

An aerial photograph of Coleford town and its surrounding countryside. The town is centrally located, showing a dense residential area with many houses and streets. To the south and east of the town, there are large industrial or commercial buildings with white roofs. The surrounding countryside is a patchwork of green fields, some with trees, and a few scattered buildings. The overall tone of the image is muted, with a greenish-grey tint.

COLEFORD TOWN COUNCIL

LANDSCAPE MANAGEMENT AND MAINTENANCE PLAN

May 2020

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1.0 INTRODUCTION

1.1 Aims of the Landscape Management and Maintenance Plan

Coleford Town Council (CTC) commissioned Askew Nelson Ltd in February 2020 to prepare a Landscape Management and Maintenance Plan (LMMP). The plan will support the Town Council to care for and manage safe, diverse and interesting green spaces throughout Coleford.

2.0 STANDARDS OF WORKMANSHIP

2.1 Risk Assessments and Personnel

All work shall be carried out by operatives qualified to carry out the particular tasks.

2.3 Timing of Operations

The contractor shall perform all operations in a timely manner to ensure that all of CTC's maintenance specifications are achieved and maintained.

CTC reserves the right to defer or prohibit any operation being proposed by the contractor, or to suspend it if it is in progress, if the contractor had not made CTC aware that the operation was in progress; or in the opinion of CTC the work being proposed or in progress is likely to be dangerous or damaging to the site, to wildlife, to adjacent property, to herbaceous material, shrubs or trees (but excluding weeds), or to members of the public'.

The contractor shall inform CTC a minimum of forty-eight hours and a maximum of seven days prior to each intended application of pesticide and detail the locations to which pesticides are to be applied. CTC reserves the right to defer or prohibit the herbicide application, or to suspend it when in progress if : the contractor had not made CTC aware that pesticide application was in progress; or in the opinion of CTC the work is likely to be dangerous or damaging to the site, to plant material other than those to be eradicated or to members of the public.

The contractor shall not use noisy work equipment, for example mowing machines, chainsaws, chipping machines, before 8.00 a.m. and after 6.00 p.m. without the permission of CTC.

2.4 Access to Sites

The contractor shall have free access to the site for the duration of the works unless he is instructed to the contrary by CTC.

Access to the site shall be by public roads or other agreed routes. The contractor will be responsible for agreeing methods of access to the sites with CTC and also for ensuring that his own vehicles and those of subcontractors, suppliers or others employed by him under this contract use only the agreed routes.

2.5 Services

The contractor shall locate, identify and familiarise himself with all existing services on site which may affect the works. The contractor shall satisfy himself of the extent and nature of the services and shall be responsible for the repair of any damage to them caused by the contractor or any sub-contractor. The contractor shall notify CTC when he considers that the works may affect existing services. In such cases CTC may instruct or amend the setting out of the works as necessary.

2.6 Traffic and Safety Control

The contractor shall provide, erect and maintain such traffic signs, road markings, lamps, barriers and traffic control signals and such other measures as may be necessitated by the carrying-out of the works on or adjacent to public highways.

All vehicles shall comply with speed limits prescribed for carriage roads, but elsewhere vehicles must proceed at walking pace and give precedence to pedestrians.

2.7 Noise Control

The use of portable radios and tape/cassette players etc. will not be permitted within the area of the works.

Noisy operations shall not be undertaken outside normal working hours unless by prior approval with CTC. The timing and duration of works involving the use of chain-saws and/or chippers shall be agreed in advance with CTC, particularly where it is necessary to undertake this at night, near residential areas.

2.8 Dust and Mud Nuisance

The contractor shall take all necessary steps to eliminate dust and mud nuisance (including woody waste, grass and herbage clippings) during the carrying out of the works.

The existing public highways, platforms, footways and private access routes used by vehicles of the contractor or any of his sub-contractors or suppliers of materials or plant, shall be kept clean and clear of dust, grass debris, and mud dropped by the said vehicles or their tyres. The contractor shall immediately clear all dust and mud from the work spreading onto these highways or any public or private right of way.

2.9 Removal of Rubbish and Fires

The contractor shall remove all rubbish, prunings and superfluous materials from the site of the works to the entire satisfaction of CTC and shall make his own arrangements for the collection and tipping of rubbish and prunings arising from works undertaken. The site is to be left clean and tidy at the end of each working day.

The contractor shall take all reasonable precautions to minimise risk of fires on site. The burning of arisings, litter and prunings on site is prohibited.

2.10 Environmental Protection

The contractor shall be fully conversant with existing legislation, including European legislation, relating to wildlife and nature conservation issues, and protected species and habitats.

It is an offence under the Wildlife and Countryside Act (1981) to destroy or disturb the nest of all birds or their habitats. For this reason all trees and hedges to be removed must be free from actively breeding birds. In addition the contractor should note the special legal protection afforded to bats, which may use trees for nesting and hibernation over the winter period. To ensure that nesting birds are not resident, works on trees and hedgerows shall usually be carried out outside of the normal breeding season (between the months of September to February inclusive) subject to the vegetation not being used by hibernating bats. Where vegetation to be cleared supports an active nest / hibernating bat works are to cease immediately until CTC consents that works can recommence.

Under the Conservation (Natural Habitats, &c.) (amendment) regulation 2007 there is no longer the 'incidental result defence' which cover acts which are the incidental result of an otherwise lawful activity which could not have been reasonably avoided.

As such, land owners/managers are now required to ensure the no European protected species are present on site and that could be harmed in any of the following ways:

- **fauna** - captured, injured or killed; disturb animals significantly to affect the ability to survive, breed, rear, nurture their young; or damage or destroy a breeding site or resting place.
- **flora** - pick, cut or destroy; or
- **eggs** - take or destroy eggs

European Protected Species are defined in English legislation as species listed in Annex IV to the Habitats Directive whose natural range includes any area in GB.

2.11 Damage to Property, any existing Landscape Features and Surfaces.

The contractor is to indemnify CTC against any damage to property, any existing landscape planting or surfaces arising out of or in connection with his acts in the execution of any contract or his negligence. He shall make good any such damage at his own expense to the satisfaction of the appropriate authority and/or CTC.

CTC reserves the right, in all cases, to make alternative arrangements for the rectification of such damage, using his own or any other suitable companies and to deduct the cost from monies owing to the contractor.

2.12 Health and Safety

It is a legal requirement to carry out risk assessments and the contractor may be required to carry out written assessments. If these are required the contractor shall produce the same for inspection and provide copies for retention by CTC.

Risk assessments should be suitable and sufficient for the work to be undertaken.

The risk assessments will include:

- Details of staff having day-to-day responsibility for Health and Safety on site, giving name, position, qualifications and experience.
- Control of Substances Hazardous to Health (COSHH) assessments for each substance covered by the COSHH regulations and which he is required to use or intends to use in the execution of the works or in any other works on behalf of CTC.
- First Aid precautions and provisions and any necessary emergency procedures.
- Identification of any site-specific risks and outline of appropriate responses.

The contractor shall allow for compliance with all the relevant legislation contained in the current Health and Safety at Work Act plus any other relevant statutory requirements in force.

Adequate protective measures shall be taken to protect employees, members of the public and all other persons including Personal Protective Equipment (PPE).

The contractor shall notify CTC immediately by the fastest possible means of all site accidents, dangerous occurrences and matters involving the general public.

Machinery shall only be used by operatives having the relevant certificate of competence issued by Construction Industry Training Board (CITB) or other recognised training body. The contractor shall provide copies of the relevant certificates to CTC.

The contractor shall at all time provide First Aid Equipment for operatives in accordance the Health and Safety (First Aid) Regulations 1981.

The standards of training of operatives, use and maintenance of equipment, and methods of working in respect of pesticide applications, chainsaws, tree felling, thinning, coppicing, shrub clearance and tree surgery shall be at least equal to that described in the latest advisory and guidance literature published by the Health and Safety Executive, and by Arboriculture and Forestry Advisory Group (AFAG).

CTC will suspend site operations should the contractor fail to comply with any of the above safety regulations or procedures.

2.14 Work to Trees

Before commencing any work to trees the contractor shall confirm with the Local Authority the status of any Tree Preservation Orders, Conservation Areas or other designations and obtain the necessary approvals.

2.15 Performance Monitoring

The contractor shall provide a weekly maintenance report indicating which sites have been visited, which main operations that have been carried out and whether any problems have been encountered.

2.16 Defective Work

If, in the reasonable opinion of CTC, the contractor has failed to perform the works required, CTC shall give a written notice to the contractor to comply with the requirements of the notice within a stated time.

3.0 MAINTENANCE SPECIFICATION

3.1 Site Inspections and Reporting

3.1.1 General Requirements

A high standard of site management is required, and close cooperation between the contractor and CTC is essential for the high maintenance of the open green spaces. The contractor shall take a pro-active role in managing the site, and will report of the condition of the sites, within their contract and works undertaken on a weekly basis.

Reports shall indicate the following as a minimum:

- Works undertaken since previous report.
- Incidences of vandalism fly tipping, storm damage, disease or other site disturbance, indicating details of quantities, areas extent of works and additional costs to remove, which are necessary to rectify the problem.
- Identification of any unsafe features which may pose a risk to health and safety of the public or the contractor. The contractor to undertake any protective or prevention measures as appropriate and recommend permanent rectifying proposals.
- Advance notice of recommended adjustments to their work schedule whether changes to timing, nature of works, or quantities of operations in contractor's programme.

3.2 Cleansing the Site

3.2.1 General Requirements

Areas specified within the contract shall be thoroughly cleansed at intervals instructed on individual site plans. All arisings from the cleansing operation shall be removed to landfill.

Cleansing shall not only refer to the general litter but also debris, detritus, broken glass, building rubble, animal foulings, leaf fall and timber.

Cleansing shall refer to the removal of all items of which no individual item shall be larger than that can be placed in a standard wheel barrow. When items larger than that specified are found within the area the contractor shall inform CTC providing additional cost for removal, so removal can be agreed. Note: litter and debris arising from traveller occupation is excluded.

The burning of any litter/ debris is not permitted.

3.2.2 Areas of Vegetation

Litter and debris lodged in hedges, fences, shrub beds and trees shall be removed as part of the cleansing operation. The contractor shall clear all animal fouling from grass areas.

3.2.3 Hard Surfaces

The contractor shall carry out cleansing operations as above.

In addition, the contractor shall also remove by brush/shovel, animal fouling, soil and gravel, leaves, twigs and branches, from all black top and gravel paths and hard surfaces.

3.2.4 Water Bodies

Ponds, streams and ditches shall be cleansed of all floating debris and any visible submerged debris shall be cleansed at each site visit.

Cleansing of water bodies shall only include materials which can be reached safely from the bank with use of hand tools.

3.2.5 Bins

Any litter and dog bins contained within specified area shall be emptied twice weekly on Monday and Fridays or as alternatively specified in the contract documents.

All litter bins shall be washed out and disinfected on a monthly cycle between the months of October and March inclusive. If litter bins are located on grass, contractor to ensure grass is not damaged in the operation, and if damaged will be re-turfed at the contractor's expense.

Any damage to bins or liners shall be immediately reported to CTC who will arrange repair or replacement

The contractor shall at each emptying change the bin liners unless they are less than $\frac{1}{4}$ full when it will be reasonable to assume that they would not reach their full capacity before the next scheduled emptying.

The contractor shall make proper arrangements for the safe disposal of dog waste to a licensed disposal site. Prior to the start of the contract the contractor shall submit in writing the proposed arrangements for disposal of dog waste

Once a week all dog waste bins are to be thoroughly washed and disinfected, both inside and out, taking care not to scour the surface or damage stick on signs. The contractor shall use an approved disinfectant manufactured to the appropriate British Standards. If dog waste bins are located on grass, contractor to ensure grass is not damaged in the operation, and if damaged will be re-turfed at the contractor's expense.

3.2.6 Fly-tipping

Where other waste, defined for this contract as fly-tipped waste, i.e. individual items or a mass of objects that can not be placed in a standard wheel barrow or Hazardous Waste (as defined by the Hazardous Waste Regulations 2005), is found by the contractor, CTC shall be notified and advised of additional cost for removal.

Where instructed by CTC the contractor shall remove the fly-tipped or Hazardous Waste within 48 hours to an appropriately licensed facility. Separate records of disposal of all fly tipped wastes shall be made available to CTC. If skips are requested for removal of fly tipping they shall not remain in the vicinity of the site for more than twenty-four hours. All fly tipped material is to be placed in the skips as soon as possible after its arrival on site. Any further skips required as a result of premature filling of the skip by other parties shall be provided at the Contractor's expense.

With respect to the disposal of used hypodermic needles the contractor shall make himself aware of the location of appropriately licensed disposal facilities. Under the Environmental Protection Act 1990 Local Authorities are obliged to provide clinical waste disposal facilities and may charge for this service, but are not obliged to collect waste of this nature.

