

**LANDSCAPE ARCHITECTURE 'SOFTWORKS' OUTLINE MAINTENANCE AND MANAGEMENT FOR 18 MONTHS**

**Project:** Firhouse Inn SHD  
**Client:** Bluemont Developments (Firhouse) Ltd  
**Project no:** 21\_477  
**Stage Issued:** Planning  
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## WORKS SPECIFICATION

Stages of Soft Landscape Works to be considered in the Construction Works schedule:

- a) Tree protection measures as outlined by the consulting arborist
- b) Cordoning-off areas of site that shall not be disturbed during the works.
- c) General Site Clearance
- d) Topsoil/sub-soil stripping and storage
- e) Drainage works
- f) Grading of sub-soil and topsoil
- g) General landscape 'hard-works' such as formwork, edging, drainage lines, foundations
- h) Installation of SuDS tree pits
- i) Establishment of sub-base and laying of paving, installation of street furniture, play equipment, lighting etc
- j) Installation of green-blue living roofs
- k) Planting Stage of 'root-balled', 'whip' and 'transplant' stock during the Planting Season (generally October to March). Planting of 'container-grown' stock can occur year-round
- l) Planting Establishment Stage
- m) Defects Liability Period (12 months) including replacement planting if required
- n) Maintenance Period (18 months) from practical completion

**STAGE A** Protection of existing treelines and vegetation to be retained (**none within site boundary, existing trees are located on adjacent site, Dodder Valley Park**).

Tree/hedge protection shall be carried out in accordance with BS 5837:2012. Hedges to be retained shall be cut back to the size and form as directed by the project landscape architect and/or project arborist. All hedge cutting shall be carried out in accordance with BS 3998:2010 and within the period as set out in the Irish Wildlife Acts (from 1st March to 31st August).

A qualified arborist is to be consulted on site during tree surgery, excavations near or within the Root Protection Area of existing trees to be retained or hedge trimming. Their role is to ensure the survival and safety of such trees and vegetation at the construction stage and during the operational stage.

**STAGE B** Cordoning-off areas of the site which shall not be disturbed.

Barriers and/or ground protection etc. as set out in BS 5837:2012 and as per any Arboricultural report or tree protection measures. All such works shall be carried out prior to any development on site. They is to ensure the survival of any vegetation such as trees or hedges at construction and operational stage.

## PRELIMINARIES

### DESCRIPTION OF WORK

The 'soft-works' consists of general works, site preparation, soil preparation, grass and meadow seeding, bulb/ corm planting, shrub and ground-cover planting, tree, whip, and transplant planting. Exact dates for completion of works will be finalised after the award of the contract.

Topsoiling shall be carried out in areas where the underground service works and hardworks elements are complete, so that no undue disturbance to topsoiled areas is ensured. Planting of

bare-root and root-balled stock shall take place in the 'planting season' following on completion of topsoiling work, namely November to March. Planting of container-grown stock and grass-seeding works shall be carried out in the appropriate weather conditions following completion of topsoil works.

The work consists of general maintenance and landscape works, site preparation, soil preparation, grass seeding, wildflower seeding, bulb and corm planting, hedge and copse transplant planting shrub/groundcover planting, and tree planting.

### **STANDARDS OF WORKMANSHIP AND MATERIALS**

The Landscape Contractor shall satisfy the Landscape Architect that all works have been carried out in accordance with BS 4428 'Code of Practice for General Landscape Operations (excluding hard surfaces)', BS 3936 'Nursery Stock Specification for Trees and Shrubs', and BS 3882:2015 'Specification for Topsoil'.

It is essential that the site is always tidy, and that the planting works appear healthy. The Landscape Contractor should always be prepared to ensure that such conditions are met and should include for their in their rates. Any materials not meeting the specifications or qualifying for the approval of the Landscape Architect, for whatever cause, shall be rejected.

The Landscape Contractor shall familiarise themselves with the layout of under-ground and over-ground proposed and existing services and the positions of all structures on site and shall be liable for any damage caused to these. No existing plants shall be removed or damaged, other than those specified by the Landscape Architect.

### **NOTICE OF INTENTIONS AND RECORDING ACTIONS**

The Landscape Contractor shall give 48 hours' notice of their intention to commence operations such as setting-out, planting and maintenance visits. The Landscape Contractor shall prepare a works programme for the works and shall return a weekly record of all site actions.

