

Estate GM Specification

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Estate Name- Admirals Wood 2

Client- Admirals Wood 2 (Lot 2) Management Company Ltd

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1 INTRODUCTION

1.1 Estate Plan (Draft)

Please note that all appendices are versions of live documents which may be subject to change.





For the purposes of this document the areas denoted as 'Managed Company' land are referred to as 'the Estate' and under the management and ownership of the Management Company.

1.2 Definitions

1.2.1 'The Contractor' The tendering party.

1.2.2 'The Man Co' the Client, Admirals Wood Lot 2 Management Company Ltd Company number - 09046531.

1.2.3 'The Estate Team' Managing Agent for the Man Co, ERM Co Ltd.

1.2.4 'The Contract' A term for a period of 364 days.

1.2.5 'The Estate' Man Co managed and maintain land on the Estates formally known as Admirals Wood Lot 2 and Nightingale Park.

1.2.6 'PPE' Personal Protective Equipment.

1.2.7 'Work Activities' All work completed by the Contractor (Core and Optional) as defined within this specification.

1.2.8 'On Season' Period between 1st March - 31st October.

1.2.9 'Off Season' Period between 1st November - 28/29th February.

1.3 Client

Admirals Wood Lot 2 Management Company Ltd, The 'Man Co', Company Number- 09046531. The Man Co is a community not-for-profit management company set up as the freehold owner of the private commons areas at the Estate formally known as Admirals Wood Lot 2 and Nightingale Park.

1.4 Initial Briefing – Management Objectives

It is our aim to offer the appropriate maintenance techniques to both existing landscape features and the proposed landscape works.

The overall objectives of the management specification are as follows:

- The Man Co seeks to maintain a high standard and quality of grounds maintenance services on the Estate.
- To maintain a clean and tidy finish to all external areas including all elements of soft landscaping, grass sward, tree planting and managed hand landscaped areas.
- To improve the overall ecological value of the Estate and encourage the long-term health of all new landscape elements for the benefit of the users and the local wildlife.
- To ensure best horticultural and health and safety practices at all times.
- To ensure methods are employed to enhance and encourage wildlife, wherever possible.
- To identify early defects in the landscaping and address these quickly by working collectively with the Estate Management Team.

2 MAINTENANCE CONTRACT

The appointed Contractor will have responsibility for the maintenance and care of the Site in terms of soft and hard landscaping of new works for the duration of the Contract period. Maintenance works will be inspected regularly by the Estate Team.

The contractor must be a current member of BALI, Constructionline and/or CHAS.

It is the responsibility of the contractor to fully understand the location, context, access/egress, and types of maintenance works required before tendering and undertaking works on site.

3 MANAGEMENT SPECIFICATION

3.1 Scope

The Contract comprises of core and optional tasks.

Core Tasks (but not limited to) -

- Grass Cutting
- Grass Edging
- Turf Maintenance
- Shrub/Herbaceous Bed Maintenance
- Hedge Maintenance
- Young Tree Maintenance
- Cleaning of Grounds
- Weed Clearance and Treatment- Soft Landscape areas
- Weed Clearance and Treatment- Hard Landscape areas
- Any other task as would be expected for the proper management and upkeep of the scheme to a good standard.

Option Task (but not limited to) -

- The planting of new and replacement shrubs, hedges and bulbs etc.
- The design, planting, establishment and maintenance of bedding schemes as may be requested by the Estates Team/Man Co.
- The design of landscape features as may be requested by the Estates Team/Man Co.
- Any other Work not deemed a Core Task or an Optional Task and is to be carried out on the specific instructions of the Estates Team/Man Co.

Core Tasks form the regular work activities completed by the Contractor and are to be completed in accordance with the specification and in respect of which the Contractor has tendered their Contract sum.

Optional Tasks are those tasks that may be required to be carried out on the Estate on the specific instruction of the Estates Team/Man Co and in respect of which payment will be made in accordance with the tender sum and agreed by the Estates Team/Man Co at the point of instruction.

The Contractor will be responsible for carrying out all the functions detailed in the Contract documents together with all other services ancillary thereto which are consistent with the Contractor being responsible for maintaining the Contract standards in respect of Grounds Maintenance. The specification describes the tasks the Contractor is required to perform together with the minimum standards to which the Contractor must perform these tasks.

