

Method: Fallen leaves are to be collected in autumn from all shrub planting areas, paths and paving and high grade grass areas in order to maintain a tidy appearance on site at all times.

### 7.2 PEST REPORT

Frequency: Quarterly (or when infill plants have been initially planted)

Method: Check for signs of deer, geese and rabbit damage and report to Client if necessary.

(An annual arrangement for rabbit culling may be required)

### 7.3 SITE SCAVENGE/LITTER COLLECTION

Frequency: Weekly

Method: The scavenge is to consist of the removal to the Contractor's tip of all litter and extraneous rubbish which the Client considers detrimental to the appearance of the site.

### 7.4 SWEEPING ROADS AND PAVED AREAS

Frequency: Sweep roads twice monthly

Sweep footpaths and paved areas monthly

Method: Ensure all roads and paved areas are cleared of dust and dirt, fallen leaves and other materials by sweeping clean and washing-down. Utilise motorised plant or hand-held tools appropriate to the extent of the area and the available access. Remove arisings to tip.

### 7.5 FLY-TIP REPORTING

Frequency: As required

Method: Report any fly-tipping to the client immediately. Seek and act upon instruction from the client to remove material from site to an official waste disposal site.

## **8.0 MAINTENANCE OF SITE FABRIC**

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- 8.1 Weeding of footpaths and paved areas/hard surfaces
- 8.2 Paving materials
- 8.3 Ice, snow and spillage reporting
- 8.4 Gully cleaning
- 8.5 Fences, Gates, Pergola, Trellis and Bollards
- 8.6 Signs and lifebuoys
- 8.7 Rabbit/deer proof fencing
- 8.8 Lake maintenance
- 8.9 Inspect and clear Stream bed and banks

## 8.0 MAINTENANCE OF SITE FABRIC

### 8.1 WEEDING OF FOOTPATHS AND PAVED AREAS/HARD SURFACES

Frequency: Annually in the Spring  
Method: Apply Glyphosate-based weedkiller to all weeds in paved areas/hard surfaces/gravel/footpaths, allow to act (five days subject to moisture); then remove dead top-growth from site to tip. Treat moss areas with boiling water or scrape off with a chewing gum/floor scraper if the surface is even or use a similar approved method where moss is likely to cause a slipping hazard. Remove moss when dead.

### 8.2 PAVING MATERIALS

Frequency: Annually  
Method: Inspect all paved areas/hard surfaces/footpaths, edgings and kerbs, gully gratings and manholes, for damage from tree roots or subsidence and excessive wear, and report findings to Client. Make safe or add temporary warnings as necessary to avoid accidents to footway- or road-users, until permanent repair can be arranged

### 8.3 ICE, SNOW AND SPILLAGE REPORTING

Frequency: In the event of forecast ice/snow/spillages on paved surfaces  
Method: Agree location on site with client/agent for storage. Maintain store of white salt grit/sand; arrange gritting of all roads and footways in anticipation of frost/snow; and ensure rapid response to making safe & clearing-up road spillages.

### 8.4 GULLY CLEANING

Frequency: Twice-annually in Spring and late Autumn  
Method: Employ a purpose-built truck-mounted mechanical gully-cleaning pump with integral pipe and tank. Discharge all waste at an approved tip. Clear away any large objects by hand & unblock any clogged inlet and outlet pipes to ensure efficient working.

### 8.5 FENCES, GATES, PERGOLA, TRELLIS AND BOLLARDS

Frequency: Quarterly  
Method: Check all posts, panels, wires and fittings to timber and post & wire fences, pergola, trellis and to bollards, and report faults to the client immediately. Upright posts, tighten wires and carry out repairs/staining as instructed.

### 8.6 SIGNS AND LIFEBOUYS

Frequency: Monthly

Method: Wipe signs clean and prune any overhanging foliage away. Report to client on any damages or missing items. Retrieve and replace Lifebuoys onto stands.