3.3 Weed Control

3.3.1 General Requirements

All pesticides and marker dyes used shall appear on the current government website www.pesticide.gov.uk for the use required and shall be non-toxic to human beings, birds and animals under normal use and circumstances.

It is recommended that advice should be sought from a BASIS approved supplier for the correct pesticide to use and written confirmation of this recommendation must be provided to CTC before use.

The contractor shall ensure that pesticide and marker dye application, storage, handling and transport comply with all relevant legislation, statutory instruments and Codes of Practice.

Pesticide and marker dye will not be left unattended unless placed in a secure, fixed, appropriately labelled, purpose-built container or vault.

The contractor shall not draw water from any water course or water surface for any weed control operations. Nor, shall the contractor before, during and after pesticide application pollute public drains, water courses, other sources of water supply and water surfaces with pesticide concentrate, diluted pesticides or with marker dye.

The pesticide to be used, method of application, type and size of spray nozzle, knapsack pressure, droplet size and dilution shall be in accordance with manufacturer's recommendations in order to achieve the intended result.

In accordance with the Control of Pesticides Regulations, 1986 all operators working with pesticides shall hold certificates of competence appropriate to the type of operation in progress or shall work under the direct and personal supervision of a holder of such a certificate at all times.

The contractor is required to provide CTC with photocopies of the certificates of competence for any employee who will be applying pesticides and chemicals on site.

All persons employed in the handling and use of pesticides shall use the technical and engineering controls and wear the personal protective equipment (PPE) identified in the assessment carried out under the COSHH Regulations 1988.

All users including the contractor are required to keep records of all pesticide applications and retain them retain these records for at least three years. Refer to the Approved Code of Practice for Using Plant Protection Products, 2006, https://www.hse.gov.uk/pesticides/resources/C/Code_of_Practice_for_using_Plant_Protection_Products_-_Complete20Code.pdf. The contractor is to provide CTC with a signed copy of their pesticide record sheets at the same time as the application for payment.

The contractor shall supply approved signs stating "Herbicide Application in Progress". Sufficient signs will be erected by the contractor before work commences to ensure that, as far as is reasonably practicable, members of the public are made aware that pesticide application is being, or is about to be, undertaken. All such signs shall remain in position throughout the operation and shall be removed as soon as practicable after the works are completed.

If weed growth before any proposed application of pesticide is so tall as to create a difficulty for the contractor in avoiding spraying adjacent shrubs and/or trees, the contractor shall use appropriate mechanical or manual means to weed the site sufficiently to allow safe pesticide application.

If present, climbing weeds shall be pulled carefully out of ground cover shrubs, other shrubs and trees and then be taken off site to tip.

During pesticide application the Contractor shall ensure that all spray equipment is efficient, well maintained and free from leaks;

- no damage is done to shrubs, trees, bulbs or other planted material or grass surfaces whether owned by CTC, residents or other parties;
- damage to species with green or otherwise sensitive bark is avoided;
- the weather conditions are suitable throughout the area and for the duration of the operation;

- placement of pesticides is accurate avoiding drift, and
- the edges of sprayed areas are neat and accurate and do not extend into grass areas.

If the dead vegetation, after pesticide application, constitutes a fire hazard or is unsightly the contractor to cut down the dead vegetation by suitable means and to take it off site.

Any areas of weed surviving due to being missed during spraying, or inclement weather shall be re-treated by the contractor at his own expense.

All bottles, tins, bags, wrappers or other form of container which have contained chemicals, shall be disposed of in a safe and proper manner at an approved location.

Any plants or grass areas damaged during spraying operations shall be made good at the contractor's expense.

The manufacturer's instructions shall be strictly abided by and the correct fallow period allowed prior to new seeding or planting.

The application of granular pesticide shall be made manually or by means of an approved spreader and lightly forked into the topsoil or as per the manufacturers recommendations.

CTC should be notified immediately if the contractor finds either Giant Hogweed (*Heracleum mantegazzianum*), Himalayan Balsam (*Impatiens glandulifera*) or Japanese Knotweed (*Fallopia japonica*) within any of their sites. Contractor to provide CTC with additional cost for eradication and to treat notifiable weeds with herbicide as many times as necessary to remove from site.

"Weed free" means the absence of live weed throughout the identified section.

The contractor shall treat weed growth BY THE MOST APPROPRIATE MEANS (generally chemically, mechanically or by hand AS MANY TIMES AS NECESSARY in the section identified on the contract drawings to meet the specific landscape maintenance specifications defined below)

3.3.2 Weed control in shrub beds, grass areas, footpaths and bridleways and car parks

In order to give a neat appearance to the above areas included within the site area and identified on the contract drawing or to control weed which has grown through the above areas the contractor shall treat weed growth BY THE MOST APPROPRIATE MEANS (chemically, mechanically or by hand) AS MANY TIMES AS NECESSARY in order to keep the areas WEED FREE. THE CONTRACTOR SHALL NOT apply pesticide to control weed or grass growth in or next to water courses beneath or adjacent to footbridges. The Contractor shall use appropriate mechanical or manual means to affect weed or grass control in such locations.

3.3.3 Weed Control at Hard Features

In order to give a neat appearance around individual hard features in grass e.g. fences, gateways, highway signs, lamp columns, service installation markers, man-hole covers, walls or benches, picnic furniture, play and sports equipment. The contractor SHALL NOT USE PESTICIDE and remove weeds mechanically or by hand taking care to remove any arisings from the item.

The area around sculpture (if required) is to be weeded by hand to avoid damaging the sculpture.

The Contractor IS ABLE TO USE PESTICIDES TO MAINTAIN THE SURFACE OF THE HARD STANDING upon which street furniture such as benches, picnic sets and seats, is sited as weed free. The Contractor SHALL NOT USE PESTICIDES AROUND THE EDGE OF THE HARD STANDING. In such locations the Contractor shall cut the grass or weed to the required specification by hand or mechanical means.

3.3.4 Weed Control in Herbaceous/Annual Beds and Borders

THE CONTRACTOR SHALL NOT apply pesticide to control weed or grass growth within herbaceous or annual borders or beds. Within the herbaceous planting beds identified on the site plans the contractor shall usually treat weed growth by hoeing or hand weeding as many times as necessary to ensure the area is maintained weed free.

3.3.5 Weed Control to Trees in Grass /Hardstanding

A 1m diameter weed free circle is to be kept around individual trees in grass/hardstanding. THE CONTRACTOR SHALL NOT apply pesticide to control weed and grass growth within the 1m diameter circle. The trees identified on the site plans shall be HAND WEEDED as many times as necessary to ensure they are kept weed free.

3.3.6 Weed Control in Rivers and Ditches

Rivers, streams and ditches are to maintained weed free in order to maintain their aesthetic appearance and performance capabilities.

The use of pesticides is PROHIBITED unless permission is sought, through CTC, of the Environment Agency (EA) and CTC receives written approval of that permission. The contractor shall use appropriate mechanical or manual means to affect weed or grass control in such locations.

Weeds are to be removed at the end of the growing season (October - November). When clearing vegetation care should be taken to avoid European Protected species habitats.

Aquatic vegetation arisings should be stacked close to the waters edge for 48 hours to drain and allow wildlife to return to the water. Vegetation should then be removed off site and disposed of at an approved location.

3.3.7 Localised, Species Specific Woody Weed Control

All species illustrated on the site plans (e.g. bramble, elderberry etc.) shall be cut once a year between October and early January and the arisings removed off site. The cut stems or stumps shall be treated with appropriate herbicide to prevent regrowth. In the case of bramble thickets may cover ecological habitats and should be surveyed by an ecologist prior to removal. If clear of habitats the bramble may be treated with herbicide prior to cutting and the material cut once die back has occurred.

3.3.8 Broadleaved Weed and Dock Control

When specified on the site plans all areas shall be treated with selective herbicide at least twice per annum, generally in both spring and autumn, to control broadleaved weeds and docks.

3.4 GRASS CUTTING

3.4.1 General Requirements

The contractor shall cut grass, with appropriate machinery, AS MANY TIMES AS NECESSARY, to meet the quality standards set out in grass cutting specifications. The contractor should note that certain areas may need to be cut more frequently than others sharing the same specification to achieve and maintain the same objective.

All loose stones or other harmful material from whatever source which may damage grass cutting machinery or create a possible hazard to persons or property shall be removed off site.

All litter from grass cutting areas shall be removed off site, and disposed of appropriately, prior to grass cutting.

The contractor shall cut grass neatly around all new or existing signs, bollards, structures, street/park furniture, walls, fences and the like during each operation to ensure that the height of the grass along the boundary or around the feature does not exceed the height of the grass in the rest of the grass cutting area.

Grass around established trees in grass shall not exceed the height of the grass in the rest of the grass cutting area. This shall be maintained by using appropriate equipment, ensuring that no damage occurs to the tree, especially its bark and roots. If tree is damaged by grass cutting equipment and fails, the contractor is to replace with like for like tree.

Grass cutting shall be neat and to a consistent height over the whole cutting area with neither tufting where the grass has not been cut evenly nor scalping where the grass has been cut too short. Individual stems shall not be left standing proud of the general sward after the grass cutting equipment has completed its pass.

The contractor shall note and take especial care when carrying out operations adjacent to glazed areas of buildings, in order to avoid damage to doors, windows etc., from flying stones or other debris. Any damage to existing buildings or structures, shall be made good at the contractor's expense.

The contractor shall not allow grass cuttings from his work to lie on drives, paths, roads and the like: cuttings which fall on such places shall be swept up and scattered on adjoining grass in the grass cutting area. All service covers within the sward must be kept clear of any build-up of arisings and must be specifically checked and cleared as necessary at the end of the mowing season.

Grass cutting equipment shall be of a type capable of producing a standard of finish commensurate with the specification. Cylinder mowers are to be preferred on cutting fine and short grass, but in areas where this is not possible other appropriate machinery should be used.

Strim grass against hard features and trees prior to mowing grass area. Remove any arisings blown against the feature. Any damage to the tree or feature shall be made good, with like to like replacement, at the contractor's expense,

Cutters and blades shall be sharpened and set according to the manufacturers' recommendations to ensure a consistent cleanly mown sward and the height of cut determined as the height above ground level to the cutting blade measured with the machine standing on a hard level surface.

All guards shall be in place and in good condition and all safety devices shall be operational and of a type originally fitted on manufacture.

All machines shall have an effective silencer of the type originally fitted on manufacture.

3.4.2 Amenity Grass

The grass shall not be allowed to grow longer than 50mm.

Arisings from the first cut each year shall be boxed and removed. Grass clippings from subsequent cuts may be finely chopped and dispersed evenly over the grassed areas, and left in-situ unless instructed otherwise.

Edges of grass areas adjacent to buildings and footways shall be cut with a half-moon edging tool in October and March. The operation shall be done with the aid of a pegged line where the edge does not benefit from an adjacent hard edge.

Where instructed a broad leaf selective herbicide and / or moss killer shall be applied.

Where instructed the areas treated shall be oversown with a suitable grass seed mix at a specified coverage.

Any bare or failing areas, ruts, or ridges shall be levelled off, topped up as necessary with topsoil, and cultivated and re-seeded to the specification in Section 4.

3.4.3 Rough Grass

The grass shall be allowed to grow to a maximum of 200mm. The height of grass shall not exceed 50mm after cutting.

Arisings shall be left in-situ unless instructed otherwise.

3.4.4 Long Grass

Type A

The grass shall be allowed to grow to the length appropriate to the species present on the site. The grass areas shall be cut only once each year, usually in late September or early October. The height of grass / cover shall not exceed 100mm after cutting.

Type B

The grass shall be allowed to grow to the length appropriate to the species present on the site. The grass areas shall be cut only twice each year, usually in April and September. The height of grass / cover shall not exceed 100mm after cutting.

Type C

The grass shall be allowed to grow to the length appropriate to the species present on the site. The grass areas shall be cut four times each year, usually in March, May, August and October. The height of grass / cover shall not exceed 100mm after cutting.

Type D

The grass shall be allowed to grow to the length appropriate to the species present on the site. The grass areas shall be cut once each year, between Mid March – Mid April as directed by CTC. The height of grass / cover shall not be lower 150mm after cutting.

3.4.5 Hay Making

The grass shall be cut to the rough grass specification until the end of the first week in April, then grass will be left to grow, usually until the end of July or as otherwise specified. The grass shall be cut and allowed to dry. During the drying process it shall be turned at least twice then baled or otherwise gathered up and taken off site. The grass shall then be cut to meet the rough grass specification for the remainder of the season.

3.4.6 Wildflower and Nature Conservation Areas

1. Areas of wildflowers shall be cut to a height of between 50 and 60 mm after the seeding of desirable species, usually in late summer/early autumn. The desirable species in each area will be notified to the contractor prior to the cutting season. Within the wildflower areas and areas of nature conservation value the cutting shall include areas of bramble, tree and shrub seedlings of less than 200 mm diameter.
2. Arisings shall be raked off and removed off site, by such means that avoids pulling, tearing or causing other damage to the soil surface and retained vegetation. The removal of arisings shall be completed within 14 days of cutting.
3. The Contractor may be instructed to cut previously unmanaged areas of wildflower grassland and should include for this initial cut within his rates.

