

Eckington Community Fields Phase One

Landscape Management Plan

November 2022

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1.0 Introduction

Introduction

- 1.4. This Landscape Management Plan has been produced by ONE Creative environments on behalf of Eckington Parish Council for Phase One of the Eckington Community Fields project.
- 1.5. This document has been produced to support the application for a grant from Natural Networks

The Project

- 1.6. The site is located to the north of the village of Eckington in Worcestershire.
- 1.7. Development proposals This first phase is the soft landscape section of a larger project to provide the people of Eckington with a community green space and extension to an existing cemetery. This phase covers tree planting, grassland improvements, native shrub and hedgerow planting, bulb planting, and the construction of permanent and temporary paths.
- 1.8. The Landscape Masterplan (Figure 1) shows the extent of each elements of the proposed work.

Management Plan Scope

- 1.9. This Management Plan covers the initial establishment of landscape and the on-going management of both hard and soft landscape in public open space for a period of ten years.
- 1.10. Eckington Community Fields should be managed to ensure its landscape assets are protected and allowed to mature and to realise the long-term design intentions of the landscape. It is important that all users are able to fully enjoy the environment whilst ensuring the long-term investment in the landscape is protected.

Responsibility for Delivery

- 1.11. The landscape to which this report relates is owned by Eckington Parish Council and will be maintained by those appointed by the Parish Council.
- 1.12. The management of the site shall be administered by the Parish Council, who are responsible for the delivery of the measures set out within this plan.
- 1.13. Management of the landscape outside of the ownership of Eckington Parish Council and outside the scope of this project is the responsibility of others.

Using the Management Plan document

- 1.14. To realise the full potential of the landscape design, this report has an overarching Design Vision and set of Management Objectives.
- 1.15. This report contains a detailed specification outlining the aims and actions that need to be undertaken for the site. The actions cover the on-going management for a period of ten years.

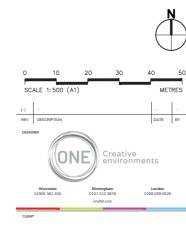


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Post and and Wire fence
Ref: Q40/150
108m



ECKINGTON PARISH COUNCIL

P1144

ECKINGTON COMMUNITY FIELDS

DRAWN BY: DM	POSITION: LA	DATE: 24/11/2022
CHECKED BY: Ruth Sears	POSITION:	DATE: 02/12/2022
APPROVED FOR ISSUE BY: Ruth Sears	POSITION:	DATE: 02/12/2022

PHASE ONE MASTERPLAN

DRAWING STAT	us d for information	
SCALE 1:500	DRAWING SIZE A1	
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Figure 1: The Landscape Masterplan

2.0 Management Objectives

The overarching Design Vision and Management Objectives

- 1.1. The site has been designed as a community asset that will provide the residents of Eckington with outdoor space that they can use for their enjoyment and remain in keeping with the rural village character of the village.
- 1.2. In order to achieve the design vision the following objectives have been identified:
 - Maintain a safe and attractive environment for residents and visitors and manage the site in order that it can be used and enjoyed for the purpose for which it was designed.
 - Maintain hard surfaced areas to a high standard of cleanliness.
 - Ensure the successful establishment of the planting, maintaining a high quality natural appearance
 - Protect and enhance the biodiversity of the existing retained trees and hedgerows

Landscape Elements

- 1.3. Within the site are a number of landscape elements, each requiring different management actions. The landscape elements are as follows;
 - Hard Landscape Footpaths
 - Existing Mature Trees and Hedgerows to the boundary
 - Proposed Native Trees
 - Proposed Native Shrub and Hedgerows
 - Proposed Ornamental Hedge
 - Proposed Grassland Improvement areas
 - Proposed Wildflower Meadows
- 1.4. A detailed specification of aims and actions has been produced for each landscape element. This follows in the next chapter.



Paths through wildflower meadow, with groups of native trees



Multi-stem birch trees in groups



Self binding gravel paths through the site



Fritilaria naturalised in grass improvement areas



Snowdrops naturalised in grass improvement areas



Groups of different species of birch to provide year round interest



Rosa arvensis in hedgerow mixes



Quercus robur planted as specimen trees



Tilia cordata planted in groups

3.0 Management Aims and Actions

General Management - Monitoring and Reviewing

Management Aims

3.1. To ensure the successful establishment of the landscape and continued growth to achieve the intended design vision and to safeguard the investment in the landscape.