### **LEAVING THE SITE TIDY**

The site shall be left in a neat and orderly condition at the end of each day's work.

### **SEASON**

Landscape work shall take place in the appropriate season and only when the conditions are suitable, i.e., it is dull, moist, and mild, without undue risk of frost or drying winds. There shall be no cultivation or planting when the soil is frozen or waterlogged. If exceptional weather conditions occur after planting, e.g., heavy frosts, measures shall be taken as approved by the Landscape Architect.

### **REPLACEMENT**

The sub-contractor shall make good at their/her own expense any losses of new trees and plants which die or appear unhealthy at any time up to practical completion and in the 18 months after planting.

The sub-contractor shall make good at their/her own expense any losses of retained trees and plants where the root protection zone was disturbed which die or appear unhealthy at any time up to practical completion and in the 24 months after planting.

The sub-contractor shall make good at their/her own expense any losses of trees and plants which die or appear unhealthy at any time prior to hand over.

Plant failures will not be charged to the Landscape Contractor if the failure is due to; damage by hares,

rabbits, deer, livestock where not protected by guards or fencing, damage/ losses due to theft, vandalism, or disturbance by other contractors.

Persistence of weed in planted areas will be regarded as a contributory cause of failure due to drought. Prolonged dry weather will not exonerate the landscape Contractor if the scheduled maintenance operations have not been carried out as programmed.

### **DAMAGE**

All trees and plants are to be adequately and carefully packed and protected to survive transport, by whatever means, to the site, during loading, transit or unloading. If despite these precautions, roots branches or shoots should suffer slight damage, they are to be carefully pruned. If major damage has occurred, the plant or tree shall be rejected and replaced at the Landscape Contractor's own expense.

### **DEFECTS LIABILITY PERIOD**

The Landscape Contractor shall be responsible for any trees and plants that fail to take during the first full growing season (18 months) from date of completion.

The Landscape Contractor shall be responsible for any trees and plants where the root protection zone was disturbed that appear unhealthy at any time (24 months) from date of completion.

### **PROTECTION**

The Landscape Contractor shall provide adequate temporary protection to the whole of their work and shall include temporary coverings, planked barrow runs and all other measures for protecting the work from damage. The Landscape Contractor shall also protect from damage all roadways, kerbs, services, and other completed works on site.

Any work damaged or soiled by weather, traffic, or other causes due to inadequate temporary protection shall be removed and made good at the cost of the Landscape Contractor. The form of protection is left to the discretion of the Landscape Contractor.

### **PROGRAMME OF OPERATION**

The Landscape Contractor shall execute their works in accordance with a programme to be agreed with the Landscape Architect and shall include in their estimate for working within an agreed time limit. No individual areas will be handed over unless there is an agreed sectional completion. The Landscape Contractor shall allow for keeping individual areas adequately maintained until the whole has been completed.

### **EARTHWORKS**

Any subsoil and/or topsoil stripping and storage shall be done prior to the commencement of construction of roads, paths, buildings, services, walls, etc., and shall be carried out as described in the Landscape Architect's specification for earthworks.

No works in relation to grading or topsoiling shall be carried out in conditions where materials are wet. Any stockpiling of soil shall be in accordance with the Landscape Architect's specification for works whereby stockpile heaps will not exceed 1.5m in height to avoid compaction. Where topsoil is stacked, measures must be taken that weed control by hand-weeding or hoeing is carried out during the growing season to prevent perennial weeds from seeding and establishing.

### **HARDWORKS**

The construction of hardworks shall be carried out in tandem with the main construction programme whereby care is taken to avoid any unnecessary machinery traffic on completed areas.

## **SOFTWORKS**

Topsoiling shall be carried out in areas where the underground service works and hardworks elements are complete so that no undue disturbance to topsoiled areas is ensured. Planting of bare-root and root-balled stock shall take place in the planting season following on from completion of topsoil works; namely November-March. Planting of container-grown stock and grass-seeding shall be carried out in the appropriate weather conditions following completion of topsoil works.