3.4.7 Bulbs in Grass

Where the grass cutting area contains spring bulbs the required maintenance specification shall be postponed – usually at least six weeks after flowering.

The area to which this applies shall be only be the part of the cutting area where bulbs are present together with a margin of 300mm around the bulb area

The arisings from cutting the bulbs shall be collected up and taken off site by the contractor

3.5 Playing Fields and Play Areas

3.5.1 General Requirements

All work on the grassed sports area must be co-ordinated to cause as little disruption to the users and generally work must be concluded before any organised sport takes place.

Details of fixtures will be notified to the contractor by CTC allowing generally one week's notice to the best of their ability.

The whole grass area with the exception of individual sports and pitch requirements will be cut weekly by cylinder mower to 35 mm from mid March to October inclusive

Where reinstatement has taken place care must be taken while mowing (goal mouths etc.) to avoid damage and such areas will only be included in the general mowing when sufficiently established.

Application of selective herbicide to made once per year, usually in May and August after consultation with user groups. Type of herbicide used to be specified (usually liquid application).

Fertilising should take place three times a year.

1. Prior to renovation, pitches to receive an application of pre-seeding fertiliser.
2. During month of May apply fertiliser, this could be a Granular or liquid product.
3. During month of September apply a product as instructed, this could be a granular or liquid product.

3.5.2 Aeration

Machines used for aeration/compaction relief to consist of a tractor mounted/ride on unit. FREQUENCY - From September to March, pitches to be receive aeration/compaction relief minimum of twice per month, using either a fine tine slitter or multi-tine aerator, depending on weather and pitch conditions. Direction of aeration/compaction relief to be lengthways across pitch.

Verti-draining will be included separately in improvement works if necessary.

3.5.3 Playing Field Maintenance September to March

Scarifying

The outfield shall be lightly chain harrowed once during September to early October, the chain harrowing shall be performed in four separate passes up and down the outfield and from side to side of the outfield, the arisings to be removed at the end of each pass.

Over-seeding

The Contractor shall over-seed the outfield immediately after scarifying, the type of seed used shall be either:

1. a proprietary mix incorporating fine grasses (such as Johnson's J Premier Seed Grass Mix) or
2. a combination incorporating two-parts rye grass and one-part creeping red fescue: a certificate of purity would be required for such a non-proprietary mixture.

Seed shall be applied as specified by the manufacturer's recommendation using a seed drill, the timing of seeding to allow for successful autumn germination.

Grass cutting

The grass shall be cut as many times as necessary to achieve a sward of between 20 and 40mm in length, arisings can be left on the outfield. A well maintained cylinder mower shall be used, for example a sports field gang-mower, and a tractor fitted with either floatation or grass tyres.

Weed control

The outfield shall be kept free from all broadleaved weeds, by the application of a proprietary fine turf herbicide

Fertilising

Two applications of fertiliser shall be made, the nutrient analysis of the fertiliser to be 3:12:12, applied at manufacturers recommended rate, the precise timing shall be dependent upon weather conditions. The first application shall be made in October and the second shall be made in December.

Slitting

The outfield shall be slit to a minimum depth of 100mm at two weekly intervals during October, November, December and January dependent upon ground conditions; the slitting shall be performed in two alternate passes (i.e. if the first pass was from north to south the second pass shall be from east to west).

3.5.4 Playing Field Maintenance April - August

Grass cutting

The grass shall be cut as many times as necessary to achieve a sward of between 10 and 30mm in length, arisings can be left on the outfield. Well maintained cylinder mower shall be used, for example a sports field gang-mower, and a tractor fitted with either floatation or grass tyres.

Weed control

The outfield shall be kept free from all broadleaved weeds, including clover, by the application of a proprietary fine turf herbicide.

It is anticipated that there shall be at least two overall applications of herbicide followed up as necessary with localised treatment.

Fertilising

An application of fertiliser shall be made during April, the nutrient analysis of the fertiliser to be 9:7:7, applied at manufacturers recommend rate, the precise timing shall be dependent upon weather conditions. At six weekly intervals thereafter the contractor shall make an application of the same fertiliser applied at manufacturers recommended rate, the precise timing shall be dependent upon weather conditions.

3.5.6 Play Areas

General Requirements

All work on the play areas must be co-ordinated to minimise disruption to the users. Due care and consideration must be taken if children are present at the time of inspection or cleanse.

All equipment is to be checked on each visit and if deemed unsafe CTC should be contacted immediately and measures taken to prevent use of the item until such time as repairs can be made.

Play Area Maintenance Specification

Site inspection and report will take place on a weekly basis.

All damage however minor should be reported to CTC, who will organize replacement parts and specialist repairs if necessary.

Cleansing will take place on a weekly basis and will included the sweeping of debris and windblown stones of the play area surface.

A RoSPA inspection of the play areas will be arranged by CTC on an annual basis.

3.6 TREES

3.6.1 General Requirements

Individual tree maintenance shall be required as a general specification applying to the whole contract area.

It is likely that the works required to individual trees under the landscape maintenance contract will consist of:

- Pruning to allow access
- Epicormic growth removal
- Maintenance of tree ties and stakes

Only hand tools shall be used to achieve the maintenance work required. If the contractor feels the work will require the use of a chainsaw or similar equipment the contractor must inform CTC and gain approval prior to commencing the work.

Before commencing the work the Contractor shall confirm with the Local Authority the status of any Tree Preservation Orders, Conservation Areas or other designations and obtain the necessary approvals.

Each tree shall be individually considered and the general description of work to be undertaken shall be interpreted in relation to the species, shape, size, character and condition of each individual tree.

3.6.2 Health, Safety and Equipment

Arboricultural works shall be carried out in accordance with the general safety factors set out in BS 3998 (2010) "Recommendations for Tree Work", or any amendments thereto, and by personnel with a recognised training/qualification. The contractor shall ensure that there are sufficient trained staff and appropriate tools, machinery and equipment to carry out the work. Appropriate PPE shall be worn by personnel.

If chainsaws are to be used, they may only be used by operatives over the age of 18, having adequate training, expertise and holding a certificate of competence awarded by an appropriate and recognised training body. The contractor shall provide copies of the relevant certificates to CTC.

The Contractor shall ensure that there are two operatives on site at all times whilst either a chainsaw, a chipping machine or other motorised work equipment is in operation. Appropriate safety equipment will be used at all time in accordance with current legislation.

Ideally all tree pruning operations shall only be undertaken within the dormant season and outside the bird nesting season. The removal of live wood from any species shall not be undertaken during periods of severe frosts.

All equipment used shall be in good condition in accordance with all current legislation / regulations / industry recommendations. All cutting equipment shall be properly sharpened and set according to the manufacturers' recommendations.

All tools shall be surface sterilised after use on trees which are known or suspected to be diseased.

3.6.3 Disposal of Arisings

Arisings shall be removed off site.

Any infected (disease or pest) timber shall be removed off site immediately in accordance with current DEFRA recommendations.

If any defect is found within a tree during the course of carrying out work which would render the specified work inappropriate or inadequate, the contractor shall cease work and notify CTC who shall agree any appropriate alternative action to be taken. Where such a defect constitutes an imminent threat to public safety or property, the contractor shall take appropriate action to exclude the public from the area of danger, notify CTC immediately, and protect the location until CTC issues further instructions.

3.6.4 Crown Pruning to Allow Access

The Contractor shall cut or prune trees and hedges from ground level to the appropriate and necessary height above ground level in order to achieve and to maintain the following standards:

1. Rights of Way, etc. - to allow for the free use of all bridleways, cycleways, footpaths, grass paths and access routes, horse riding trails, and roads within the site area.
2. Public Highway Light Columns - shall be pruned away from the lamp to avoid obscuring the illumination.
3. Highway users - to maintain clear forward visibility from an appropriate distance for the road user of the full face of all permanent road-signs (information signs, regulatory signs and warning signs) and to maintain sightlines for pedestrian and vehicles by regular crown lifting of trees and the low pruning of shrubs in the contract area.

3.6.5 Epicormic growth removal

Remove all epicormic buds, growth from the trees' stems and/or root suckers from all trees in grassland and all trees in groundcover and shrub beds in order to achieve and to maintain single, clean stemmed trees to a height of 2.5m.

3.6.6 Maintenance of Tree Ties, Stakes and Mulch

The contractor shall maintain the stake and tie of all planted trees in the site areas. carrying out inspections and remedial works AS MANY TIMES AS NECESSARY throughout the contract period to meet the general landscape maintenance specifications set out in TREE STAKE AND TIE MAINTENANCE - SPECIFICATIONS. The contractor should note that certain species may need to be inspected more frequently than others to achieve and maintain the same general landscape maintenance specification.

Immediately after periods of high wind or storm conditions, or when directed by CTC, the contractor shall inspect trees, stakes and ties and perform any necessary works to ensure trees are not damaged and stakes and ties remain fit for purpose.

The contractor shall remove all arisings from the works. The arisings shall be gathered up by the contractor and taken off site to tip.

Tree stakes removed during the above operations shall be transported by the contractor off site and disposed of at his own expense.

Tree tie material and replacement stakes shall be supplied by the contractor. It shall be of good quality suitable for the size of tree it is to be used to support.

3.6.7 Tree stake maintenance

Check if the stake is still needed; if not remove the stake by:

1. pulling it out of the ground and then backfill the hole with soil well firmed down, or, if this cannot be achieved then
2. by cutting the stake off at ground level taking care not to damage the tree.

Note: if stakes are removed inappropriately the contractor shall be required to re-stake and retie the tree(s) at his own expense inclusive of the supply of appropriate stakes.

Check the stake for firmness, strength and vertical position: re-firm, adjust or replace as necessary

Check the base of the tree's stem for rocking and socketing: re-stake the tree if necessary and fill the voids around the tree's base with topsoil firmed well down.

When replacing a tree stake the size used shall be adequate to hold the tree upright and firm: stakes are to be driven upright in a position 50mm from the stem of the tree, the tree is to be held away from the stake during driving operations to avoid damage:

3.6.8 Tree Tie Maintenance

Tree ties shall be firmly secured and adjusted to prevent undue movement of the tree. Replacement ties shall be positioned approximately 50mm below the top of the stake but avoiding tying at the same point as previous ties.

Check the tree's blocks and strapping or tie; if the block and strapping or tie are tight, and if the materials are still serviceable, adjust the block and strapping or tie to a looser fit

Check the tree's blocks and strapping or tie; remove and replace with new materials in any of the following circumstances:

1. if either the block or the strapping or tie are worn and/or liable to break, or
2. if either the block or the strapping or tie are chafing or damaging the tree, or
3. if either the block or the strapping or tie are an inappropriate size for the tree.

3.7 Shrub Maintenance – Ornamental and Native

3.7.1 General Requirements

The contractor shall perform pruning works AS MANY TIMES AS NECESSARY throughout the contract period to meet the standards set out below. The specification will apply to the whole of the contract area.

The contractor shall cut or prune grasses, herbaceous plants, and shrubs from ground level to the appropriate and necessary height above ground level in order to achieve and to maintain the following standards:

1. To allow for the free use of all bridleways, footpaths, grass paths and access routes within the sites and highways which interface with the site.
2. Where ground cover planting adjoins grass the ground cover species shall be pruned to prevent the encroachment of ground cover plants and foliage into the grass area.
3. To allow a one metre wide free working access to and around lighting columns.

Prune trees and shrubs around man-hole and inspection covers and Telecom boxes in all planting beds, plantations and woodland areas within the site in order to allow emergency access to those covers. The pruned strip around such covers shall not exceed 200mm in width.

3.7.2 The removal of dead, dying or hazardous growth.

To maintain the visibility of signs, structures, gates and visibility splays.

The contractor shall not allow prunings from his work to lie on planting beds or grasslands or on paths, roads and the like: prunings which fall on all such places shall be gathered up by the contractor and taken off site.

The contractor shall check all shrubs on the site for dead or broken branches (especially following high winds), any such dead or broken growth shall be cut off cleanly in accordance with the principles of good horticultural or arboricultural practice.

The contractor shall bring dead shrubs to CTC's attention and remove plants.

The contractor shall use suitable work equipment to perform the pruning works throughout the section to the maintenance specifications. The pruning equipment shall be well adjusted and well maintained and equipped with sharp blades or cutters.

All suckers shall be removed from rootstocks.

Any infected (disease or pest) timber shall be removed off site immediately in accordance with current DEFRA recommendations

Arisings from ornamental shrubs shall be removed off site.

3.7.3 Pruning

Pruning shall be species specific to the plant. Vegetation adjacent to footpaths (inclusive of grass paths and grass work access routes) shall be pruned from the footpath edge to give a sloping profile of vegetation to the surface, not a vertical wall of cut vegetation.