3.2 Health & Safety

The contractor is to produce Health & Safety Risk Assessment and Method Statements for all operations including the composting of materials and disposal of arisings off site.

The Contractor must be appropriately skilled and experienced for the type and quality of work required and its context, especially where Control of Substances Hazardous to Health (COSHH) is applicable. The Contractor will provide itself with the appropriate PPE and protective equipment to carry out all activities on the Estate in accordance with current British Standards.

Only tools and machinery suitable for the defined tasks are to be utilised. All machinery must be correct and in optimum condition to carry out the works. ERM Estates reserve the right to request evidence of appropriate plant/equipment & machinery service records.

All arisings are to be carted off site and disposed of appropriately under current legislation at a tip sourced by the contractor. All grass clippings, unless otherwise instructed, are to be collected (unless agreed by the Estates Team) and disposed offsite. The contractor shall ensure all waste transfer tickets are provided in a timely manner.

The Contractor must always exhibit due care and attention when at the Estates and must conform to all Health and Safety at Work Act responsibilities.

The Estates Team will suspend Estate's operations should the Contractor fail to comply with any of the safety regulations, procedures or restrictions of this specification and the Estates Team may also issue a Warning Notice.

3.2.1 Application of Pesticides

In relation to this Contract the term pesticides covers all herbicides, insecticides, wormicides, algicides, fumigants, preservatives, and similar products.

Only chemicals approved under the Control of Pesticide Regulations 1986 (including amendments) shall be used by the Contractor and all pesticides including their use on the Contract must have the approval of the Estates Team prior to application. Pesticides shall be used only for those purposes as stated on the label.

Data sheets (digital format only) must be supplied to the Estates Team prior to application. Completed application (digital format only) sheets are to be forwarded to the Estates Team after application.

The Contractor must ensure that all personnel employed by the Contractor applying pesticides must have PA1 and PA6 certificates of competence (or equivalent).

A full risk assessment should be undertaken for each planned chemical application and guidance/best practice issued by the Environment Agency should be regularly updated to staff and observed for each planned chemical application.

The Contractor, at the start of the contract, must make available to the Estates Team for inspection the original certificates of competence.

All pesticides are to be mixed, stored and applied in strict accordance with the manufacturer's instructions and the Control of Pesticides Regulations 1986, and the Food and Environment Protection Act 1985. The Contractor shall provide and make available for inspection containers for measuring quantities of herbicides. Spray equipment shall be fitted with an approved effective guard to prevent drift onto neighbouring plants. Equipment shall be free of leaks and shall be cleaned thoroughly before and after use.

The application of herbicides by Knapsack sprayer should be carried out in accordance with the provisions laid down by the Health and Safety Executive.

The Estates Team will suspend Estate's operations should the Contractor fail to comply with any of the safety regulations, procedures or restrictions of this specification and the Estates Team may also issue a Warning Notice.

The Contractor has full responsibility for any damage caused by the misapplication of pesticides and any such damage will be fully reinstated or replaced to the complete satisfaction of the Estates Team and at the Contractor's expense.

4 REPORTING AND REVIEW PROCESS

In order to monitor and review standards making amendments where required, it is expected that the Estates Team will review the Works Activities (with reference to this document) at least quarterly with the landscape contractor.

All plant failures should be logged and reported to ERMC at the first opportunity. Particular attention will be paid to the condition of any hard surfacing, fenced and gates areas, specifically to any collision or damage incurred from the maintenance operation.

Following this annual review, any changes or amendments will be made either through additional works clauses or written instruction.

Should the works activities fail to meet to the expectation of this specification, (unless suitable mitigation is applied due to adverse weather, access restrictions etc) the Contractor will be issued a formal warning by the Estates Team and be issued a corrective works plan to be completed within a defined time. If the works remain outstanding after the corrective works time elapses, the Estates Team/Contractor may suspend the Contract and retender the Works or arrange for the works to be completed by an alternative contractor and their costs paid, and any other reasonable cost incurred by the Estates Team, at the Contractor's expense.