Management Actions

- The owner and/or manager are encouraged to check that the scheduled work has been undertaken.
- The continued review and use of this Management Plan should be used to plan and identify the required resources and secure, in advance the required budget.
- A long term review of the management is recommended to be undertaken to ensure the plan remains relevant to the sites vision, policies and objectives. This review will also allow for new data, such as additional surveys or alterations to the development or further developments to be fed into the management regime. It is recommended this review process be carried out on a five yearly cycle.

General Management Operations

Management Actions

- Nesting Wild Birds
- Do not carry out works to trees or hedgerows between March to August (inclusive) which is the bird nesting season. If work is necessary within this period a survey should be carried out by a qualified ecologist and a report submitted before starting hedge or tree work.
- If a nest is accidentally disturbed, report immediately.
- Damage or disturbance to soil structure, planting, grass, fencing, hard landscaping, structures or buildings:
- Reinstate to original condition.
- All arising to be disposed of as follows:
- Biodegradable arisings: Remove to recycling facility.
- Grass cuttings: Remove to recycling facility.
- Tree roots and stumps: Remove from site.
- Shrub and tree prunings: Remove to recycling facility.

- Litter and non-biodegradable arisings: Remove from site.
- Chipping or shredding is not permitted on site.
- Extraneous rubbish not arising from the contract work:
- Collect and remove from site.
- Leave the works in a clean, tidy condition at completion and after any maintenance operations.
- Pruning Generally: In accordance with good horticultural and arboricultural practice.
- Removing branches: Do not damage or tear the stem or
- Wounds: Keep as small as possible and cut cleanly 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 appropriately to species, location, season, and stage of growth, leaving a well balanced natural appearance.
- Tools: Use clean sharp secateurs, hand saws or other approved tools. Trim off ragged edges of bark or wood with a sharp knife.
- Disease or infection: Give notice if detected.
- Growth retardants, fungicide or pruning sealant: Do not use unless instructed.
- Removal of dead plant material: At the end of the growing season, check all shrubs and remove all dead foliage, dead wood, and broken or damaged branches and stems.
- At all times, weed cover to be less than 5% and no weed to exceed 100 mm high. Do not damage adjacent plants, trees and grass when managing weeds.

Hard Landscape Footpaths

Management Aims

3.2. Keep the environment clean, neat and tidy to ensure an attractive living environment and to ensure that the

surfaces continue to perform and meet their service life span.

Management Actions

- On a monthly basis, inspect all areas for trip hazards, settlement or cracking. Make good any such defects immediately using matching materials and in accordance with the original specification.
- Remove any weed growth using a suitable herbicide; this operation should be carried out in May and again in August. At this time any build up of moss should also be removed. Allow recommended period for herbicide to take effect before clearing arisings.
- Remove litter, leaves and other debris from all surfaces as required to achieve Management Aims
- Annually, inspect and clear surface gutters and channels and remove mud, silt and debris.
- Annually, inspect and clear drainage gullies; Empty traps and flush clean.
- Annually, check paths for damage caused by freeze thaw and failure of materials. Tracking depressions in road surface of 10mm are acceptable, any greater than this shall be classed as a failure and remedial action will be required.
- Winter leaf collection: Annually collect accumulations of drifted leaves from footpaths and remove from site.
- Clear snow on reaching a depth of 5 mm with Rock salt to BS 3247. Spread evenly to all footpaths at a rate to manufacturer's recommendations.

Control of Weed Species within GrassLand Improvement and Wildflower Meadow Areas

Management Aims

 To control the emergence and/or spread of weed species in grassland improvement areas and wildflower meadows to ensure the long term health of these areas.

Management Actions

 Where necessary hand pull unwanted species such as Ragwort (Senecio jacobaea), Broad Leaved Dock (Rumex obtusifolius), Spear Thistle (Cirsium vulgare), Creeping Thistle (Cirsium arvense), Where numbers of weeds, or areas, are too large to hand pull use a suitable selective herbicide.

General Management - Watering of soft landscape

Management Aims

3.3. To achieve a successful and rapid establishment of plants to ensure a mature landscape is achieved and also to ensure the continued health and growth of plants.