The contractor shall prune shrubs as many times as necessary to ensure the original design is maintained and one shrub does not become dominant.

Species specific pruning will be required during the establishment of some plants to ensure they grow into the required shape to fulfil the planting design.

3.7.4 Coppicing

The quantity and species to be coppiced shall be determined by CTC with regard to an individual site.

No coppicing shall be carried out during the bird-nesting season of late March to mid-August inclusive. Coppicing shall normally be carried out between November and February.

The contractor shall cut down the plant to 50mm above ground level if the plant is being coppiced for the first time. If coppiced previously, the contractor shall cut down the plant to the previous point of coppicing, but with the cuts positioned outside the branch collar. The contractor shall ensure that the final wound surface is smooth and angled to allow water run-off.

3.8 Hedge Cutting

3.8.1 General Requirements

The contractor shall generally perform hedge cutting works once each year or as otherwise stated, between October and February.

The contractor shall remove the previous years growth and follow the existing profile to maintain the hedge.

No trimming, laying, or clipping of native/agricultural hedges shall take place during the bird nesting season.

Hedges shall be cut on one, two, or any combination of sides and top as specified.

The contractor shall liaise with adjacent landowners regarding any access arrangements, working hours, and disposal of arisings, to carry out and complete the work..

The contractor shall use the appropriate work equipment to cut the hedges to meet the specifications and to work safely. Hedgerow planting may be maintained with tractor mounted side arm flails or hand held hedge trimmers, provided that they cut cleanly without leaving ragged ends. Only hand held hedge trimmers may be used on residential and commercial property boundaries.

All clippings lodged in the top or sides of the hedge shall be removed. During the cutting operation all litter and debris within the structure of the hedge shall be removed off site.

3.8.2 Hedge Cutting Specification - One Side Only

Cut to the previous seasons growth, the cut face to slope gently from the base to the top.

3.8.3 Hedge Cutting Specification - One Side and Top

Cut to the previous seasons growth, the cut face to slope gently from the base to the top. The top to be cut to the existing shape i.e. flat or 'A' shape.

3.8.4 Hedge Cutting Specification - Both Sides and Top

Cut to the previous seasons growth, the cut face to slope gently from the base to the top. The top to be cut to the existing shape i.e. flat or 'A' shape.

3.9 Herbaceous Planting

3.9.1 General Requirements

Within the herbaceous planting beds identified on site plans the contractor shall usually treat weed growth by hoeing and hand weeding only as many times as necessary to ensure that the plant beds are weed free.

The herbaceous species shall generally be cut back annually after flowering, with the exception of grass species which shall be cut to just above ground level annually in March before the growing season commences.

The Contractor supply a 7:7:7 granular fertiliser and apply twice a year to the herbaceous planting beds. The first application at the start of the growing season (usually mid-March) and the second in late June or early July at the rate as per the manufacturers recommendations to the herbaceous planting beds.

3.10 Aquatic Planting

3.10.1 General Requirements

In order to reduce silt accumulation dead aquatic and marginal vegetation is to be removed at the end of the growing season (October - November). When clearing vegetation care should be taken to avoid disturbing wildlife habitats.

Aquatic vegetation arisings should be stacked close to the waters edge for 48 hours to drain and allow wildlife to return to water feature. Vegetation should then be removed off site.

The use of pesticides is PROHIBITED unless permission is sought, through CTC, of the Environment Agency (EA) and CTC receives written approval of that permission from the EA for their use.

3.11 SUDS Maintenance

General Requirements

The use of pesticides in SUDS is PROHIBITED unless permission is sought, through CTC, of the Environment Agency (EA) and CTC receives written approval of that permission.

The contractor is to comply with all relevant legislation, Statutory Instruments and Codes of Practice with relation to SUDS, including the Health and Safety At Work Act 1974, The Wildlife and Countryside Act 1981, The Highways Act 1980 and Groundwater Protection: Policy and Practice (Environment Agency 2007)

The management and maintenance of SUDS will be subject to a Risk Assessment, prior to works commencing.

SUDS Maintenance Specification

The contractor is to maintain all SUDS areas weed and litter free.

The contractor is to undertake routine inspections of the SUDS which will include checking if:

1. inlets and outlets are blocked;
2. the system appears to be leaking;
3. the health and condition of the vegetation;
4. there is evidence of poor water quality (e.g. algae, oils, odour)
5. there is evidence of sediment build up;
6. there is evidence of ponding above an infiltration surface;
7. there is evidence of structural damage that requires repair; and
8. there is evidence of erosion or channelling over vegetated surfaces.

The contractor is to maintain inlets, outlets and grilles free of debris.

Grass cutting is to be undertaken as per the specification shown on the contract drawings.

4.0 NEW PLANTING AND IMPROVEMENT WORKS

4.1 Site Preparation – General Requirements

Litter and Debris

All material arising from clearance works, rubbish, hard debris, decayed vegetation, stones greater than 25mm in diameter and contaminated soil shall be removed from site.

On occasion material from the clearance works may be retained or chipped on site with the agreement of CTC.

Vegetation Clearance

Vegetation shall only be cleared where it has been specified on a site plan.

1. Trees, shrubs, scrub - All above ground growth and surface roots and stumps shall be removed. Larger stumps shall be ground down to a depth below ground, or stumps cut to ground level and killed.
2. Herbaceous plants - Perennial plant material, to be sprayed off with an appropriate herbicide and dead plant material removed from site; or annual plant material to be trimmed and arisings removed from site.
3. Grass - Areas of existing grass to be reinstated shall be sprayed off with an appropriate herbicide.

Retained Vegetation

Vegetation to be retained in areas to be reinstated shall be specified on a site plan.

Plant material to be retained must not be damaged. If, in order to accommodate reinstatement works any pruning or lopping to branches or roots is required it must only be carried out with the consent of CTC.

The ground under the canopy of retained trees and shrubs must not be compacted, nor the soil level altered. Therefore NO machinery will be used within the root zone of any retained trees.

Retained vegetation is to be protected during the reinstatement works with weld mesh fencing.

Any damage to retained plant material must be notified to CTC as soon as the damage occurs. The contractor will replace damaged items with equivalent as soon as practical at his own cost.

4.2 Site Preparation - Soil

General Requirements

Once the grading and levelling of the area is complete the topsoil should not be crossed by vehicles or have machinery or material stored on it. There should be no hard debris greater than 25mm diameter, rubbish or dead plant material remaining in or on the surface.

The soil shall be kept fine and free from weed during any fallow period prior to works commencing.

Retain Existing Topsoil

Existing topsoil is to be retained and stored whilst subsoil levels are restored to recommended height.

Soil should be stored in heaps no more than 2m high, and if being stored more than 6 months sown with rye grass to prevent weed growth.

Topsoil Handling

Handle topsoil in driest conditions possible: do not handle during or after heavy rainfall.

Machinery used to handle topsoil must be selected and used to minimise disturbance, trafficking and compaction to the soil.

Do not mix topsoil with other material such as subsoil or stones

Compaction

Where damage has caused the natural drainage of the soil to be severely impeded by compaction then that compaction be ameliorated by either ripping or lifting depending on the extent of the damaged area.

Rotovating

The contractor shall thoroughly rotovate the areas to a finish, as long as they are weed free. The rotovating shall take place to a minimum depth of 100mm. After rotovating the area shall be raked out or harrowed to produce a fine seed bed tilth approximately 25mm deep and lightly consolidated.

Stonepicking

All stones over 25mm in diameter shall be removed from the topsoil.

Grading and levelling

Sub soil to be loosened to assist drainage. Topsoil to incorporated at the required depth and be graded to existing finished levels and profiles with allowance for settlement.

Imported Topsoil

Should imported topsoil be required it shall comply with to BS 3882:2015 and be Premium grade unless another grade is specified.

If large quantities of topsoil are required CTC may request an analysis of the topsoil, at the contractor's expense.

4.3 Trees, Shrubs, Herbaceous Plants

Condition

All plants shall conform to the species, types, sizes, and characteristics as described on contract drawings or in the plant schedule. Any substitutions shall be to the nearest equivalent species and variety to the original specified but shall be subject to the approval of CTC before the change is made.

Any materials which do not meet with the requirements of the specification, or are unsuitable or defective in any way, may be rejected.

All plants shall be:

1. Condition: materially undamaged, sturdy, healthy, vigorous
2. Appearance: of good shape and conform to species type
3. Hardiness: Grown in a suitable environment and hardened off
4. Health: free from pests, diseases, discolouration, weeds and physiological disorders
6. Root system and condition: Balanced with branch system
7. Species true to name

Any plant found to be of the wrong variety or size specification after planting shall be replaced with the correct variety and size at the contractor's expense

Timing of Planting

Planting shall take place when the soil is moist and friable, and not waterlogged or frozen or excessively dry.

Normal planting times are:

1. Deciduous trees and shrubs: When dormant, early November to late March
2. Conifers and evergreens: September/October or April/May
3. Herbaceous plants and marginals: September/October or March/April
4. Container grown plants: any time of year when ground and weather conditions are favourable
5. Bulbs, corms and tubers: September/October and February/March
6. Wildflower plugs: Late August to mid November or March/April
7. Marginal Aquatic plants Feb/March or September/October

Watering

After planting water full depth of topsoil, to ensure establishment and continued thriving of plants. If water supply is likely to be restricted by drought or emergency legislation, do not carry out planting unless instructed. If planting has been carried out in a drought a watering regime is to be agreed with CTC.

4.4 Turf, Grass/Wildflower Seeding

Grass/Wildflower Seed Sowing

The areas to be seeded shall have a fine weed free seed bed tilth cultivated to 100mm depth.

Seed bed shall contain no hard debris over 25mm in diameter, rubbish and plant material

The areas shall have an even surface, without minor bumps and hollows, and graded into

levels of the surrounding land and around features such as trees and street furniture. Allowance should be made for subsequent soil settlement.

Seed sowing shall be carried out in favourable weather conditions when the soil is dry and friable.

Seed should be appropriate to the use of the area.

Seed shall be sown at a rate as per the manufactures recommendations, in transverse directions by hand in small areas or by broadcast machines in large areas, lightly harrowed or raked in and firmed with a light roller.

In areas where germination has failed within 4 weeks of seeding/turfing for whatever reason then these areas will be re-seeded/turfed at the contractor's expense, including all necessary grading, top-soiling and cultivations as may be required.

Grass Seeding - Maintenance to Establishment

The grass shall have a light initial cut once it has reached 50mm, all arisings collected and removed. The grass shall be rolled in two directions with a large light roller. Operations to be carried out in suitable soil and weather conditions.

The grass shall have a second cut when it has grown further to 75-100mm. It shall be cut to 50mm and the arisings collected and removed from site.

Completion will be given when germination has proved satisfactory, all weeds have been removed, there is an even growth of grass and the first two cuts have been completed.

Wildflower Seeding - Maintenance to establishment

If wildflower seed is **autumn sown**:

Cut to 40-70mm if there is sufficient material in March

Cut again to 40-70mm in May

Cut again in September to 40-70mm after flowering. In all cases, remove arisings

If wildflower seed is **spring sown**:

6 weeks after sowing cut to 40-70mm if there is sufficient material

In May cut again to 40-70mm

In September cut again cut to 40-70mm after flowering. In all cases, remove arisings.

Turf

General Requirements

The areas to be turfed shall have a fine, weed free seed bed cultivated to 100mm depth. Extend cultivation into any adjacent areas of existing grass to ensure full marrying-in of levels.

The soil shall contain no hard debris over 25mm in diameter, rubbish and plant material.

Turf laying should take place during mild and damp weather conditions when the ground is moist and workable. Do not lay turf when persistent cold or drying winds are likely to occur or if the soil is frost bound, waterlogged or excessively dry.

Ideally turfing should take place from the beginning of April to mid-May or from the beginning of September to mid-October. Outside of these periods turf laying may be carried out when weather and ground conditions are suitable and a watering regime is in place.

When laying the turf do not overlap the edges or allow joints to pull apart.

Use boards while laying the turf and do not walk on newly laid surface.

Water in thoroughly after laying turf and never allow turf to dry out during establishment. A watering regime should be agreed prior to commencement.

Turfing - Maintenance to Establishment

Prior to initial cut remove debris, litter and stones from surface.

Two weeks after laying the turf cut to a height of 20mm, collect and dispose of arisings.

In all areas where turf has failed within 4 weeks for whatever reason or where excessive subsidence has occurred then these areas will be re-turfed at the contractors expense, including all necessary grading, top-soiling and cultivations as may be required.

4.5 Bulbs, Corms and Tubers

General Requirements

Bulbs, corms and tubers should be top size, firm, whole, not dried out or shrivelled, free from pests, diseases and fungus.

Plant so top of bulb is at a depth of approximately twice its height.

Arrangement of bulbs as specified by designer.