5 GENERAL ARRANGEMENTS

Access to areas of the Estate may be restricted as to the size of vehicle/machine that can used. Work activities may be restricted due to presence of fences, railings, walls, street furniture and other obstacles. The Contractor must ensure no mechanised or hand tool equipment is moved across hard or soft surfaces which may otherwise cause damage, scraping or marking which may be permanent. Any such damaged caused during the aforementioned activities will be the responsibility of the Contractor to reinstate at their expense and not the Man Co. Access must be gained from the points agreed with Estates Team in advance; any deviation must be agreed in advance with the Estates Team. Operating times must be respectful of the local residents.

No tree/shrub shall be removed without specific instructions from the Estates Team as stated within their written agreement. Existing trees are to be retained, protected and undisturbed throughout the Contract, unless specifically stated in the schedule below.

Except where hereinafter specified to the contrary, all materials to be used under the Contract are to comply with the latest British Standard Specification. The Contractor is required to furnish the Estates Team with supporting documentation to prove that the materials offer guarantees of safety, standards of reliability and fitness for purpose equivalent to or in excess of the relevant British Standard Specification.

In the event of the Estates Team (whose decision shall be final) not being satisfied that the materials proposed meet the required standard, the Contractor shall comply with the latest British Standard Specification and no claim for additional costs incurred with such compliance will be entertained.

Except where hereinafter specified to the contrary all workmanship is to comply with the latest BS or EN Code of Practice. British Standards and European Equivalent.

5.1 Exceptionally Adverse Weather

The Contractor shall perform the Works in accordance with the Grounds Maintenance Specification and in accordance with the Programme of Works regardless of the weather or climatic conditions. In exceptionally adverse weather conditions the Contractor may seek the Estates Team's approval to suspend all or any part of the Services for the period during which the adverse weather conditions continue. The Estates Team acting reasonably and without undue delay, may give such approval. For the avoidance of doubt, if such approval is given, the Contractor shall not be considered to be in default for failure to comply with appropriate quality and specification standards if there is a diminution of the required standards during this period.

The Estates Team shall specify, when giving approval, a reasonable period the [Restoration Period] after the cessation of the adverse weather conditions, in which the Contractor must restore all affected Schemes and locations to the required standards and the Contractor must comply with this Restoration Period and shall do so at its own expense.

5.2 Advice

The Contractor may be required to provide general advice to the Estates Team on horticultural matters e.g. drawing their attention to plants which are diseased or require removal due to old age and suggesting appropriate replacement plants together with general advice and 'hints' on horticultural maintenance. The provision of such advice by the Contractor shall be included by the Contractor in his tender.

6 GENERAL INFORMATION / REQUIREMENTS

6.1 Grass Areas

6.1.1 Management Objectives

To provide an even standard of vegetation of uniform height and colour comprising of grass species predominantly, although a small percentage of dicotyledonous plants - no more than 5% would be acceptable. (Should at the start date of the Contract a higher percentage of 5% is existing, the Core task requirement is to ensure that the incumbent dicotyledonous plants are treated to prevent additional escalation growth. Further weed removal of this type will be treat as an Optional task).

To ensure no damage is inflicted on existing tree trunks whilst undertaking the grass sward maintenance works.

To ensure existing pathways and hard standings are not encroached by grass which would be detrimental to the overall quality or integrity of the features. Remove any self-set grass which would threaten these features for the same reasons.

6.1.2 Management Operations

6.1.2.1 Mowing

Mowing is to be carried out using approved machinery to maintain the vegetation height no less than 25mm and no greater than 100mm. On Season mowing to be carried out every 14 days, off season to be carried as monthly unless growth exceeds 100mm due to climate conditions.

All litter including stones, paper, tins, bottles, other debris and the like and heavy falls of leaves shall be collected and removed prior to cutting.

All grass shall be cut evenly and cleanly without damage to the existing surface and edges.

Any damage from scalping, trampling or abrasion during mowing is to be re-seeded or re-turfed.

Do not allow any mechanised mowing equipment within 100mm of any tree trunk and do not take mowers across hard surfacing whilst operational i.e. cutting.

Any slight hollows which appear within the maintenance period due to settlement or other causes shall be top dressed, early in the growing season, with a mixture of fine compost and topsoil lightly rolled in and the grass allowed to grow through.

Hollows repaired in this manner shall be kept watered as necessary until the turf has fully 'married' in.