## **SITE INSPECTION**

Prior to the submission of tenders to the Landscape Architects, the Landscape Contractor is expected to visit the site and familiarise themselves with the nature of the existing roads and pathways, the soil conditions, slope gradients, any hazards and other matters affecting the works.

No extra charges will be made for any misunderstandings, or incorrect information or any of these points, or on grounds of insufficient description or lack of information will be allowed.

## **SETTING OUT**

The Landscape Contractor will be responsible for checking all schedules and drawings by the Landscape Architect. In the event of any discrepancies being found between such schedules and drawings, or if the Landscape Contractor considers that additional detail drawings are required, the Landscape Contractor shall report such discrepancy in writing at least ten days before the works are to be executed.

The right is reserved to adjust the exact position of trees and specimen shrubs after they have been set out on site. Any trees which are planted without approval of the setting out may be required to be re-planted at the Landscape Contractor's expense.

## **SUPERVISION AND CONTRACTOR'S STAFF**

The Landscape Contractor shall ensure full and adequate supervision of the site during the duration of the works. The Landscape Contractor shall always during the Contract period employ sufficient persons of the appropriate abilities, skills, care, and experience as are required for the proper performance of the services in accordance with the Contract and shall ensure that a sufficient reserve of persons is available to provide the services during holiday periods, absences due to sickness and special events/emergencies.

The Landscape Contractor will appoint a Contract Manager to supervise those persons employed to perform the services in accordance with the Contract. The Contract Manager must always be available and present in the Contract Area in which the services are being carried out.

The Landscape Contractor shall inform the Clerk of Works or Supervising Officer of the name, address and telephone number of the appointed Contract Manager who will be responsible for receiving notification from the Employer of complaints and instructions under the Contract.

The Employer shall be entitled to notify the Landscape Contractor by notice in writing to remove from the Works or discipline any employee of the Landscape Contractor (which for avoidance of double shall include the Contract Manager or their deputy) who, in the reasonable opinion of the Clerk of Works or Supervising Officer, has shown themselves to be unsuitable to perform their duties under the Contract.

The Employer shall in no circumstances be liable either to the Landscape Contractor or to the employee in respect of any liability, loss or damage occasioned by such removal or disciplinary action and the Landscape Contractor shall fully and promptly indemnify the Employer against any claim made by such employee.

The Landscape Contractor shall ensure that every person employed by the Landscape Contractor in and about the provision of services is always properly and sufficiently trained and instructed about the tasks the person must perform, particularly:

- Any relevant provisions of the Contract
- Relevant rules, procedures, and standards of the Employer
- All relevant rules, risk assessments, safety plans, codes of practice, procedures and statutory requirements concerning Health and Safety at Work
- Fire risks and fire precautions
- The necessity to observe the highest standards of courtesy and consideration to the public to promote and enhance the Employer's image and reputation.

### **SEQUENCE OF OPERATIONS**

The sequence of operations shall be as described unless written authority to vary is obtained from the Landscape Architect.

### **INSURANCE, INDEMNITIES, ETC.**

The Landscape Contractor shall indemnify, and keep indemnified, the Employer against all actions, suits, claims, demands, costs, and expenses whatsoever, by reason of, or arising out of the execution of the Contract Works, or any of the matters connected therewith, whether such claim or proceedings be brought, or costs or expenses incurred under or virtue of Workmen's Compensation Act, Employer's Liability Act, or any other statute or at Common Law, or otherwise howsoever.

The Landscape Contractor shall indemnify the Employer in respect of accidental injury, loss or damage caused by, through or in connection with their work. The Landscape Contractor shall arrange insurance to cover the risk of such accidental injury, loss or damage and shall have the Employer indemnified by such insurance policies with approved insurance companies as detailed hereunder and shall take all necessary steps to keep such policies validly in force during the period of Contract work. The Landscape Contractor shall produce such insurances when requested by the Employer.

#### **Employer's Liability Policy**

Their policy should provide for indemnification of the Employer in respect of claims which could be made against it as principal by employees of the Landscape Contractor.

#### **Public Liability Policy**

Their policy should provide for the following:

- Indemnification of the Employer as principal.
- Unlimited cover generally and a limit not less than €1,000,000.00 in respect of any one accident.