Completion will be given when the bulbs have emerged and flowered.

Bulbs, Corms and Tubers - Maintenance to Establishment

Any grass cutting operations shall be postponed until 6 weeks after flowering or such other time as instructed by CTC

Arisings from cutting the bulbs shall be collected up and taken off site for disposal.

4.6 Trees

General Requirements

Trees are to be planted as soon as they arrive on site, at their natural depth with any tree stakes driven in place prior to backfilling. Ensure soil is broken up on sides and base of planting pit.

Care is to be taken to spread all roots and cut back any minor damage to roots as may be required.

After planting the topsoil backfill mixture specified shall be backfilled in layers of 150-230mm depth, at each stage consolidating each layer and well packing around the roots. Slow release fertiliser tablets shall be regularly placed at a level around the roots in each tree pit during backfilling, care shall be taken that tablets do not touch any part of the plants.

The contractor shall, before the final layer of soil is backfilled, thoroughly water the tree, allowing the water to drain away freely before completing the filling. Allowance shall be made for due settlement of at least 100mm.

Any broken branches shall be pruned back to a healthy bud. Damaged plants may be rejected.

Tree stakes shall be pressure impregnated to BS4072, softwood, straight, free of projections and pointed at one end. All bark shall be removed from stake.

The length of stakes shall be equal to the sum of the length of the stake above the ground (600mm), the depth of the tree pit and an additional 300mm.

Tree ties are to be secured by Rubberloc tree ties (or similar approved). Ties to be fixed 25mm from the top of the stake or cane using galvanised clouts

Irrigation pipes for trees as specified shall be installed in accordance with manufacturers specification.

Trees – Maintenance to Establishment

Watering regime to be agreed prior to planting. During periods of drought trees planted within the last 5 years to be watered with a minimum of 20l of water every second day.

Tree guards to be installed where specified.

Where specified, tree circles 1m diameter to be kept mulched to a depth of 75mm. Mulching to be done immediately after planting and watering, and replenished each spring for as long as specified. Mulch to be high quality fine composted bark.

4.7 Shrubs and Herbaceous Plants – Planting and Establishment

General Requirements

All shrubs and herbaceous material shall be planted during October – March.

All planting works shall be carried out when soil and weather conditions are suitable. No planting shall be carried out when the ground is frozen or snow covered, waterlogged or excessively dry.

In the event of the planting taking place during prolonged hot and dry conditions, the contractor is to ensure that he implements a watering programme.

The Contractor shall give 48 hours notice to CTC of his intention to start planting shrubs.

No planting shall take place unless the ground is free of perennial weeds.

The contractor shall be responsible for setting out all areas of planting and shall rectify any errors in setting out at his own expense. Whilst rigid accuracy in spacing and setting out is not essential, the contractor will be expected to achieve the general distribution of plants as shown on the contract drawings and in the plant schedules

Plants shall be planted at the same depth as previously grown, with care being taken to avoid any damage to the root system and stems. Ensure soil is broken up on sides and base of planting pit. Care shall be taken to avoid breaking up the rootball, but plants that have become pot bound shall have their roots gently eased out. As the rest of the soil is returned it shall be well consolidated and firmed around the roots to eliminate all air pockets.

Following completion of planting, the soil over the whole of the planted area shall be sufficiently watered as necessary to achieve its field capacity.

On completion of planting, watering and mulching with high quality fine composted bark (if required), all areas shall be left tidy and weed-free.

Shrubs and Herbaceous Plants – Maintenance to Establishment

The contractor shall be responsible for the establishment of the planting for the period specified.

Maintain the herbaceous and shrub beds weed free.

Annually in spring apply slow release fertilizer, as per the manufacturer's recommendation, during the establishment period.

Annually in spring replenish the mulch on planting beds to a depth of 75mm.

During periods of prolonged drought a watering programme is to be agreed with CTC.

Plants which have become loosened from the soil, lifted up or out of the ground shall be set upright and re-firmed by treading. As young shrubs and herbaceous plants are susceptible to frost heave a site inspection shall be made after periods of heavy frost.

The contractor shall keep plants free of harmful pests and diseases. The contractor shall notify CTC of any infestation and provide details of proposed remedial operations for approval. Control measures shall be carried out in time and to a programme that prevents occurrence and controls spread of the problem.

An annual inspection shall be made of plant material and any dead, dying or decaying plants shall be removed and replaced in the next planting season.

Species specific formative pruning to be undertaken of shrubs to ensure that plants conform to their species type on maturity.

4.8 Aquatic Plants – Planting and Establishment

General Requirements

All aquatic plants shall be planted between April and June.

The contractor shall give 48 hours notice to CTC of his intention to start planting and the plants shall be planted immediately after delivery to site.

The contractor is to ensure that the planting material is approved before the work is started.

The contractor shall be responsible for setting out all areas of planting and shall rectify any errors in setting out at his own expense. Whilst rigid accuracy in spacing and setting out is not essential, the contractor will be expected to achieve the general distribution of plants as shown on the contract drawings and in the plant schedules

Where possible, strong waterflow should be diverted away from the planted area at least until the vegetation is established.

Aquatic Planting – Maintenance to Establishment

General Requirements:

The contractor shall be responsible for the establishment of the planting for the period specified in the contract.

Plants which have become displaced or loosened shall be replanted to their original depth.

The contractor shall keep plants free of harmful pests and diseases. The contractor shall notify CTC of any infestation and provide details of proposed remedial operations for approval. Control measures shall be carried out in time and to a programme that prevents occurrence and controls spread of the problem.

An annual inspection shall be made of plant material and any dead, dying or decaying plants shall be removed and replaced in the next planting season.

Species specific formative pruning to be undertaken of aquatic plants to ensure that plants conform to their species type on maturity.

4.9 Hedges – Planting and Establishment

General Requirements

Species, size and age of trees are given in the planting schedule. Where container and cell grown stock is specified, plants should be grown in a peat-free medium.

Plants shall have a sturdy, well defined straight leader. Root system to have good fibrous growth.

Plants moved to and around the site should be in a suitable poly bags and kept covered until the time of planting.

Planting to be in two staggered lines, with the distance between plants being indicated on the contract drawing.

Plants are to be notch planted. The notch will provide a slit of sufficient size to take the roots untrimmed without unnecessary force being applied. If this is not possible, the plants are to be pit planted, with the planting pits to be of adequate size to take the roots untrimmed and are to be back filled with soil from the pit, with any turf placed upside down at the base of the pit.

All plants are to be planted so that the top of the nursery mark is level with the final soil level. The plants are to be firmed in so that a gentle tug will not remove them from the soil.

The appropriate shelter/protection is to be erected immediately after planting. This will be specified within the contract document

Hedges - Maintenance to Establishment

Hedge lines to be maintained free from grass and weed growth to a radius of 600mm. Any dead or decaying weed growth shall be cleared from the site.

If rabbit proof fencing or guards have been erected these shall be checked regularly and maintained in a tidy, vertical and serviceable condition.

Newly planted hedges shall be cut back as needed until establishment to encourage lateral growth and kept to specified height.

Any dead, dying or diseased plants to be replaced.

5.0 COLEFORD OPEN SPACES - MAINTENANCE SCHEDULES

- 5.1 The following tables include the maintenance schedules for the open spaces in Coleford managed by Coleford Town Council.

COLEFORD TOWN COUNCIL - LANDSCAPE MAINTENANCE SCHEDULE					
WALNUT CLOSE					
Plan no.	Landscape Feature	Maintenance Description	Treatment	Maintenance Operation	Frequency /Timing
AN1235.001.P	Site Inspection	To inform CTC of any changes to the site.	Section 3.1.1	Inspect the site for any damage, changes in condition of vegetation.	Min. weekly
	Cleansing	To keep the site clear of debris.	Section 3.2.1	Remove any litter and debris from paths, benches, grass, trees and hedges.	Weekly
	Grass	Cut to maintain a short, close knit healthy sward	Section 3.4.2	Mow as many times as necessary during the growing season (Feb - Nov)	Min. weekly
		Grass against fence	Section 3.4.2	Strim grass in front of fence prior to mowing. Ensure that all arising are removed from fence.	Min. weekly
		Reseed worn grass areas	Section 4.4	Reseed damaged areas of grass using appropriate grass seed, i.e.. Shade tolerant seed under trees, amenity grass seed on open areas.	Annually
		Trees in Grass	3.4.1	Strim grass around trees prior to mowing. Ensure that trees are not damaged by trimmer wire or mowers.	Weekly
	Weed Control	Maintain the area weed free	Section 3.3.2	Any invasive weeds to be spot treated with a non-residual herbicide. Weeds in grass to be mown out.	As required
	Trees	Tree Hazard and Safety Inspection		Monitor walnut tree to record condition	Biannually
	Picket Fence	Maintain in good condition		Monitor condition, inform CTC if damaged	Weekly, when grass cutting
				Repaint/stain	Every 3 years

COLEFORD TOWN COUNCIL - LANDSCAPE MAINTENANCE SCHEDULE					
FOXGLOVE WAY					
Plan no.	Landscape Feature	Maintenance Description	Treatment Code	Maintenance Operation	Frequency /Timing
AN1235.002.P	Site Inspection	To inform CTC of any changes to the site.	Section 3.1.1	Inspect the site for any damage, changes in condition of vegetation.	Min. weekly
	Cleansing	To keep the site clear of debris.	Section 3.2.1	Remove any litter and debris from paths, benches, grass, trees and hedges.	Weekly
		Emptying of bins to ensure safe disposal of dog waste	Section 3.2.5	Dog waste bin to be emptied in accordance with Coleford Town Council's schedule. Level of use to be reviewed and bins emptied more regularly if required.	As per CTC schedule
		Cleansing and inspection of dog bins	Section 3.2.5	Dog bins to be cleansed and inspected so fit for purpose. Damage to be reported to CTC.	Monthly
	Grass	Cut to maintain a short, close knit healthy sward	Section 3.4.2	Mow as many times as necessary during the growing season (Feb - Nov)	Min. weekly
		Grass against fence, lamppost	Section 3.4.2	Strim grass in front of fence prior to mowing. Ensure that all arising are removed from fence.	Min. weekly
		Grass	Section 4.4	Reseed damaged areas of grass using appropriate grass seed, i.e.. Shade tolerant seed under trees, amenity grass seed on open areas.	Annually
		Trees in Grass	3.4.1	Strim grass around trees prior to mowing. Ensure that trees are not damaged by strimmer wire or mowers.	Weekly
	Weed Control	Maintain the area weed free	Section 3.3.2	Any invasive weeds to be spot treated with a non-residual herbicide. Weeds in grass to be mown out.	As required
		Scrub control	Section 3.3.7	Remove woody weeds i.e. brambles, within the boundary shrub planting.	Annually
	Trees	Tree Hazard and Safety Inspection		Monitor trees to record condition	Annually
	Low Boundary Fence	Maintain in good condition		Monitor condition, inform CTC if damaged	Weekly, when grass cutting
	Hedge	Maintain in good condition as an attractive dense planting to the boundary	Section 3.8.2	Cut one side and top of boundary planting against fence	Annually between Oct and Feb
	Shrub Planting	Maintain shrubs in centre of site in good condition	Section 3.7.3 & 3.7.4	Species specific pruning of the shrubs to ensure they retain good form and shape. Remove any dead, diseased or dying branches.	Annually between Oct and Feb
	Play Area	Maintain play area in good order	Section 3.5.6	Site inspection, monitor playground equipment, blow play area surface material from grass into play area, mow grass as above.	Weekly

COLEFORD TOWN COUNCIL - LANDSCAPE MAINTENANCE SCHEDULE					
FOREST ROAD (Between Primrose Drive and Forest Road)					
Plan no.	Landscape Feature	Maintenance Description	Treatment Code	Maintenance Operation	Frequency /Timing
AN1235.003.P	Site Inspection	To inform CTC of any changes to the site.	Section 3.1.1	Inspect the site for any damage, changes in condition of vegetation.	Min. weekly
	Cleansing	To keep the site clear of debris.	Section 3.2.1	Remove any litter and debris from paths, benches, grass, trees and hedges.	Min. weekly
		Emptying of bins to ensure safe disposal of dog waste	Section 3.2.5	Dog waste bin to be emptied in accordance with Coleford Town Council's schedule. Level of use to be reviewed and bins emptied more regularly if required.	As per CTC schedule
		Cleansing and inspection of dog bins	Section 3.2.5	Dog bins to be cleansed and inspected so fit for purpose. Damage to be reported to CTC.	Monthly
	Grass	Cut to maintain a short, close knit healthy sward	Section 3.4.2	Mow as many times as necessary during the growing season (Feb - Nov)	Min. weekly
		Grass against fence, lamppost and hard features	Section 3.4.2	Strim grass in front of fence prior to mowing. Ensure that all arising are removed from fence.	Min. weekly
		Grass	Section 4.4	Reseed damaged areas of grass using appropriate grass seed, i.e.. Shade tolerant seed under trees, amenity grass seed on open areas.	Annually
		Trees in Grass	3.4.1	Strim grass around trees prior to mowing. Ensure that trees are not damaged by trimmer wire or mowers.	Weekly
	Weed Control	Maintain the area weed free	Section 3.3.2	Any invasive weeds to be spot treated with a non-residual herbicide. Weeds in grass to be mown out.	As required
		Scrub control	Section 3.3.7	Remove woody weeds i.e. brambles, within the boundary shrub planting.	Annually
	Trees	Tree Hazard and Safety Inspection		Monitor trees to record condition	Annually
	Low Boundary Fence	Maintain in good condition		Monitor condition, inform CTC if damaged	Weekly, when grass cutting
	Boundary Hedge Planting	Maintain in good condition as an attractive dense planting to the boundary	Section 3.8.2	Cut one side and top of boundary planting against fence	Annually
	Shrub Planting	Maintain shape of beech cubes	Section 3.7.4	Cut back to previous years growth maintaining shape.	Annually