The Contractor is allowed to use 'mulch' mowers. However, should there be persistent residual arising left from the Contractors' mowing, the Estates Team will request that the Contractor continue to mow with Box mowers.

Any grass clippings or other arisings are to be removed from paved areas, car parks, drives, mowing margins, channels and the like by a method approved by the Estates Team.

Bulbs are not to be mown over until sufficient time has passed for leaf growth to die.

Grass to be cut to a nominal height of 30mm around obstacles.

6.1.2.2 Preferred Equipment

The preferred mowing equipment would be a rotary mower. All machinery shall be size and type appropriate to the size of the area being mown i.e. best professional practice. Mulch mowers can be used by permission from the Estates Team providing that it meets the satisfaction of the Estates Team.

6.1.2.3 Grass Edge

During the Off Season, grass edge lines including those surrounding obstacles, shall be reformed back to the original edge for a sharp vertical face.

Edges to planting areas (including tree bases) or adjacent hard standing areas are to be cut and trimmed with each mowing operation, arisings are to be collected and removed from site to be disposed of at a tip found by the Contractor.

Grass around obstacles will be edged with an appropriate mechanical or manual tool.

6.1.2.4 Dressing

A dressing of fine fishmeal shall be applied as identified in the accompanying maintenance schedule of works at the rate of 60gms/m.

6.1.2.5 Weeds

The sward shall be maintained weed free by selective weedkiller or other equal.

6.1.2.6 Arisings

Litter, debris, and larger accumulated items shall be collected prior to mowing and disposed of offsite at a tip found by the contractor.

Leaf collection when necessary, during (October to December inclusive) or when health of the sward maybe affected to be removed off site and disposed of at a tip found by the contractor. Leaves to be collected from all estate pathways as soon as possible to prevent slip hazards.

Grass cuttings which fall into planting beds and hard surfaces shall be removed within one hour of cutting.

There may be areas on the Estate which can be designated 'low maintenance' at which grass cutting can be undertaken on a 'cut and drop' basis rather than 'cut and collect' including areas that can only be accessed and cut via strimmers or other appropriate mechanical machinery. In respect of any such areas the Estates Team shall agree with the Contractor the extent, frequency of cut and any other operational considerations.

6.2 Hedge & Shrubs

6.2.1 Management Objectives

To establish healthy thriving plants and encourage strong growth. Prune shrubs/hedge to encourage dense and bushy growth, maintain planting areas kept so that they do not create a nuisance or danger.

Watering of shrubs/hedges may be required during prolonged periods of drought during the On Season. Heavy watering will be required during these drought periods.

6.2.2 Management Operations

6.2.2.1 Front Garden Hedges

During the period 1st April - 30th September hedges will be cut monthly. Please note, hedges will require cutting outside of this period hedges if new growth exceed 150mm.

Shrubs to front gardens with require:

- Light shaping and removal of dead and diseased wood. Shaping shall be carried out in late spring, remaining pruning to be carried out when required.
- Remove all wood that has borne flowers, retaining the young wood to ripen and produce flowers the following year. Pruning shall be carried out immediately after flowering.
- Remove completely one or two old stems, cut back younger flowering shoots to fresh growth of the main branches. Thin out crowded shoots and remove weak twigs. Pruning shall be carried out between November and March.
- In February or March cut back previous season's wood to within two or three buds of the old wood.

6.2.3 Hedge at 1 Rothschild Drive (Parallel to Coldeast Drive)

NB. always the boundary hedge at the above location is to be maintained to a height no greater than 0.6m as per the Transport Development Management Officer of the Fareham Borough Council's statement as the hedge is within highway visibility splay.

All other hedges/shrubs shall be cut/pruned biannually at the beginning and end of the On Season.

All plants will be regularly inspected for wind firmness and firmed in as necessary at the same time. This shall be undertaken at each work activity. Stakes shall likewise be checked for firmness.

Where feasible, an application of an approved residual weed killer will be permitted, applied as per the manufacturer's instructions, on areas that have been cleared of all weed growth and before further germination takes place.

The Contractor must ensure all tools used are sharp and cut the shrubs/hedge so that top is narrower than the base to ensure base will remain clothed in leaves.