#### **Full Motor Insurance Policy**

They should provide for the following in respect of vehicles and plant governed by the Roads Traffic Act:

- Indemnification of the Employer as principal.
- Names and addresses of drivers where limited cover only is provided.
- Passenger cover in relation to seating capacity of cab.
- Cover for towing including trailers where applicable.
- Loading and unloading risks both on and beyond public thoroughfares.

### **HEALTH AND SAFETY**

The Landscape Contractors shall at their own cost arrange for the safe keeping during and after delivery to works of all manures, plants, and equipment necessary to complete the job in hand. All oil

and petrol. Containers must be kept in suitable sheds and the Landscape Contractor shall observe all regulation regarding the storage of poisonous and/or inflammable liquids.

The Landscape Contractor shall in performing the Services adopt safe methods of work in order to protect the health and safety of their own employees, the employees of the Employer and of all other persons, including members of the public and shall comply with the requirements of the Health and Safety at Work Act 1974, The Management of Health and Safety Regulations 1992, Control Of Substances Hazardous to Health (COSHH) Regulations 1988 and 1994, and of the Road Traffic Act 1988 and of any other Acts, Regulations, Orders or any European Directive pertaining to the health and safety of employed persons.

The Landscape Contractor shall at the time of submitting their Tender provide to the Employer a written copy of their health and safety working procedures relating to the performance of the Contract.

The Landscape Contractor shall review their Health and Safety policy and safe working procedures as often as may be necessary and in the light of changing legislation or working practices or the introduction of new Work Equipment and shall notify the Supervising Officer in writing of any such revisions. The Supervising Officer may require the Landscape Contractor to amend its health and safety policy and safe working procedures to comply with any change in legislation or working practices or required because of the introduction of new Work Equipment.

The Landscape Contractor shall in performing the Works adopt safe methods of work and codes of practice to protect the health and safety of their own employees, the employees of the Employer, other contractors, and of all other persons including members of the public. The Landscape Contractor shall comply with the requirements of:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety Regulations 1992
- The Control of Substances Hazardous to Health (COSHH) Regulations 1988 and 1992
- The Road Traffic Act 1988
- The Safety Health and Welfare at Work Act 2005
- The Safety Health and Welfare at Work (General Application) Regulations 2007
- The Codes of Practice by the HAS
- The SHWW (Reporting of Accidents and Dangerous Occurrences) Regulations 2016
- And of any other Acts, Regulations, Orders, or any European Directive pertaining to the health and safety of employees and other persons at the Works

### **EQUAL OPPORTUNITIES POLICY**

The Landscape Contractor shall keep their Equal Opportunities Policy in force for the duration of the Contract to comply with statutory obligations. Any findings of unlawful discrimination against the Landscape Contractor during the three years prior to the commencement of the Contract shall be reported to the Employer, together with details of the steps taken to avoid repetition.

### **WAIVER**

Failure by the Employer at any time to enforce the provisions of the Contract or to require performance by the Landscape Contractor of any of the provisions of the Contract shall not be construed as a waiver of any such provision and shall not affect the validity of the Contract or any part thereof or the right of the Employer to enforce any provision in accordance with its terms.

### **ACCEPTANCE**

Payment will be made to the Landscape Contractor following certification of completed works by the

Landscape Architect. There shall be no sectional handover unless previously agreed. In appropriate circumstances and where the contract involves the application of a defects liability period following practical completion of landscape works, there shall be a retention amounting to 5% of the total contract price, which shall be released when defects have been made good at the end of the defects liability period.

#### **DEFAULT IN PROVISION OF THE SERVICE**

Without prejudice to any other powers of the Employer, if the Landscape Contractor, for whatever reason fails to provide or perform the Services in whole or in part completely in accordance with the terms of the Contract then without prejudice to any remedy contained herein the Employer may by their own or other workmen provide and perform such Services or part thereof in which the Landscape Contractor has made default.

The costs and charges incurred by the Employer in so doing shall be paid by the Landscape Contractor to the Employer on demand or may be deducted by the Employer from any moneys due or which may become due to the Landscape Contractor.

In the event of non-completion of specified works, non-compliance with specification, faulty workmanship or use of defective materials, the Landscape Contractor will be deemed to be in breach of contract and payment may be withheld in full or in part pending completion or execution of remedial works.