COLEFORD TOWN COUNCIL - LANDSCAPE MAINTENANCE SCHEDULE					
SYLVAN CLOSE					
Plan no.	Landscape Feature	Maintenance Description	Treatment Code	Maintenance Operation	Frequency /Timing
AN1235.004.P	Site Inspection	To inform CTC of any changes to the site.	Section 3.1.1	Inspect the site for any damage, changes in condition of vegetation.	Min. weekly
	Cleansing	To keep the site clear of debris.	Section 3.2.1	Remove any litter and debris from paths, benches, grass, trees and hedges.	Weekly
		Emptying of bin in play area	Section 3.2.5	Bin to be emptied in accordance with Coleford Town Council's schedule. Level of use to be reviewed and bins emptied more regularly if required.	As per CTC schedule
	Grass	Cut to maintain a short, close knit healthy sward	Section 3.4.2	Mow as many times as necessary during the growing season (Feb - Nov)	Min. weekly
		Grass against fence, lamppost and hard features	Section 3.4.2	Strim grass in front of fence prior to mowing. Ensure that all arising are removed from fence.	Min. weekly
		Grass	Section 4.4	Reseed damaged areas of grass using appropriate grass seed, i.e.. Shade tolerant seed under trees, amenity grass seed on open areas.	Annually
		Trees in Grass	3.4.1	Strim grass around trees prior to mowing. Ensure that trees are not damaged by trimmer wire or mowers.	Weekly
	Weed Control	Maintain the area weed free	Section 3.3.2	Any invasive weeds to be spot treated with a non-residual herbicide. Weeds in grass to be mown out.	As required
	Trees	Tree Hazard and Safety Inspection		Monitor trees to record condition	Annually
	Fence and gate to Old Station Way	Maintain in good condition		Monitor condition, inform CTC if damaged	Weekly, when grass cutting
	Hedge	Maintain in good condition as an attractive dense hedge on S boundary	Section 3.8.2	Cut one side and top of boundary planting against fence	Annually between Oct and Feb
	Play Area	Maintain play area in good order	Section 3.5.6	Site inspection, monitor playground equipment, blow play area surface material from grass into play area, mow grass as above.	Weekly

COLEFORD TOWN COUNCIL - LANDSCAPE MAINTENANCE SCHEDULE					
COPLEY DRIVE					
Plan no.	Landscape Feature	Maintenance Description	Treatment Code	Maintenance Operation	Frequency /Timing
AN1235.005.P	Site Inspection	To inform CTC of any changes to the site.	Section 3.1.1	Inspect the site for any damage, changes in condition of vegetation.	Min. weekly
	Cleansing	To keep the site clear of debris.	Section 3.2.1	Remove any litter and debris from paths, benches, grass, trees and hedges.	Weekly
	Grass	Cut to maintain a short, close knit healthy sward	Section 3.4.2	Mow as many times as necessary during the growing season (Feb - Nov)	Min. weekly
		Grass against fence, lamppost and hard features	Section 3.4.2	Strim grass in front of fence prior to mowing. Ensure that all arising are removed from fence.	Min. weekly
		Grass	Section 4.4	Reseed damaged areas of grass using appropriate grass seed, i.e.. Shade tolerant seed under trees, amenity grass seed on open areas.	Annually
		Trees in Grass	3.4.1	Strim grass around trees prior to mowing. Ensure that trees are not damaged by trimmer wire or mowers.	Weekly
	Weed Control	Maintain the area weed free	Section 3.3.2	Any invasive weeds to be spot treated with a non-residual herbicide. Weeds in grass to be mown out.	As required
		Scrub control	Section 3.3.7	Remove woody weeds i.e. brambles, within the boundary shrub planting.	Annually
	Trees	Tree Hazard and Safety Inspection		Monitor trees to record condition	Annually
	Boundary Fence	Maintain in good condition		Monitor condition, inform CTC if damaged	Weekly, when grass cutting
	Hedge Cutting	Maintain in good condition as an attractive dense planting to the boundary	Section 3.8.2	Cut one side and top of boundary planting against fence	Annually between Oct and Feb
	Shrubs	Maintain shrubs in good condition	Section 3.7.3 & 3.7.4	Species specific pruning of the shrubs to ensure they retain good form and shape. Remove any dead, diseased or dying branches.	Annually between Oct and Feb

COLEFORD TOWN COUNCIL - LANDSCAPE MAINTENANCE SCHEDULE					
OLD STATION WAY					
Plan no.	Landscape Feature	Maintenance Description	Treatment Code	Maintenance Operation	Frequency /Timing
AN1235.006.P	Site Inspection	To inform CTC of any changes to the site.	Section 3.1.1	Inspect the site for any damage, changes in condition of vegetation.	Min. weekly
	Cleansing	To keep the site clear of debris.	Section 3.2.1	Remove any litter and debris from paths, benches, grass, trees and hedges.	Weekly
		Emptying of bin	Section 3.2.5	Bin to be emptied in accordance with Coleford Town Council's schedule. Level of use to be reviewed and bins emptied more regularly if required.	As per CTC schedule
	Grass	Cut to maintain a short, close knit healthy sward	Section 3.4.2	Mow as many times as necessary during the growing season (Feb - Nov)	Min. weekly
		Grass against fence, lamppost and hard features	Section 3.4.2	Strim grass in front of fence prior to mowing. Ensure that all arising are removed from fence.	Min. weekly
		Grass	Section 4.4	Reseed damaged areas of grass using appropriate grass seed, i.e.. Shade tolerant seed under trees, amenity grass seed on open areas.	Annually
		Trees in Grass	3.4.1	Strim grass around trees prior to mowing. Ensure that trees are not damaged by trimmer wire or mowers.	Weekly
	Weed Control	Maintain the area weed free	Section 3.3.2	Any invasive weeds to be spot treated with a non-residual herbicide. Weeds in grass to be mown out.	As required
	Trees	Tree Hazard and Safety Inspection		Monitor trees to record condition	Annually
		Epicormic Growth	Section 3.6.5	Remove epicormic growth from the base of the roadside trees.	Annually between Oct and Feb

COLEFORD TOWN COUNCIL - LANDSCAPE MAINTENANCE SCHEDULE					
ANGEL VALE					
Plan no.	Landscape Feature	Maintenance Description	Treatment Code	Maintenance Operation	Frequency /Timing
AN1235.007.P	Site Inspection	To inform CTC of any changes to the site.	Section 3.1.1	Inspect the site for any damage, changes in condition of vegetation.	Min. weekly
	Cleansing	To keep the site clear of debris.	Section 3.2.1	Remove any litter and debris from paths, benches, grass, trees and hedges.	Weekly
		Emptying of bins to ensure safe disposal of dog waste	Section 3.2.5	Dog waste bin to be emptied in accordance with Coleford Town Council's schedule. Level of use to be reviewed and bins emptied more regularly if required.	As per CTC schedule
		Cleansing and inspection of dog bins	Section 3.2.5	Dog bins to be cleansed and inspected so fit for purpose. Damage to be reported to CTC.	Monthly
	Grass	Cut to maintain a short, close knit healthy sward	Section 3.4.2	Mow as many times as necessary during the growing season (Feb - Nov)	Min. weekly
		Grass against fence, lamppost	Section 3.4.2	Strim grass in front of fence prior to mowing. Ensure that all arising are removed from fence.	Min. weekly
		Grass	Section 4.4	Reseed damaged areas of grass using appropriate grass seed, i.e.. Shade tolerant seed under trees, amenity grass seed on open areas.	Annually
		Trees in Grass	3.4.1	Strim grass around trees prior to mowing. Ensure that trees are not damaged by strimmer wire or mowers.	Weekly
	Weed Control	Maintain the area weed free	Section 3.3.2	Any invasive weeds to be spot treated with a non-residual herbicide. Weeds in grass to be mown out.	As required
		Scrub control	Section 3.3.7	Remove woody weeds i.e. brambles, within the boundary shrub planting.	Annually
	Trees	Tree Hazard and Safety Inspection		Monitor trees to record condition	Annually
	Low Boundary Fence	Maintain in good condition		Monitor condition, inform CTC if damaged	Weekly, when grass cutting
	Hedge (H2)	Maintain in good condition as an attractive dense planting to the boundary	Section 3.8.3	Cut one side and top of boundary planting against fence	Annually between Oct and Feb
	Hedge (H3)	Maintain in good condition as an attractive dense planting to the boundary	Section 3.8.4	Cut two sides and top of hedge	Annually between Oct and Feb
	Shrub Planting	Maintain shrubs in centre of site in good condition	Section 3.7.3 & 3.7.4	Species specific pruning of the shrubs to ensure they retain good form and shape. Remove any dead, diseased or dying branches.	Annually between Oct and Feb
	Play Area	Maintain play area in good order	Section 3.5.6	Site inspection, monitor playground equipment, blow play area surface material from grass into play area, mow grass as above.	Weekly

COLEFORD TOWN COUNCIL - LANDSCAPE MAINTENANCE SCHEDULE					
CEMETERY					
Plan no.	Landscape Feature	Maintenance Description	Treatment Code	Maintenance Operation	Frequency /Timing
AN1235.008.P	Site Inspection	To inform CTC of any changes to the site.	Section 3.1.1	Inspect the site for any damage, changes in condition of vegetation.	Min. weekly
	Cleansing	To keep the site clear of debris.	Section 3.2.1	Remove any litter and debris from paths, benches, grass, trees and hedges.	Weekly
		Emptying of bins to ensure safe disposal of dog waste	Section 3.2.5	Dog waste bin to be emptied in accordance with Coleford Town Council's schedule. Level of use to be reviewed and bins emptied more regularly if required.	As per CTC schedule
		Cleansing and inspection of dog bins	Section 3.2.5	Dog bins to be cleansed and inspected so fit for purpose. Damage to be reported to CTC.	Monthly
	Grass	Cut to maintain a short, close knit healthy sward	Section 3.4.2	Mow as many times as necessary during the growing season (Feb - Nov), plus 1 extra cut in late December - early January.	Min. weekly
		Grass against fence, lamppost	Section 3.4.2	Strim grass in front of fence prior to mowing. Ensure that all arising are removed from fence.	Min. weekly
		Long Grass Type B	Section 3.4.4	Cut once in spring and once in autumn, encourage wildflowers.	Twice yearly
		Grass	Section 4.4	Reseed damaged areas of grass using appropriate grass seed, i.e.. Shade tolerant seed under trees, amenity grass seed on open areas.	Annually
		Trees in Grass	3.4.1	Strim grass around trees prior to mowing. Ensure that trees are not damaged by trimmer wire or mowers.	Weekly
	Weed Control	Maintain the area weed free	Section 3.3.2	Any invasive weeds to be spot treated with a non-residual herbicide. Weeds in grass to be mown out.	As required
		Scrub control	Section 3.3.7	Remove woody weeds i.e. brambles, within the boundary shrub planting.	Annually
	Trees	Tree Hazard and Safety Inspection		Monitor trees to record condition	Annually
	Fences	Maintain in good condition		Monitor condition, inform CTC if damaged	Weekly, when grass cutting
	Hedge (H2)	Maintain in good condition as an attractive dense planting to the boundary	Section 3.8.3	Cut one side and top of boundary planting against fence	Annually between Oct and Feb
	Hedge (H3)	Maintain in good condition as an attractive dense planting to the boundary	Section 3.8.4	Cut two sides and top of hedge	Annually between Oct and Feb
	Shrub Planting	Maintain shrubs in centre of site in good condition	Section 3.7.3 & 3.7.4	Species specific pruning of the shrubs to ensure they retain good form and shape. Remove any dead, diseased or dying branches.	Annually between Oct and Feb