Water planted trees with adequate, clean water throughout summer months (May - September) at minimum fortnightly intervals after any period of four weeks without significant rainfall (less than 5mm). Heavy watering will be required in dry periods.

The Contractor must provide within their tendered sum replacement for dead or damaged plants matching species and size. (20nr)

The Contractor is to allow within its tendered sum an allowance top up of mulch to bed and borders on the Estate. For the purpose of this document, the allowance for mulch is 6m³.

6.3 Weed Control

6.3.1 Management Objectives

There is an existing area of Japanese Knotweed along the eastern boundary that is being treated under a separate contract. However, the contractor should be aware of its presence and ensure that the infestation is not spread through poor management techniques.

All trees and grass area are to be maintained weed, pest, and disease free at all times. The contractor is expected to adopt a pro-active approach to pests and diseases and treat accordingly.

To ensure existing pathways and hard standings are not encroached by pernicious weeds which would be detrimental to the overall quality or integrity of the features. Remove any self-set grass which would threaten these features for the same reasons.

6.3.2 Management Operations

6.3.2.1 Beds and Borders

Chemical Weed Eradication means the destruction of weed growth by a chemical substance.

The use of chemicals for the eradication of weeds shall be in accordance with:

- Health and Safety at Work Act 1974
- The Control of Pollution Act 1974
- The Poisonous Substances in Agriculture Regulations
- The Food and Environmental Protection Act 1985
- HSE Code of Practice for using Plant Protection Products 2013
- Control of Substances Hazardous to Health 2005

in the opinion of the Estates Team, if the Contractors and its employees are working in contravention of the above regulations, then the Contractors and its employees shall cease working immediately upon the instruction of the Estates Team. Work shall not resume until such time as the Estates Team is satisfied that full compliance with the regulations is affected.

The Contractor shall not use any residual weed killer for the control of weed growth within the bed and border areas unless written permission has been received from the Estates Team. Such permission will only be given where the Estates Team can be certain that:

- The planting is long established, and
- No recent, new or additional planting has taken place or is proposed for the area and,
- There is no danger of a build-up of residual herbicides.

On those bed and border areas where chemical weed eradication is permitted, the Contractor is permitted to use an application of approved residual weed killer (Glyphosate, applied as per the manufacturer's instruction and specified frequency).

The use of herbicides is not permitted on any areas that contain herbaceous planting. Hand weeding must only be used on these areas unless written permission has been issued from the Estates Team.

Whichever method is employed, the Contractor shall remove all individual or patches of weed growth, which are deemed visually displeasing by the Estates Team, by Hand Weeding.

As a guide, weeding is to be completed as a Core task in line with the current grass schedule.

6.3.2.2 Inspection

Undertake bi-annual inspection of site once in April/May and again in August/September to monitor any areas of suspected Japanese Knotweed and Himalayan Balsam and pernicious weeds. Report any new findings to the Estates Team for their action.

6.3.2.3 Reporting

Report any new Japanese Knotweed and Himalayan Balsam findings to Local Authority & the Estates Team for their record. Action may be instructed under this contract through mutual negotiation with the Contractor.

6.3.2.4 Weed Control on Hard Surfaces

The Contractor shall control all weeds on all the Estate hard surfaces. In this context, weed means any plant, moss, algae or fungus. Hard surfaces will include interalia: areas of concrete, tarmacadam, paving, paviments, gravel, stone, shale, brick, cobbles and setts, whether arranged as pathways, steps, recreational surfaces such as hard surfaced tennis courts, and open areas of hard surface. On occasions, hard surfaces to be treated may be sloping or undulating, for example as hard surfaced embankment, but the work does not include clearing weed from vertical surfaces such as walls.

The Contractor is made aware that moss infestation on the Estate hard surfaces, particularly in the winter months and in shaded areas, is very prevalent on many sites. The Contractor will proactively control such moss growth at all times by either chemical or hand/machine brushing, or a combination of both, and shall have deemed to include this task within their price. A record of all such treatments must be retained by the Contractor and be produced at the request of the Estates Team

The Contractor must comply in accordance with 6.3.2.1 with the application and control of herbicides.

Furthermore, in the opinion of the Estates Team, if the Contractors and its employees are working in contravention of the above regulations, then the Contractors and its employees shall cease working immediately upon the instruction of Estates Team. Work shall not resume until such time as the Estates Team is satisfied, that full compliance with the regulations is affected.