Notes

- Supply: No site supply available, contractor to submit proposals.
- Watering restrictions If water supply is, or is likely to be, restricted by emergency legislation, submit proposals for an alternative suitable source of water. Obtain instructions before proceeding.

Management Actions

- Compacted soil;
- Loosen or scoop out, to direct water to root zones.
- Application: Even and without damaging or displacing plants or soil.
- Frequency: As necessary to ensure establishment.

- Watering Proposed Trees:
- Nominally a minimum of 120 litres (30 gallons) per tree per week during the establishment period. This is required throughout the full first year of planting including winter months, should conditions be dry, and should be carried out in a minimum of one visits per week, more in extremely dry conditions (increasing the volume of water required).
- A trees water requirement will vary throughout the year depending on temperature and rainfall. The above rates should therefore be treated as a guide only.
- · Watering ornamental and native hedges:
- Nominally 30 litres per square metre of planting during the establishment period (for the first year). Watering in the second year following practical completion shall be continued as necessary to ensure the continued thriving of all planting.
- It is the responsibility of the management team to ensure the planting thrives;
- Planting must not be allowed to wilt.
- Over watering must be avoided.
- It is recommended that the contractor test the soil prior to each watering. The soil should be tested at a minimum depth of 80mm to determine if watering is required.

Existing Mature Trees to boundary

Management Aims

3.4. Protect existing trees and manage them in such a way to enhance their appearance and health for the continued longevity of the trees.

Management Actions

 During Path Construction: Most tree roots occur in the upper 600mm of the soil horizon and shallow excavation or compaction can result in root damage which can result in instability or tree death. In order to avoid damage the Root Protection Areas (RPAs) of all trees should be protected using protective barriers as detailed in British Standard 5837:2012.

• Remove ivy and bramble from existing trees.

Proposed Native Trees

Management Aims

3.5. Trees are to be managed to become well established with a full and even form to the stem and crown and to meet their potential mature size.

Management Actions

- Water regularly to ensure successful establishment. Under no circumstances should a plant be allowed to wilt.
- Monitor tree stakes and ties annually and immediately after strong winds.
- Replace loose, broken or decayed stakes to original specification.
- Check tree ties and ensure they are not restricting the trees development. 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.
- Remove stakes and ties 2 years after planting.
- Replace any missing guards and adjust, refix or replace loose or defective guards. Remove guards if they begin to restrict the development of the tree.
- Re-firming of trees to be undertaken after strong winds, frost heave and other disturbances. Tread around the base until firmly bedded.
- Replace bark mulch around the trees base in a 1 meter diameter circle. Apply mulch annually or as required to ensure the base remains weed free.
- Any weed growth that develops in the mulched area to be removed by hand cultivation only. This shall be checked for and operations carried out twice annually.
- Any trees dying or suffering substantially from disease

or vandalism shall be removed and replaced. Reinstate to original specification or to match the size of adjacent or nearby plants of the same species, whichever is the greater.

- Assess trees and prune any crossing limbs that by abrasion on the crossed joints may lead to infection.
- Prune and maintain an even form as required to meet the Management Aims.

Existing Native Hedgerow

Management Aims

3.6. Create a dense hedge approximately 1.2m high with tapered sides and a maximum width of 800mm at base.

Management Actions

- For the first 2 years annually, clip the central leader of each plant to a height of 2/3 of it's height prior to cutting. This shall be in accordance with good horticultural practice and current standards to promote lateral growth.
- For the following years clip the hedge to establish a tapered form to ensure light to the lower branches.
 Maintain to a maximum height of 1.2m.
- Trim once annually in July or August.
- Trim carefully and neatly to regular line and shape, with the width at the top less than that at the base.
- Remove current growth rather than old wood.
- Ensure the soil below the planting is kept weed free to guarantee a high success rate of establishment of the hedgerow plants. Weed control either by use of contact weed killer or by manual control.
- Replace bark mulch around base of hedge to a depth of 50mm. Apply mulch annually or as required to ensure the base remains weed free.

Proposed Native Hedgerow

Management Aims

3.7. Create a dense hedge approximately 1.2m high and 1m width, managed to increase its biodiversity and habitat

value over time.