#### 8.7 RABBIT/DEER PROOF FENCING (if applicable)

Frequency: Weekly during main season of damage (winter); monthly through remainder of the year.

Method: Check all fences and report faults to the Client immediately. Carry out repairs immediately upon instruction.

#### 8.8 LAKE MAINTENANCE

Frequency: As necessary, but at least twice yearly.

Method: Remove all accumulated rubbish from the banks, beaches and shoreline, and algae, leaves and litter from the water of the lakes/ponds shown on the drawings, and ensure all inlets and outlets are clear and functioning well.

Hose down any stone beaches to remove any detritus/algae annually.

Reset any timber piles that have moved out of alignment.

Redistribute disturbed beach stone to form an even surface.

Check shoreline erosion-protection matting and peg down where necessary.

Check protective caging used for Phragmites and make good where damaged.

Ensure aerators are working properly and serviced in accordance with the manufacturers recommendations, and pipes and hoses are clear, if applicable.

Report any incidences of flooding, build-up of silt and bank erosion to the Client

#### 8.10 INSPECT AND CLEAR STREAM/DITCH BED AND BANKS

Frequency: Monthly or more if necessary, dependent upon prevailing weather conditions.

Method: Clear excessive vegetation growth & branches and any rubbish deposited by the stream(s) or ditches when in spate. Ensure the passage of water is unimpeded and that grilles and grates are clear of debris. Report the build-up of silt, evidence of pollution and presence of any fallen trees or other large objects, and seek and act upon instruction from the client/landscape architect.

Clearance: Remove all arisings from site to tip

## 9.0 PRUNING GUIDE

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- 9.1 Shrub planting
- 9.2 Climbers
- 9.3 Herbaceous & Perennials
- 9.4 Mixed Native Planting
- 9.5 Hedges

## 9.0 PRUNING GUIDE

All plants are to be pruned/trimmed to respect their normal form, shape and habit, and at a time of year after flowering and in accordance with good horticultural practice.

Vegetation management will be undertaken outside of the bird nesting period. Where this is not possible, management that must be carried out within the nesting season (March – August inclusive) will be subject to a pre-clearance bird survey. If an active nest is found no works will be carried out within 5 m of the identified nest until the young have fledged and are no longer returning to the nesting site. Works will only recommence once a suitably qualified ecologist has declared the nest to be no longer in use.

(The following is a comprehensive guide to accompany Planning drawings. When the Detailed Planting drawings are developed, some species from the following lists will be excluded).

### 9.1 SHRUB PLANTING

Amelanchier lamarckii	No regular pruning required
Berberis stenophylla	No regular pruning required
Berberis thunbergii	As above
Berberis thunbergii 'Atropurpurea'	As above
Berberis julianae	As above
Ceanothus thyrsiflorus repens	Trim to shape after flowering
Choisya ternata	No regular pruning required; Prune lightly in early summer to keep tidy
Cordyline australis 'Torbay Dazzler'	No regular pruning required
Cornus alba 'Elegantissima'	Cut back hard to approx. 100mm in March in alternate years; cut back every other plant each year
Cornus alba 'Westonbirt'	As above
Cornus sanguinea	As above
Cornus stolonifera 'Flaviramea'	As above
Cotinus coggygria 'Foliis Purpureus'	Prune lightly in late Winter/early Spring
Cotoneaster conspicuous 'Decorus'	Cut back leggy leaders in April to maintain shrub shape; watch for 'Fireblight'
Cotoneaster 'Coral Beauty'	No regular pruning – cut back in April if necessary; watch for 'Fireblight'
Cotoneaster franchetii	As above
Cotoneaster lacteus	As above
Cotoneaster x watereri 'John Waterer'	As above
Cotoneaster salic. Floccous	As above - Watch for 'Fireblight'
Cytisus scoparius	As above
Daphne odora 'Aureomarginata'	No regular pruning required
Elaeagnus sp	Trim to shape twice yearly
Escallonia 'Apple Blossom'	No regular pruning required; remove flowering growths when over
Euonymus 'Dart's Blanket'	No regular pruning required; clip in April if required
Euonymus 'Silver Queen'	As above