COLEFORD TOWN COUNCIL - LANDSCAPE MAINTENANCE SCHEDULE					
KING GEORGE V PLAYING FIELD					
Plan no.	Landscape Feature	Maintenance Description	Treatment Code	Maintenance Operation	Frequency /Timing
AN1235.009.P	Site Inspection	To inform CTC of any changes to the site.	Section 3.1.1	Inspect the site for any damage, changes in condition of vegetation.	Min. weekly
	Cleansing	To keep the site clear of debris.	Section 3.2.1	Remove any litter, debris, debris from trees	Weekly
		Emptying of bins to ensure safe disposal of dog waste	Section 3.2.5	Dog waste bin to be emptied in accordance with Coleford Town Council's schedule. Level of use to be reviewed and bins emptied more regularly if required.	As per CTC schedule
		Cleansing and inspection of dog bins	Section 3.2.5	Dog bins to be cleansed and inspected so fit for purpose. Damage to be reported to CTC.	Monthly
	Grass	Cut to maintain a short, close knit healthy sward	Section 3.4.2	Mow as many times as necessary during the growing season (Feb - Nov), plus 1 extra cut in late December - early January.	Min. weekly
		Grass against fence, lamppost	Section 3.4.2	Strim grass in front of fence prior to mowing. Ensure that all arising are removed from fence.	Min. weekly
		Grass	Section 4.4	Reseed damaged areas of grass using appropriate grass seed, i.e.. Shade tolerant seed under trees, amenity grass seed on open areas.	Annually
		Trees in Grass	3.4.1	Strim grass around trees prior to mowing. Ensure that trees are not damaged by strimmer wire or mowers.	Weekly
	Weed Control	Maintain the area weed free	Section 3.3.2	Any invasive weeds to be spot treated with a non-residual herbicide. Weeds in grass to be mown out.	As required
		Scrub control	Section 3.3.7	Remove woody weeds i.e. brambles, within the boundary shrub planting.	Annually
	Trees	Tree Hazard and Safety Inspection		Monitor trees to record condition	Annually
	Fences	Maintain in good condition		Monitor condition, inform CTC if damaged	Weekly, when grass cutting
	Hedge (H3)	Maintain in good condition as an attractive dense planting to the boundary	Section 3.8.4	Cut two sides and top of hedge	Annually between Oct and Feb
	Playing Field	Maintain in good condition to allow year round use.	Section 3.5.1-3.5.4	Mowing, aeration, scarifying, slitting and fertilising and reseeding.	Year Round operations

APPENDIX A

OPEN SPACE PLANS

Management and Maintenance Specifications:

Site Inspection -	Weekly	(Section 3.1)
Cleansing -	Weekly	(Section 3.2 & 3.2.1)
Amenity Grass -	Min. Weekly	(Section 3.4 and 3.4.2)
Trees in Grass -	Min. Weekly	(Section 3.4 and 3.4.1)
Weed Control -	Maintain Weed Free	(Section 3.3 & 3.3.2)






Notes:

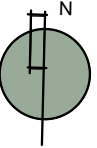
1. Do not scale from this drawing.
2. Refer to the title block for the status of this drawing. Askew Nelson will not be liable for the use of its drawings for purposes other than those for which they have been prepared and provided.
3. Contractor to check for underground services prior to construction.
4. This drawing to be read in conjunction with all consultants' drawings and written specifications.
5. All work to be carried out in accordance with the contractor's Health & Safety Plan and the Construction Design & Management (CDM) Regulations 2015.

Revisions:

Revision	Date	Description
A	010520	Amended scale

Key

	Amenity Grass
	Existing Trees
	Fence
	Site Boundary

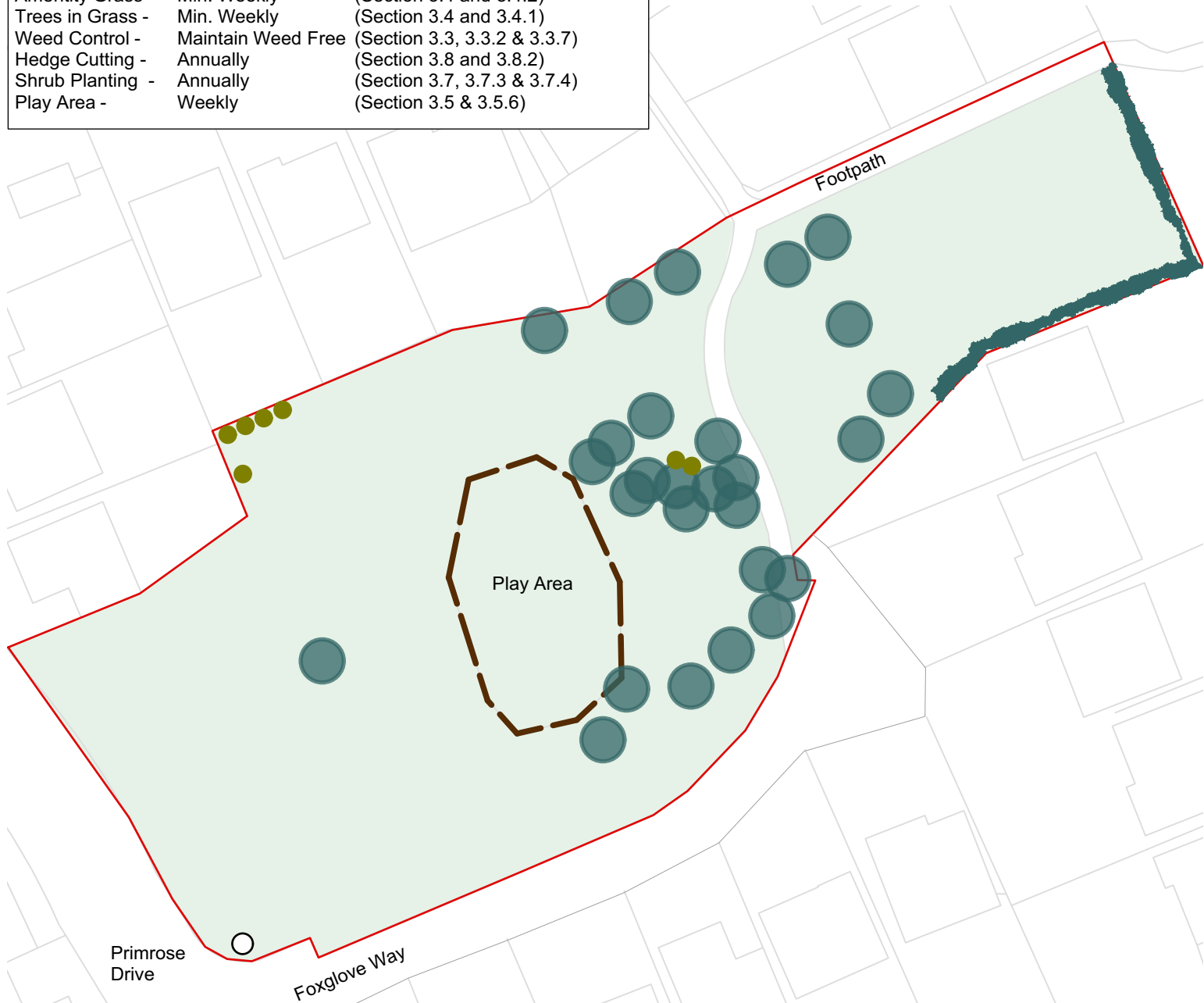


Drawing Title	Walnut Close
Client	Coleford Town Council
Project	LMMP
Scale	1:500@A4
Drawing No	AN.1235.001.P (Rev A 010520)
Date	April 2020
Drawn	SCC

Askew Nelson Landscape Architecture

Lower Farm House, Upper Milton, Milton u Wychwood, Oxon OX7 6EX
T: 01993 831 442 E: info@askewnelson.com W: askewnelson.com

Management and Maintenance Specifications:		
Site Inspection -	Weekly	(Section 3.1 & 3.1.1)
Cleansing -	Weekly	(Section 3.2, 3.2.1 & 3.2.5)
Amentity Grass -	Min. Weekly	(Section 3.4 and 3.4.2)
Trees in Grass -	Min. Weekly	(Section 3.4 and 3.4.1)
Weed Control -	Maintain Weed Free	(Section 3.3, 3.3.2 & 3.3.7)
Hedge Cutting -	Annually	(Section 3.8 and 3.8.2)
Shrub Planting -	Annually	(Section 3.7, 3.7.3 & 3.7.4)
Play Area -	Weekly	(Section 3.5 & 3.5.6)



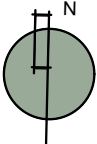
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1. Do not scale from this drawing.
 2. Refer to the title block for the status of this drawing. Askew Nelson will not be liable for the use of its drawings for purposes other than those for which they have been prepared and provided.
 3. Contractor to check for underground services prior to construction.
 4. This drawing to be read in conjunction with all consultants' drawings and written specifications.
 5. All work to be carried out in accordance with the contractor's Health & Safety Plan and the Construction Design & Management (CDM) Regulations 2015.

Revisions:

Revision	Date	Description

Key

- Amenity Grass
- Existing Trees
- Hedge
- Shrubs
- Bin
- Site Boundary



Drawing Title	Foxglove Way
Client	Coleford Town Council
Project	LMMP
Scale	1:500 @A4
Drawing No	AN.1235.002.P
Date	April 2020
Drawn	SCC

Management and Maintenance Specifications:

Site Inspection -	Weekly	(Section 3.1 & 3.1.1)
Cleansing -	Weekly	(Section 3.2, 3.2.1 & 3.2.5)
Amenity Grass -	Min. Weekly	(Section 3.4 and 3.4.2)
Trees in Grass -	Min. Weekly	(Section 3.4 and 3.4.1)
Weed Control -	Maintain Weed Free	(Section 3.3, 3.3.2 & 3.3.7)
Hedge Cutting -	Annually	(Section 3.8 and 3.8.2)
Shrub Planting -	Annually	(Section 3.7, 3.7.3 & 3.7.4)



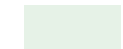






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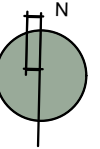
1. Do not scale from this drawing.
2. Refer to the title block for the status of this drawing. Askew Nelson will not be liable for the use of its drawings for purposes other than those for which they have been prepared and provided.
3. Contractor to check for underground services prior to construction.
4. This drawing to be read in conjunction with all consultants' drawings and written specifications.
5. All work to be carried out in accordance with the contractor's Health & Safety Plan and the Construction Design & Management (CDM) Regulations 2015.

Revisions:

Revision	Date	Description
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Key

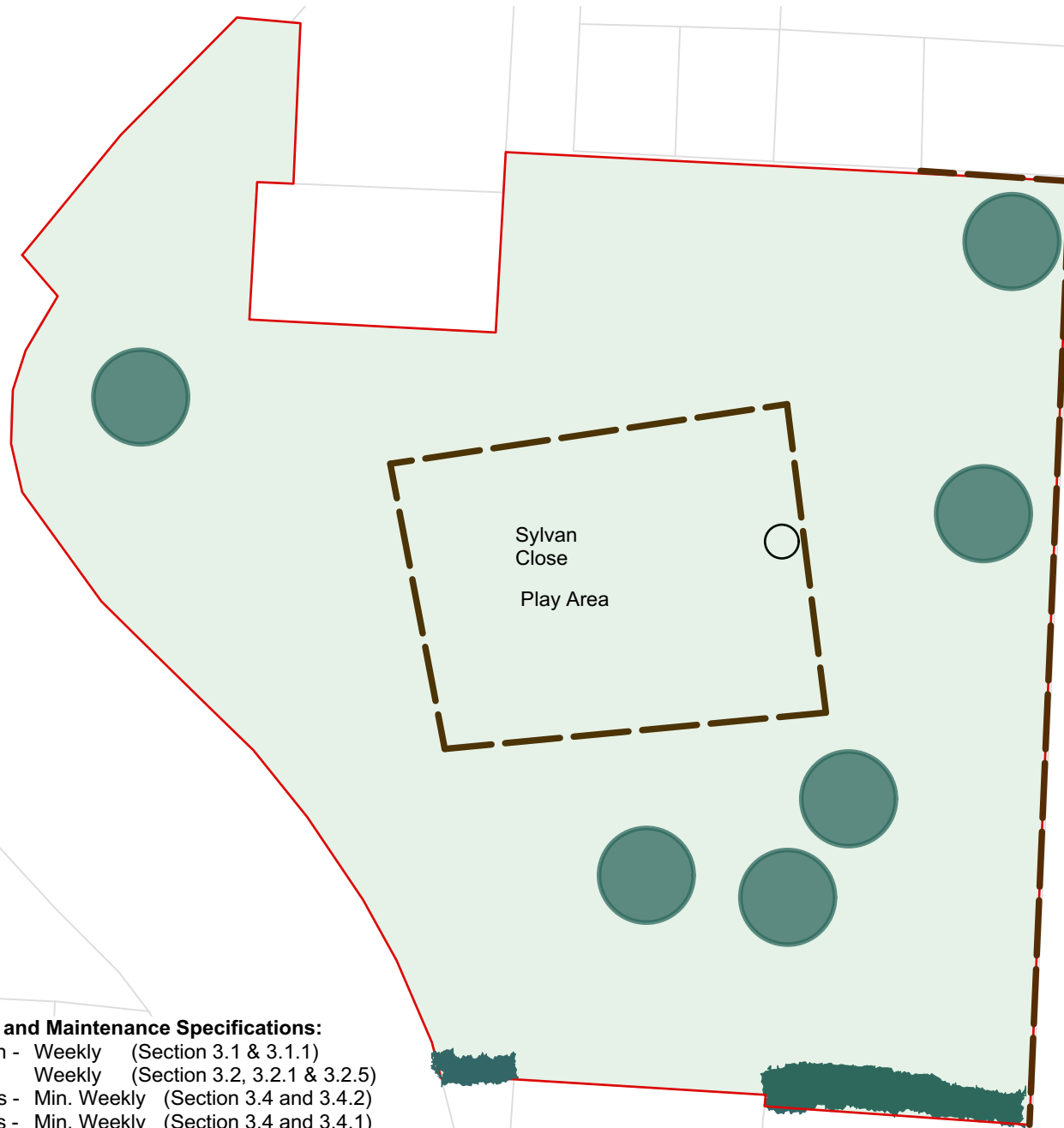
	Amenity Grass
	Existing Trees
	Hedge
	Shrubs
	Bin
	Fence
	Site Boundary