Management Actions

- For the first 2 years annually, clip the central leader of each plant to a height of 2/3 of it's height prior to cutting. This shall be in accordance with good horticultural practice and current standards to promote lateral growth.
- For the following 3 years clip the hedge to establish a regular form. Maintain to a maximum height of 1.2m.
- Trim once annually in September.
- Trim carefully and neatly to regular line and shape with vertical sides.
- Remove current growth rather than old wood.
- Annually, assess canes and guards, replace any missing or damaged. Remove spiral guards if they begin to restrict the development of the tree.
- Replace bark mulch around base of hedge to a depth of 50mm. Apply mulch annually or as required to ensure the base remains weed free.
- Apply a slow release fertilizer annually in March or April.
 Carefully lift and replace any mulch materials and spread fertilizer evenly as manufacturer's recommendations.
- Keep hedge planting beds clear of weeds by maintaining full thickness of mulch

Proposed Ornamental Hedge

Management Aims

3.8. Create a dense hedge approximately 1.2m high with tapered sides and a maximum width of 800mm at base.

Management Actions

- For the first 2 years annually, clip the central leader of each plant to a height of 2/3 of it's height prior to cutting. This shall be in accordance with good horticultural practice and current standards to promote lateral growth.
- For the following years clip the hedge to establish a tapered form to ensure light to the lower branches. Maintain to a maximum height of 1.2m.

- Trim once annually in July or August.
- Trim carefully and neatly to regular line and shape, with the width at the top less than that at the base.
- Remove current growth rather than old wood.
- Ensure the soil below the planting is kept weed free to guarantee a high success rate of establishment of the hedgerow plants. Weed control either by use of contact weed killer or by manual control.
- Replace bark mulch around base of hedge to a depth of 50mm. Apply mulch annually or as required to ensure the base remains weed free.

Proposed Grassland Improvement Areas

Notes

3.9. Do not allow nylon filament rotary cutters and other mechanical tools closer than 100 mm to the stem of any tree.

Management Aims

- 3.10. Maintain the grass sward so that it appears tidy and to a suitable height for recreational use at all times of year.
- 3.11. Maintain a healthy vigorous sward, free from disease, fungal growth, discolouration, scorch or wilt.

Management Actions

- Litter picking shall take place prior to each grass cutting.
- First cut
- Prior to cut remove stones and earth clods larger than
 25 mm in any dimension
- Wait until initial growth is approximately 50mm in height
- Cut height 35mm
- Remove arisings
- Grass shall be maintained between 25 and 50 mm for the first year. This will require grass to be cut on a two weekly rotation throughout the growing season.
- Minimum cuts per year: 10.
- Remove arisings
- Grass cutting within 100mm of tree stems to be completed

using hand tools.

- All areas are to be trimmed and edged on each visit.
- Leaf removal: collect fallen leaves and remove from site for recycling as required to achieve management aims.
- Subsequent years
- First cut in April
- Prior to cut remove stones and earth clods larger than 25 mm in any dimension
- Cut height 35-50mm
- August 'hay cut' Meadow strimmed or scythed with arrisings left on the ground to dry and shed seed for 1-7 days then removed from site
- Subsequent cuts in August to November to 50mm
- Reinstatement of damaged sward;
- Remove to a depth of 30mm
- Preparation: Cultivate substrate to a fine tilth.
- Reinstatement: topsoiling and reseeding.
- Reseeding: Fill with fine topsoil to BS 3882 multipurpose class, free from stones, debris and weeds. Reseed with a seed mix to match existing grass in quality and appearance.
- Protection and watering: Provide as necessary to promote successful germination and/ or establishment.

Proposed Wildflower Meadows

Notes

3.12. Do not allow nylon filament rotary cutters and other mechanical tools closer than 100 mm to the stem of any tree.

Management Aims

3.13. Maintain the grass and wildflower sward so that a diverse and attractive collection of wildflowers is able to establish. Maintain a healthy vigorous sward, free from disease, and unwanted weed species.

Management Actions

 Litter picking shall take place prior to each cut of wildflower meadows.