The Contractor shall be held liable for any and all damage to property and/or injury, illness, discomfort to persons or animals arising as a result of his action or inaction in respect of the use of chemical weed control on hard surface areas.

Where such damage results in the death or ill health of plant material, The Contractor shall replace all areas of contaminated soil with fresh soil and replant or returf at his own expense to the satisfaction of the Estates Team.

6.3.2.5 Herbicide

Where feasible, an application of approved foliar acting residual weed killer will be permitted, applied as per the manufacturer's instructions on hard areas twice yearly. The paving should be swept thoroughly twice yearly to remove any debris, once in spring and again in autumn.

6.3.2.6 Inspection

Twice yearly, once in the spring and again in the autumn, the Contractor is to inspect the existing hard surfaces for wear and tear, failure, or fault.

6.3.2.7 Reporting

Report any damage or deterioration to the Estates Team for immediate action.

6.4 WILD AREAS

6.4.1 Management Objectives

To build on the overall ecological value of the Estate and encourage the long-term health of the landscape for the biodiversity and benefit of the users and the local wildlife within the defined 'Wild' areas.

To encourage engagement with local residents, to promote use of interpretation boards and provide feedback to the Estates Team on the success of plant, animal, bird and invertebrate life within these areas.

6.4.2 Management Operations

Wildflower meadow/grassland to be mown twice yearly, March and September (following flowering) to a height of 40 - 60mm. Arisings to be removed offsite.

The Contractor must provide the Estates Team 5 working days' notice prior to commencing of work activities.

All litter including stones, paper, tins, bottles, other debris and the like and heavy falls of leaves shall be collected and removed prior to cutting.

The Contractor must ensure the area is free from vehicles and other resident property. Any damage caused by the Contractor will be met at the Contractors expense.

Cuttings of wild grass areas or meadow areas should be left in-situ for 1 week prior to removal to encourage reseedling.

Following September cutting and arising removal, overseed 'Wild' areas with EW1- Woodland Mixture from Emorsgate Seeds or similar.

6.4.2.1 Preferred Equipment

All machinery shall be size and type appropriate to the size of the area being mown i.e. best professional practice. Flail mowers can be used by permission from the Estates Team providing that it meets the satisfaction of the Estates Team.

6.5 Trees

6.5.1 Management Objectives

To ensure that the longevity of established trees is preserved on Admirals Wood Lot 2. Annual inspection of the trees should be undertaken. If additional works are required to promote healthy growth these should be agreed with the Estates Team and actioned as an Optional works.

6.5.2 Generally

To encourage the health and vigour of new and existing trees, maintain to a well-shaped, neat, and overall tidy appearance including around base of the tree.

To prevent overcrowding of tree groups, selective thinning may be applicable and stump removal may be required.

To ensure a balanced age structure within existing tree planting to plant new trees as directed to prevent group senility.

Tree works are to be undertaken in line with best practice BS 3998.

All operations shall be carried out carefully to avoid damage to the existing trees, new planting, or any existing landscape features. These trees shall not at any time be used for anchorage or winching purposes. If working with the tree root zone of any existing trees or new trees observe best working practice guidance of BS 5837:2012, with a standoff of 12 times the diameter of the tree stem.

Any defects or other faults other than tree, shrub or other plant failures, which appear within the maintenance period and are due to materials or workmanship not in accordance with the specification shall be made good by the contractor entirely at the Contractor's own cost.

The Contractor must note that it is their responsibility to check with the Local Authority to determine any Tree Preservation Orders (TPOs) are in place within the managed areas. The Man Co/Estates Team take no responsibility and any works completed by the Contractor without the necessary orders/authorities remain the responsibility of the Contractor.

6.5.3 Management Operations

6.5.3.1 Pruning

If applicable, and as directed, all work activities are to be done in accordance with BS 3998 and should be undertaken by a qualified and professional Arboriculturist as recognised either by the local authority or the Arboriculturist Association list of Registered Contractors.

Proof of experience and insurance should be sought by the Contractor and evidenced to the Estates Team prior to any commence of tree works including pruning.

Prune any trees as necessary to remove dead, diseased or damaged shoots to create a balanced form for future growth. Ensure action is agreed in advance with Estates Team with 7 working days' notice.