Drawing Title	Forest Road Open Space
Client	Coleford Town Council
Project	LMMP
Scale	1:500 @A4
Drawing No	AN.1235.003.P
Date	April 2020
Drawn	SCC

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Management and Maintenance Specifications:

Site Inspection - Weekly (Section 3.1 & 3.1.1)
 Cleansing - Weekly (Section 3.2, 3.2.1 & 3.2.5)
 Amenity Grass - Min. Weekly (Section 3.4 and 3.4.2)
 Trees in Grass - Min. Weekly (Section 3.4 and 3.4.1)
 Weed Control - Maintain Weed Free (Section 3.3, 3.3.2 & 3.3.7)
 Hedge Cutting - Annually (Section 3.8 and 3.8.2)
 Play Area - Weekly (Section 3.5 & 3.5.6)

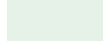





Notes:

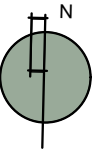
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3. Contractor to check for underground services prior to construction.
4. This drawing to be read in conjunction with all consultants' drawings and written specifications.
5. All work to be carried out in accordance with the contractor's Health & Safety Plan and the Construction Design & Management (CDM) Regulations 2015.

Revisions:

Revision	Date	Description

Key

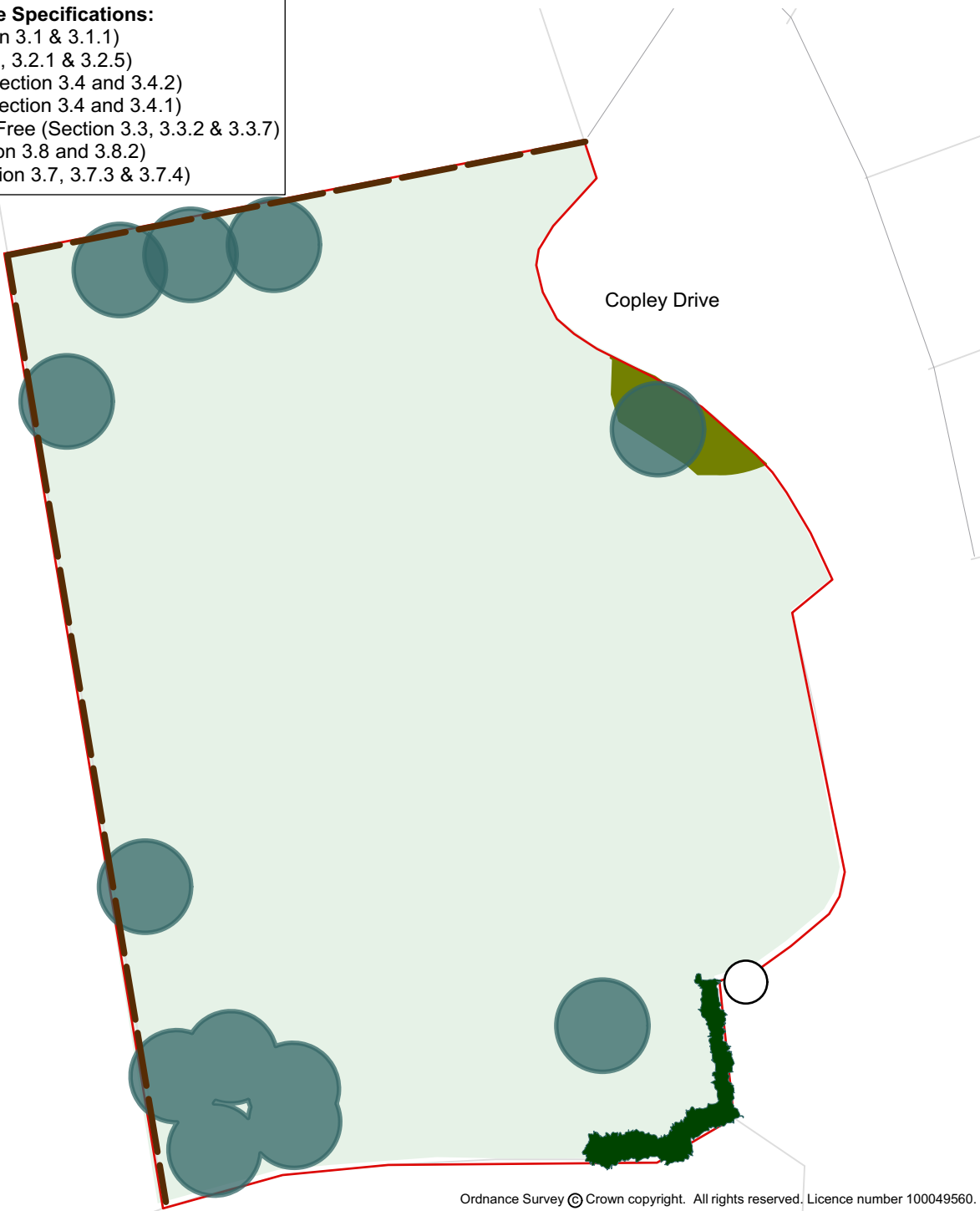
	Amenity Grass
	Existing Trees
	Hedge
	Fence
	Bin
	Site Boundary



Drawing Title	Sylvan Close
Client	Coleford Town Council
Project	LMMP
Scale	1:250 @A4
Drawing No	AN.1235.004.P
Date	April 2020
Drawn	SCC

Askew Nelson Landscape Architecture
 Lower Farm House, Upper Milton, Milton u Wychwood, Oxon OX7 6EX
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Management and Maintenance Specifications:
Site Inspection - Weekly (Section 3.1 & 3.1.1)
Cleansing - Weekly (Section 3.2, 3.2.1 & 3.2.5)
Amenity Grass - Min. Weekly (Section 3.4 and 3.4.2)
Trees in Grass - Min. Weekly (Section 3.4 and 3.4.1)
Weed Control - Maintain Weed Free (Section 3.3, 3.3.2 & 3.3.7)
Hedge Cutting - Annually (Section 3.8 and 3.8.2)
Shrub Planting - Annually (Section 3.7, 3.7.3 & 3.7.4)



- Notes:**
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 2. Refer to the title block for the status of this drawing. Askew Nelson will not be liable for the use of its drawings for purposes other than those for which they have been prepared and provided.
 3. Contractor to check for underground services prior to construction.
 4. This drawing to be read in conjunction with all consultants' drawings and written specifications.
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Revisions:

Revision	Date	Description
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Key

	Amenity Grass
	Existing Trees
	Hedge
	Shrubs
	Bin
	Site Boundary

Drawing Title	Copley Drive
Client	Coleford Town Council
Project	LMMP
Scale	1:250 @A4
Drawing No	AN.1235.005.P
Date	April 2020
Drawn	SCC

Management and Maintenance Specifications:

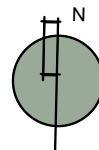
Site Inspection	- Weekly (Section 3.1 & 3.1.1)
Cleansing	- Weekly (Section 3.2, 3.2.1 & 3.2.5)
Amenity Grass	- Min. Weekly (Section 3.4, 3.4.2)
Trees in Grass	- Min. Weekly (Section 3.4, 3.4.1 & 3.6.5)
Weed Control	- Maintain Weed Free (Section 3.3 & 3.3.2)

Notes:

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4. This drawing to be read in conjunction with all consultants' drawings and written specifications.
5. All work to be carried out in accordance with the contractor's Health & Safety Plan and the Construction Design & Management (CDM) Regulations 2015.

Revisions:

Revision	Date	Description
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Key

	Amenity Grass
	Existing Trees
	Site Boundary
	Fence



Drawing Title	Old Station Way
Client	Coleford Town Council
Project	LMMP
Scale	1:1000 @A4
Drawing No	AN.1235.006.P
Date	April 2020
Drawn	SCC

Askew Nelson Landscape Architecture

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Management and Maintenance Specifications:	
Site Inspection	- Weekly (Section 3.1.1)
Cleansing	- Weekly (Section 3.2.1 & 3.2.5)
Amenity Grass	- Min. Weekly (Section 3.4.1 & 3.4.2)
Trees in Grass	- Min. Weekly (Section 3.4.1)
Weed Control	- Maintain Weed Free (Section 3.3.1, 3.3.2 & 3.3.7)
Shrub Planting	- Annually (Section 3.7.1, 3.7.3 & 3.7.4)
Hedges	- Annually (Section 3.8.1 & 3.8.4)
Play Area	- Weekly (Section 3.5.6)

Notes:

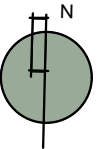
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Revisions:

Revision	Date	Description
A	010520	Amended Site Name

Key

	Amenity Grass
	Existing Trees
	Hedge
	Shrubs
	Bin
	Fence
	Site Boundary



Drawing Title	Angel Vale
Client	Coleford Town Council
Project	LMMP
Scale	1:1500 @A4
Drawing No	AN.1235.007.P (Rev A 010520)
Date	April 2020
Drawn	SCC

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Management and Maintenance Specifications:

Site Inspection	- Weekly (Section 3.1.1)
Cleansing	- Weekly (Section 3.2.1 & 3.2.5)
Amenity Grass	- Min. Weekly (Section 3.4.1 & 3.4.2)
Long Grass (Type B)	- Spring and Autumn (Section 3.4.1 & 3.4.4)
Trees in Grass	- Min. Weekly (Section 3.4.1)
Weed Control	- Maintain Weed Free (Section 3.3.1, 3.3.2 & 3.3.7)
Hedges	- Annually (Section 3.8.1, 3.8.3 & 3.8.4)

**Notes:**

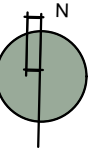
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4. This drawing to be read in conjunction with all consultants' drawings and written specifications.
5. All work to be carried out in accordance with the contractor's Health & Safety Plan and the Construction Design & Management (CDM) Regulations 2015.

Revisions:

Revision	Date	Description
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Key

	Amenity Grass
	Existing Trees
	Hedge
	Shrubs
	Bin
	Fence
	Site Boundary



Drawing Title	Coleford Cemetery
Client	Coleford Town Council
Project	LMMP
Scale	1:1500 @A4
Drawing No	AN.1235.008.P
Date	April 2020
Drawn	SCC

Askew Nelson Landscape Architecture

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Management and Maintenance Specifications:

Site Inspection - Weekly (Section 3.1.1)
Cleansing - Weekly (Section 3.2.1 & 3.2.5)
Amenity Grass - Min. Weekly (Section 3.4.1 & 3.4.2)
Trees in Grass - Min. Weekly (Section 3.4.1)
Weed Control - Maintain Weed Free (Section 3.3.1, 3.3.2 & 3.3.7)
Hedges - Annually (Section 3.8.1 & 3.8.4)
Playing Fields - Throughout Year (Section 3.5.1, 3.5.2, 3.5.3 & 3.5.4)

King George V Playing Field
Playing Fields
2no. football pitches - no cricket pitches currently)

Pavilion

Notes:

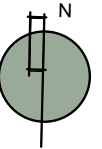
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4. This drawing to be read in conjunction with all consultants' drawings and written specifications.
5. All work to be carried out in accordance with the contractor's Health & Safety Plan and the Construction Design & Management (CDM) Regulations 2015.

Revisions:

Revision	Date	Description
A	010520	Amending name

Key

	Existing Trees
	Hedge
	Playing Field
	Woodland Edge
	Site Boundary



Drawing Title	King George V Playing Field
Client	Coleford Town Council
Project	LMMP
Scale	1:1500 @A4
Drawing No	AN.1235.009.P (Rev A 010520)
Date	April 2020
Drawn	SCC

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