- First year
- Prior to cut remove stones and earth clods larger than
 25 mm in any dimension
- Wait until initial growth is approximately 50mm in height
- Cut height 35mm
- Remove arisings
- Wildflower meadows shall be maintained between 30 and 50 mm for the first year. This will require the meadows to be cut on a two weekly rotation throughout the growing season in the first year.
- Minimum cuts: 10
- Remove arisings
- Meadow cutting within 100mm of tree stems to be completed using hand tools.
- All areas are to be trimmed and edged on each visit.
- Leaf removal: collect fallen leaves and remove from site for recycling as required to achieve management aims.
- Subsequent years
- First cut in April
- Prior to cut remove stones and earth clods larger than 25 mm in any dimension
- Cut height 35-50mm
- September/October 'hay cut' Meadow strimmed or scythed with arisings left on the ground to dry and shed seed for 1-7 days then removed from site
- Subsequent cuts in October to November to 50mm
- Reinstatement of damaged sward;
- Remove to a depth of 30mm
- Preparation: Cultivate substrate to a fine tilth.
- Reinstatement: topsoiling and reseeding.
- Reseeding: Fill with fine topsoil to BS 3882 multipurpose class, free from stones, debris and weeds. Reseed with a seed mix to match existing grass in quality and appearance.
- Protection and watering: Provide as necessary to promote successful germination and/ or establishment.

4.0 Species Lists and Schedules

Trees					
Number	Species	Girth	Height	Specification	Density
11 No.	Acer campestre	20-25cm	4.0-5.0m	Semi-Mature :RB :Clear Stem min. 200	Counted
24 No.	Alnus glutinosa	18-20cm	4.0-5.0m	Extra Heavy Standard :RB :Clear Stem min. 200	Counted
18 No.	Betula nigra	20-25cm	4.0-5.0m	Semi-Mature : RB : Clear Stem min. 200	Counted
10 No.	Betula nigra		4.0-5.0m	Multi-Stemmed :RB	Counted
3 No.	Betula pendula		4.0-5.0m	Multi-Stemmed :RB	Counted
6 No.	Betula pendula	18-20cm	4.0-5.0m	Extra Heavy Standard :RB :Clear Stem min. 200	Counted
11 No.	Betula pubescens		4.0-5.0m	Multi-Stemmed :RB	Counted
11 No.	Malus 'King Charles Pearmain'	6-8cm	1.2-1.5 m	BR	Counted
5 No.	Malus 'Madresfield Court'	6-8cm	1.2-1.5 m	BR	Counted
7 No.	Malus 'Pitmaston Pineapple'	6-8cm	1.2-1.5 m	BR	Counted
3 No.	Malus 'Tupstones'	6-8cm	1.2-1.5 m	BR	Counted
28 No.	Populus nigra	18-20cm	4.0-5.0m	Clear Stem min. 200 :RB	Counted
18 No.	Quercus robur	20-25cm	4.0-5.0m	Clear Stem min. 200 :RB	Counted
7 No.	Salix alba	18-20cm	4.0-5.0m	Clear Stem min. 200 :RB	Counted
31 No.	Tilia cordata	20-25cm	4.0-5.0m	Clear Stem min. 200 :RB	Counted
Total:167					
Bulb mix					
Number	Species Crocus chrysanthus 'Cream	Specification	Density	Percentage Contribution	
1396 No.	Beauty'		5/m²	2	0%
1396 No.	Fritillaria melagris		5/m²	2	0%
2091 No.	Galanthus nivalis	In the green	5/m²	3	0%
2091 No.	Narcissus 'Falconet'		5/m²	3	0%
Total :6974					

Hedge

Number	Species	Specification	Density	Percentage Contribution	
110 No.	Acer campestre	1+1 :Transplant :BR	0.5Ctr Double Staggered at 0.5m offset		25.0%
66 No.	Alnus glutinosa	1+1 :Transplant :BR	0.5Ctr Double Staggered at 0.5m offset		15.0%
23 No.	Cornus alba	1+2 :BR	0.5Ctr Double Staggered at 0.5m offset		5.0%
23 No.	Cornus sanguinea	1+2 :BR	0.5Ctr Double Staggered at 0.5m offset		5.0%
166 No.	Crataegus monogyna	1+1 :Transplant :BR	0.5Ctr Double Staggered at 0.5m offset		38.0%
14 No.	Quercus robur	1+1 :Transplant :BR	0.5Ctr Double Staggered at 0.5m offset		3.0%
23 No.	Rosa arvensis	1+1 :BR	0.5Ctr Double Staggered at 0.5m offset		5.0%
14 No.	Salix caprea	0+1 :Transplant :BR	0.5Ctr Double Staggered at 0.5m offset		3.0%
14 No.	Ulex europaeus	С	0.5Ctr Double Staggered at 0.5m offset		3.0%
Total :453					