### **MAINTENANCE**

#### **GENERALLY**

##### **MAINTENANCE PERIOD**

The Landscape Contractor shall be responsible for the aftercare and maintenance of the completed works for 18 months from the date of practical completion. The Landscape Contractor shall be responsible for the aftercare and maintenance of the existing retained trees where the root protection zone was disturbed for 24 months from the date of practical completion.

##### **ACCEPTANCE**

Unless otherwise stated in the programme of completion, individual areas will not be accepted until the whole of the works have been completed. The Landscape Contractor shall include for keeping such areas correctly maintained and protected until handed over.

##### **WEEDING**

- Weeding may only be done by hand, except in exceptional circumstances where persistent perennial weeds may be treated chemically after approval is sought from the Local Authority.
- The use of chemicals shall only be upon approval from the Local Authority.
- Noxious weeds (scutch, dock, thistle, ragwort) shall not be allowed to establish.
- All soil surfaces shall be always generally free of weeds and shall be entirely free of weeds after each maintenance visit. No grass shall be allowed to encroach into soil areas.
- Weed free circles around trees shall be 1000mm diameter in grassed areas. Weeds shall not cover 10% of circle at any time during maintenance period.
- Noxious and pernicious weeds (scutch, dock, thistle, ragwort) shall not be allowed to establish.
- All soil surfaces shall be always generally free of weeds and shall be entirely free of weeds after each maintenance visit. No grass shall be allowed to encroach into soil areas.
- Weed-free bands along hedges shall be 750mm wide. Weeds shall not cover 10% of circle at any



time during maintenance period.

## **NOTICE**

- Give notice before:
  - Application of herbicide.
  - Application of fertiliser.
  - Watering.
  - Each site maintenance visit.
- Period of notice: 2 weeks.

## **REINSTATEMENT**

Damage or disturbance to soil structure, planting, grass, fencing, hard landscaping, structures, or buildings: Reinstate to original condition.

## **WATERING**

Careful attention to water is essential during dry spells and may be critical in the case of trees and large shrubs. Trees shall be watered as necessary and to their full planting depths. Water trees as required after any period of 4 weeks without significant rainfall (less than 5mm). Shrubs shall be watered as necessary and to their full planting depths.

- Supply: Potable mains water.
- Quantity: Wet to field capacity.
- Application: Do not damage or loosen plants.
- Compacted soil: Loosen or scoop out, to direct water to rootzone.
- Frequency: As necessary for the continued thriving of all planting.

## **WATER RESTRICTIONS**

General: If water supply is, or is likely to be, restricted by emergency legislation, submit proposals for an alternative suitable source of water. Obtain instructions before proceeding.

## **DISPOSAL OF ARISING**

General: Unless specified otherwise, dispose of arisings as follows:

- Biodegradable arisings: Remove to recycling facility.
- Grass cuttings: Remove to recycling facility.
- Tree roots and stumps: Remove from site.
- Shrub and tree prunings: Chip on site and spread on amenity planted areas.
- Litter and nonbiodegradable arisings: Remove from site.

## **LITTER**

Extraneous rubbish not arising from the contract work: Collect and remove from site.

## **PROTECTION OF EXISTING AREAS**

General: Protect areas affected by maintenance operations using boards/tarpaulins. Do not place excavated or imported materials directly on grass.

## **CLEANLINESS**

- All paper and trash in the planted areas shall be removed monthly. All paper and trash shall be

- disposed of by the contractor outside of the Client's facilities.
- Remove excessive amounts of leaf and litter (dead twigs, branches, leaves, bark, etc.) as it accumulates in maintained areas. Leaves and other organic material useful as a mulch may be left in place upon approval of the Client. Additional visits will be facilitated as requested by Client.
- Stone or debris over 50mm diameter shall be removed or buried after each maintenance visit.
- Soil and arisings: Remove from hard surfaces.
- General: Leave the works in a clean, tidy condition at completion and after any maintenance operations.

### **WIND FIRMNESS, STAKES, AND TREE TIES**

All plants shall be regularly inspected for wind firmness and firmed as necessary at the same time. Stakes shall likewise be checked for firmness and all tree ties inspected and made good as required.