Fatzia japonica	No regular pruning required
Garrya elliptica	No regular pruning – shorten straggly growth and thin if required after flowering
Genista lydia	No regular pruning required
Hedera hibernica	Prune excessively long runners that invade neighbouring shrubs/grass/trunks/pavings in summer
Hedera colchica 'Dentata'	As above
Hebe rakaiensis	No regular pruning required
Hebe sp.	Prune away any frosted branches and trim back hard in April to maintain shape if required
Hypericum 'Hidcote'	Trim shrub to shape in March. In year five trim back hard to encourage basal growth
Hypericum x moserianum	Prune in early spring to remove dead & straggly growth; cut back to where new shoots are forming
Ilex aquifolium	No regular pruning required
Ilex x altaclarensis 'J C Van Tol'	No regular pruning required
Juniperus x media 'Old Gold'	No regular pruning required- trim shoots back if necessary to keep within the allotted space
Juniperus 'Pfitzeriana'	As above
Juniperus 'Blue Carpet'	No pruning required
Juniperus horizontalis 'Bar Harbor'	No pruning required
Juniperus 'Mint Julep'	As above
Juniperus sargentii	As above
Lavandula 'Munstead Dwarf'	Remove dead flower stems and lightly trim plants in late summer. Straggly plants cut hard back in March/April
Ligustrum vulgare	Cut back all shoots by half of the growth in spring
Ligustrum ovalifolium 'Aureum'	No regular pruning required
Lonicera periclymenum	Thin out old wood occasionally, after flowering
Lonicera pileata	Prune back to contain if necessary and to promote a bushy habit
Lonicera 'Maygreen'	Thin out old wood after flowering as necessary
Photinia 'Red Robin'	No regular pruning required; Prune in early summer to keep tidy
Phormium cookianum	No pruning required
Phormium tenax	No pruning required
Potentilla 'Abbotswood'	No regular pruning – keep bushy by removal of weak or old stems at ground level
Potentilla 'Elizabeth'	As above
Potentilla Katherine Dykes'	As above
Prunus laurocerasus	Trim to shape twice yearly
Prunus laurocerasus 'Otto Luyken'	No regular pruning required
Prunus laurocerasus 'Zabeliana'	No regular pruning required
Prunus lusitanica	Trim to shape twice yearly
Pyracantha 'Mohave'	No regular pruning – trim to shape between May-July if necessary; watch for 'Fireblight'
Pyracantha 'Orange Glow'	As above
Pyracantha 'Red Cushion'	Trim to shape between May and June if necessary; watch for 'Fireblight'
Pyracantha rogerisana 'Flava'	No regular pruning required –watch for 'Fireblight'

Rosa canina	No regular pruning required
Rosa 'Frau Dagmar Hastrup'	Prune as necessary after flowering, if outgrown space
Rosa 'Rosy Cushion'	Prune only to remove unsightly old or dead growth
Rosa 'Nevada'	Remove any dead, weak or old shoots; prune out some of old flowering wood from last year. Cut just above an outward pointing bud. Feed after pruning.
Rosa rubrifolia	Remove dead wood when necessary, cutting back to healthy live wood
Rosa rugosa	Prune as soon as flowering is over and again in early spring
Rose 'Norfolk'	As above if required
Rosa 'Max Graf'	As above
Rosa 'Pink Bells'	As above
Rosa 'Surrey'	Prune as necessary after flowering, if outgrown space
Salix caprea	Remove dead wood between November/February
Salix lanata	As above
Salix repens 'Argentea'	As above
Salix viminalis	As above
Sambucus nigra 'Aurea'	Cut back hard during frost free weather October/March
Senecio 'Sunshine'	Do not prune, except to remove faded flower stems after flowering
Skimmia sp	No regular pruning required
Spiraea x arguta	Remove dead flower heads; thin out old wood occasionally after flowering
Spiraea 'Anthony Waterer'	Thin out old wood occasionally after flowering
Spiraea 'Goldflame'	Thin out occasionally, after flowering
Symphoricarpus chen. 'Hancock'	Thin out overgrown specimens and remove unwanted suckers between Oct-Feb
Symphoricarpus 'Mother of Pearl'	As above
Viburnum davidii	Thin out old/damaged wood in early May
Viburnum x burkwoodii	Thin out old and damaged wood early in May
Viburnum plicatum 'Lanarth'	Prune if necessary in early summer
Viburnum opulus	No regular pruning required; thin out if overgrown and remove dead wood after flowering
Viburnum tinus	Thin out old and damaged wood early in May; prune back if required in April
Viburnum tinus 'Eve Price'	Thin out old and damaged wood in early May. Prune in April. Watch out for 'Fireblight'.