Native woodland

Number	Species	Specification	Density	Percentage Contribution
63 No.	Acer campestre	BR :Feather :Bushy	1/m²	5.0%
124 No.	Betula pendula	BR :Feather	1/m²	10.0%
124 No.	Corylus avellana	BR :Branched	1/m²	10.0%
293 No.	Crataegus monogyna	BR :Bushy	1/m²	24.0%
280 No.	Prunus spinosa	BR :Branched	1/m²	23.0%
124 No.	Quercus robur	BR :Light Standard	1/m²	10.0%

Wild flowers

Wild Flower Meadow

Species	Percentage Contribution	Area
Betonica officinalis	2.0%	8783m²
Centurea nigra	12.0%	
Galium verum	7.0%	
Leontedon Hispidus	4.0%	
Lotus corniculatus	12.0%	
Medicago lupulina	10.0%	
Plantago lanceolata	14.0%	
Primula veris	4.0%	
Ranunculus acris	6.0%	
Salium silaus	2.0%	
Trifolium repens	25.0%	
Vicia cracca	2.0%	

Grass Land Improvements

Species	Percentage Contribution	Area
		19535m²
Lotus corniculatus	12.0%	
Betonica officinalis	2.0%	
Centurea nigra	12.0%	
Galium verum	7.0%	
Leontedon Hispidus	4.0%	
Medicago lupulina	10.0%	
Plantago lanceolata	14.0%	
Primula veris	4.0%	
Ranunculus acris	6.0%	
Salium silaus	2.0%	
Trifolium repens	25.0%	
Vicia cracca	2.0%	



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5.0 Maintenance Programme

General Operations

	Jan	F	eb	M	ar	Ą	or	May	Ju	ın	Ju	ıl lı	Aug	J	Sep	t	Oct	ı	Nov	De	ec
Plant replacement inspection																					
Plant replacement																					
Watering																					
Re-firming																					
Removal of litter and debris																					
Pests and disease control (when required)																					
Plant support (check adjust and replace)																					
General pruning																					

Hard Landscape roads and footpaths

	Ja	n	Feb	М	ar	A	pr	Ма	ay	Jun	Jul	Au	g	Sep	ot	Oct	Nov	Dec
Inspection and making good of hard surfaces and drainage systems																		
Herbicide/ weed control																		

Operations to Trees

		an	Feb	Ма	r	Apr	M	lay	Jun	Jul	Aug	S	ept	Oct	t	Nov	Dec
Tree Inspection																	
Watering																	
Re-firming																	
Weed Control																	
Plant Supports and Guards (check, adjust and replace)																	
General Pruning															1		
Mulching top up															7		
Tree replacement planting																	

Operations to Native Shrub Areas and Hedgerows

	Ja	an	Feb	M	lar	A	pr	Ma	ay	Jun	1	Jul	Aı	ug	Se	pt	Oc	t	No	V	Dec
Pruning																					
Inspect guards (check, adjust and replace)																					
Mulch Top Up																					
Applying fertilizer																					
Plant Inspection																					
Weed control																					

Operations to Grassland Improvement Areas

	lan	Feb	Ma	ar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Mowing													
Weed Control													
Re-seeding (when required)													

Operations to Wildflower Meadow Areas

	Jan	Feb	Ма	r	Apr	May	/ Ju	n j	Jul	Αι	ıg	Se	pt	Oct	Nov	Dec
Mowing																
Weed Control																
Re-seeding (when required)																



Approval Record											
Revisions											
Ref	Description	Ву	Date								
(P01)	First Issue	DM	02/12/22								
(P02)	Update to tree numbers	DM	06/12/22								
Quality Control											
Prepared By:		DM	02/12/22								
Checked By:	Checked By: Ruth Sears	1	06/12/2022								
Approved By:	Approved By: Ruth Sears	I	06/12/2022								

Worcester 01905 362300

Birmingham 0121 312 3876

London 0208 059 6526

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