### **MONTHLY MAINTENANCE - MAINTENANCE CERTIFICATE**

Throughout the 18-month maintenance period following completion of planting, the Contractor shall maintain the site in a weed free, tidy, and tended condition. They shall include in the Schedule of Rates a realistic amount to cover the cost of such maintenance for the full 18-month period.

### **LEAF REMOVAL**

- Operations: Collect fallen leaves.
- Special requirements: Remove by hand raking.
- Disposal: Remove from site for recycling.

### **SPOT WEED-KILLING**

- Herbicide: Suitable for suppressing perennial weeds.
- Operations: Spot treat
  - docks (*Rumex spp*).
  - Japanese knotweed (*Fallopia spp*).
  - nettles (*Urtica spp*).
  - ragworts (*Senecio spp*).
  - thistles (*Cirsium spp*); and
  - willowherb (*Epilobium spp*).

### **SETTLEMENT**

Any settlements or local depressions shall be made up by the Landscape Contractor at their own expense.

### **FLOWER BEDS / SEASONAL BEDDINGS**

#### **BEDS OF PERENNIALS OR PERENNIALS AND ANNUALS**

- Plant supports: Stake and tie plants using bamboo canes.
  - Length: To suit plant height.
  - Maintain throughout the growing season.
- Gaps in planting: Refill by replanting.
- Watering:
  - New plants: Before and after planting out.
  - Ongoing: As necessary for the continued thriving of all planting.
- Operations at end of growing season:
  - Trim: Older flowering stems of herbaceous perennials.

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

## FLOWER BEDS GENERALLY

- Operations:
  - Remove: Dead flower heads, fallen leaves, litter and debris.
  - Weeds: Thoroughly hand weed.
  - Cultivate: Lightly hoe.
  - Trim: Clip grass edges.
- Fungicide: Not required.
- Insecticide: Not required.

## SHRUBS/TREES/HEDGES

### ESTABLISHMENT OF NEW PLANTING

- Duration: One full growing season from the date of planting.
- Weed control:
  - Method: Keep planting beds clear of weeds by maintaining full thickness of mulch, hoeing and screening.
  - Area: Maintain a weed free area around each tree and shrub, minimum diameter the larger of 1 m or the surface of the original planting pit.
- Soil condition: Fork over beds to keep soil loose, with gentle cambers and no hollows. Do not reduce depth or effect of mulch.
- Watering: As schedule and when instructed.

### ESTABLISHMENT OF NEW PLANTING + FERTILISER

Apply top dressings of organic matter such as cow, horse or sheep manure or proprietary materials to trees and shrubs once in spring, twice during the summer and once again in winter. Their treatment is to be carried out for the duration of the maintenance contract. Alternatively, if so wished, inorganic fertilizer can be applied as 'Osmocote' 18:11:10, @ 50g / square metre in spring and late summer.

- Time of year: March or April.
- Type: Slow release.
- Spreading: Spread evenly. Carefully lift and replace any mulch materials.
  - Application rate: As manufacturer's recommendations.

### TREE STAKES AND TIES

- Inspection/ Maintenance times: As scheduled and immediately after strong winds.
- Stakes:
  - Replace loose, broken, or decayed stakes to original specification.
  - If longer than half of clear tree stem height, cut to this height in spring. Retie to tree firmly but not tightly with a single tie.
- Ties: Adjust, refix, or replace loose or defective ties, allowing for growth and to prevent chafing.
  - Where chafing has occurred, reposition, or replace ties to prevent further chafing.
- Removal of stakes and ties: 2 years after planting.
  - Fill stake holes with lightly compacted soil.

### REFIRMING OF TREES AND SHRUBS

- Timing: After strong winds, frost heave and other disturbances.

- Refirming: Tread around the base until firmly bedded.
- Collars in soil at base of tree stems, created by tree movement: Break up by fork, avoiding damage to roots. Backfill with topsoil and refirm.

### **TREE GUARDS**

- Loose or defective guards: Adjust, refix, or replace to original specification and to prevent chafing.

### **PRUNING GENERALLY**

Any pruning should involve removal of dead, diseased or badly crossing branches or shoots. Dead heading reduces competition for nutrients between the developing seeds and the rest of the plants so that further growth and flowering is often stimulated. Deciduous shrubs are best pruned in winter when new and old growth can be easily distinguished. Allow shrubs which flower on the current season's growth to be pruned back to older wood soon after flowering. Any pruning should involve removal of dead, diseased or badly crossing branches or shoots. Deadheading reduces competition for nutrients between the developing seeds and the rest of the plants so that further growth and flowering is often stimulated. All hedges shall be clipped to maintain uniform and tidy appearance.