## 9.2 CLIMBERS

Clematis montana 'Rubens'	Lightly prune after flowering - mid to late Spring
Clematis balearica	Lightly prune after flowering - mid to late Spring
Lonicera periclymenum	No regular pruning required
Lonicera tellmaniana	Prune immediately after flowering if necessary
Passiflora caerulea	Lightly prune after flowering
Wisteria sinensis	July or August

Cut back the whippy green shoots of the current year's growth to five or six leaves after flowering

January or February

Cut back the same growths to two or three buds to tidy it up before the growing season starts and ensure the flowers will not be obscured by leaves

### 9.3 HERBACEOUS, PERENNIALS & GRASSES

Alchemilla mollis	No regular pruning required.
Bergenia 'Schmidtii'	Lift and divide if necessary, Remove stems after flowering
Crocasmia 'Lucifer'	Lift and divide every 3-4 years just after flowering or before growth in spring
Crocasmia masonorum	As above
Festuca glauca	No regular pruning required.
Geranium macrohizum 'Bevan's Variety'	Cut back old flowering stems almost to the ground to encourage new compact growth
Helianthemum rosea carneum	Lightly trim after flowering
Hemerocallis 'Citrina'	Divide and replant between October/April
Hemerocallis flava	As above
Heuchera spp	Cut down flowering stems October
Iris foetidissima	Divide when over grown space in September
Polygonum bistorta 'Superbum'	Cut down flowering stems October or November
Rheum palmatum	If outgrown space, lift and divide between November and February
Salvia 'East Friesland'	In February remove all frosted growths from plants
Stachys lanata	No regular pruning required.
Vinca major	No regular pruning required. Clear away unwanted trailing stems.
Vinca minor	Cut back only to contain within allotted space

### 9.4 MIXED NATIVE PLANTING

Acer campestre	No regular pruning required
Betula pendula	No regular pruning required
Betula pubescens	No regular pruning required
Carpinus betulus	No regular pruning required
Corylus avellana	Cut back the previous year's growth by half in March
Crataegus monogyna	Prune the top third of growth for the first two years to keep healthy
Ilex aquifolium	No regular pruning required
Ligustrum vulgare	No regular pruning required
Malus sylvestris	No regular pruning required
Pinus sylvestris	No regular pruning required
Populus alba	No regular pruning required
Prunus avium	No regular pruning required
Prunus spinosa	No regular pruning required
Quercus robur	No regular pruning required

Rosa canina	No regular pruning required - if pruning required, prune as soon as flowering is over
Sorbus aucuparia	No regular pruning required
Taxus baccata	No regular pruning required
Tilia cordata	No regular pruning required
Viburnum opulus	No regular pruning required

## 9.5 HEDGES

Frequency: Ornamental: Twice yearly (outside of the bird nesting season)  
Native: Once yearly in October/November

Method: Prune all long/leggy shoots back to main line of hedge.  
Form and maintain a regular hedge profile section approx 1.0m wide by 1.5m in height for ornamental hedges (final height depends on species and location) and 1.65-1.8m for native hedges.  
Sides to slope inwards towards the top.