- Standard: To BS 7370-4.
- Special requirements: Growth retardants not permitted.

### **FORMATIVE PRUNING OF YOUNG TREES**

- Standard: Type and timing of pruning operations to suit the plant species.
- Time of year: Do not prune during the late winter/ early spring sap flow period.
- Young trees up to 4.00m high:
  - Crown prune by removing dead branches and reducing selected side branches by one third to preserve a well-balanced head and ensure the development of a single strong leader.
  - Remove duplicated branches and potentially weak or tight forks. In each case cut back to live wood.
- Whips or feathered trees: Do not prune.
- Operatives: Approved specialist contractor.

### **PRUNING FLOWERING SPECIES OF SHRUBS AND ROSES**

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

### **TRIMMING RAPIDLY ESTABLISHING HEDGES**

- General: Allow to reach planned height as rapidly as possible.
  - Form: Trim back lateral branches moderately.

### **TRIMMING SLOWLY ESTABLISHING HEDGES**

- Operations:
  - Timing: Cut back hard in June and September to encourage bushy growth down to ground level.
  - Form: Allow to reach planned dimensions only by gradual degrees, depending on growth rate and habit.

### **TRIMMING TAPERING ESTABLISHED HEDGES**

- Time of year: Trim once in July or August
- Operations:
  - Form: Trim carefully and neatly to regular line and shape, with the width at the top less than that at the base.
  - Trim: Remove current growth rather than old wood.
- Tools/ Cutting: Suitable mechanical cutters.

### **TRIMMING NON-TAPERING ESTABLISHED HEDGES**

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

### **REMOVAL OF DEAD PLANT MATERIAL**

Operations: At the end of the growing season, check all shrubs and remove all dead foliage, dead wood, and broken or damaged branches and stems.

### **CLIMBING PLANTS**

- Pruning: Remove excess growth, to ensure that signs, light fittings, doors, and windows are always kept clear.
- Insecure growth: Attach to supporting wires or structures using Stainless steel wire.
- Supporting structures: Check and repair as necessary.

### **DEAD AND DISEASED PLANTS**

- Removal: Within 1 week of notification.
- Replacement: In the next suitable planting season.

### **REINSTATEMENT OF SHRUB/HERBACEOUS AREAS**

- Dead and damaged plants: Remove.
- Mulch/ matting materials:
  - Carefully move to one side and dig over the soil, leaving it fit for replanting.
- Do not disturb roots of adjacent plants.
- Replacement plants:
  - Use pits and plants: To original specification or to match the size of adjacent or nearby plants of the same species, whichever is the greater.
  - Additional requirements: Submit details and cost of plants before ordering.
- Dressing: Slow-release fertilizer:
  - Type: Organic.
  - Application rate: As manufacturer's recommendations.

### **WEED CONTROL GENERALLY**

- Weed tolerance: always, weed cover less than 5% and no weed to exceed 100 mm high.
- Adjacent plants, trees, and grass: Do not damage.

### **HAND WEEDING**

- General: Remove weeds entirely, including roots.
- Disturbance: Remove the minimum quantity of soil, and disturb plants, bulbs, and mulched

- surfaces as little as possible.
- Completion: Rake area to a neat, clean condition.
- Mulch: Reinststate to original depth.

### **WEED CUTTING BY HAND OR MACHINE**

- Undesirable grass, brambles, and herbaceous growth: Cut down cleanly to a maximum height of 75 mm.
- Herbicides: Do not use.

### **SOIL AERATION**

- Compacted soil surfaces:
  - Prick up: To aerate the soil of root areas and break surface crust.
  - Size of lumps: Reduce to crumb and level off.
  - Damage: Do not damage plants and their roots.

### **SOIL LEVEL ADJUSTMENT**

- Level of soil/mulch at edges of beds: Reduce to 50 mm below adjacent grass or hard surface.
  - Arisings (if any): Spread evenly over the bed.

### **MAINTENANCE OF LOOSE MULCH**

- Thickness (minimum): 75 mm.
  - Top up: Every 6 weeks.
- Mulch spill on adjacent areas: Remove weeds and rubbish and return to planted area.
- Weeding: Remove weeds growing on or in mulch by hand weeding.

### **FERTILISING ESTABLISHED TREES AND SHRUBS**

- Time of year: After flowering.
- Type of fertiliser: Slow release.
- Application: Spread evenly.
  - Rate: As manufacturer's recommendations.

### **SNOW REMOVAL FROM SHRUBS/TREES**

- Standard: To BS 7370-4.
- Plants subject to snow removal: All evergreens.
- Timing: Within 24 hours of snowfall.

### **WINTER LEAF REMOVAL**

- Operations: Take down temporary leaf fences. Collect accumulations of drifted leaves from the vicinity and from planting beds.
- Arisings: Distribute evenly over all planting beds.

### **TREE WORK**

- Identification: Before starting work agree which trees, shrubs and hedges are to be removed or pruned.
- Protection: Avoid damage to neighbouring trees, plants, and property.
- Standards: To BS 3998 and Health & Safety Executive (HSE) 'Forestry and arboriculture safety leaflets'.
- Removing branches: Cut vertical branches similarly, with no more slope on the cut surface than is necessary to shed rainwater.
- Appearance: Leave trees with a well-balanced natural appearance.

- Chain saw work: Operatives must hold a Certificate of Competence.
- Tree work: To be carried out by an approved member of the Arboricultural Association.

#### **ADDITIONAL WORK**

- Defective, diseased, unsafe, or weak parts of trees additional to those scheduled for attention: Give notice if detected.

#### **PREVENTION OF WOUND BLEEDING**

- Standard: To BS 3998.

#### **PREVENTION OF DISEASE TRANSMISSION**

- Standard: To BS 3998.

#### **CLEANING OUT AND DEADWOODING**

- Remove:
  - Dead, dying, or diseased wood, broken branches, and stubs.
  - Fungal growths and fruiting bodies.
  - Rubbish, wind-blown or accumulated in branch forks.
  - Wires, clamps, boards, and metal objects, if removable without causing further damage and not part of a support structure that is to be retained.
  - Other unwanted objects, e.g., tree houses, swings.
  - Climbing plants e.g., ivy if it has filled the crown of a tree which needs to be inspected.

#### **CUTTING AND PRUNING GENERALLY**

Any pruning should involve removal of dead, diseased or badly crossing branches or shoots. Dead heading reduces competition for nutrients between the developing seeds and the rest of the plants so that further growth and flowering is often stimulated.

- Tools: Appropriate, well maintained, and sharp.
- Final pruning cuts:
  - Chainsaws: Do not use on branches of less than 50 mm diameter.
  - Hand saws: Form a smooth cut surface.
  - Anvil type secateurs: Do not use.
- Removing branches: Do not damage or tear the stem.
- Wounds: Keep as small as possible, cut cleanly back to sound wood leaving a smooth surface, and angled so that water will not collect on the cut area.
- Cutting: Cut at a fork or at the main stem to avoid stumps wherever possible.
- Large branches: Remove only if unavoidable.
  - Remove in small sections and lower to ground with ropes and slings.
- Dead branches and stubs: When removing, do not cut into live wood.
- Unsafe branches: Remove epicormic shoots and potentially weak forks that could fail in adverse weather conditions.
- Disease or fungus: Give notice if detected. Do not apply fungicide or sealant unless instructed.

#### **BARK DAMAGE**

- Wounds:
  - Do not attempt to stop sap bleeding.
  - Bark: Remove ragged edges using a sharp knife.
  - Wood: Remove splintered wood from deep wounds.
  - Size: Keep wounds as small as possible.

- Liquid or flux oozing from apparently healthy bark: Give notice.

### **CAVITIES IN TREES**

- Investigation: Remove rubbish and rotten wood. Probe the cavity to find the extent of any decay and give notice.
- Water filled cavities: Do not drain.
- Sound wood inside cavities: Do not remove.
- Cavity openings: Cover, as scheduled, with galvanized wire mesh, lightly secured.

### **FENCING**

Fences: Inspect and repair to maintain protection against intruders.