If applicable, and as directed, all works to be done in accordance with BS 3998 and should be undertaken by a qualified and professional Arboriculturist as recognised either by the local authority or the Arboriculturist Association list of Registered Contractors.

Prune and manage growth of any trees as necessary to remove dead, diseased or damaged shoots to create a healthy structure for future growth.

Monitor all trees at each maintenance visit and report any anticipated issues, defects, damage or works to the Estates Team for consideration and action. Ensure this monitoring is undertaken by suitably experienced and qualified personnel and recorded formally.

6.5.3.2 Ivy Infestation

Ivy infestations are not acceptable where wind risk may be a concern. The form of the tree can also be affected, and it is therefore proposed to remove Ivy infestation on trees if evident on site during this period.

6.5.3.3 Arisings

Remove all arisings off site for appropriate disposal as per current legislation.

6.5.3.4 Inspection

Monitor all trees at each maintenance visit and report any anticipated issues, defects, damage or works to the Estates Team for consideration and action. Ensure this monitoring is undertaken by suitably experienced operative.

6.6 Attenuation Ponds

6.6.1 POND AREA Management Operations

Ongoing Maintenance

Contractor to monthly the outlet and inlet to ensure they are clear from litter or/and debris for free flow of water. Contractor to submit monthly reports to the Estates Team confirming outlet/inlet is free flowing and clear of waste material.

Wildflower meadow/grassland to be mown twice yearly, March and September (following flowering) to a height of 40 - 60mm. Arisings to be removed off Estate (banks and immediate area surrounding pond boundary.)

Any hollows which appear shall be filled in with topsoil and allowed to re-seed naturally.

The tables shown ([Annual Work Plan](#)) are a guide for work activities for the purposes of guidance for this document.

6.7 LITTER AND LEAF COLLECTION

6.7.1 Management Operations

Litter, debris, and larger accumulated items shall be collected prior to mowing and disposed of offsite at a registered tip.

Leaf collection to be undertaken, when necessary, during October to December inclusive or when health of the sward is affected and removed offsite by the Contractor. Contractor must dispose of as green waste at a registered tip. The Contractor is to ensure that all paths and access ways are kept clear of fallen material and debris.

Any grass cuttings which fall into planting beds and hard surfaces shall be removed as part of grass cutting operations at the same visit.

All other litter collection, removal and disposal off site of debris of all kinds, with the exception of fly tipped material, and shall include paper, card, plastic based objects, metal-based objects and other foreign matter whether lying individually or in groups or in a container or enclosure.

Litter collection is to be completed during every work activity completed within the Core tasks.

On request of the Estates Team, The Contractor may be instructed to remove heavy accumulations of litter that arise between regular site cleaning frequencies, and that are not classified as fly tipping. The response time to such cleaning shall be in accordance with the 'Code of Practice on Litter and Refuse 2006', and also the Environmental Protection Act 1995. For further information, contractors are advised to consult the said Code of Practice.

6.8 HARD SURFACES ROADS & PATHWAYS

6.8.1 Management Operations

Sweeping, Litter, Refuse and Deleterious Material.

Areas to be swept and cleared as required and after inclement weather.

At each core works activity, the roads and pathways surfaces will be kept free of litter, leaves and other debris, remove mud, silt and debris from surface gutters and channels in hard surfaces and empty drainage gullies periodically.

Remove all arisings from Estate and dispose of arisings at registered tip or to licence waste carrier/skip operator in accordance with current Legislation.

Where feasible, an application of approved foliar acting, residual weed killer will be permitted, applied as per the manufacturer's instructions on hard areas three times per year. The paths and paving areas should be swept thoroughly twice a year to remove debris, once in spring and again in autumn.

The Contractor should ensure that paved areas on the Estate are free from moss throughout the year, especially in the winter when growth is very prevalent. The Contractor will proactively control such moss growth at all times by either chemical or hand/machine brushing, or a combination of both, and shall have deemed to include this task within their price. A record of all such treatments must be retained by the Contractor and be produced at the request of the Estates Team. As a guide, this task should be completed thrice during the On Season and monthly during the Off Season.

The Contractor must comply in accordance with 6.3.2.1 with the application and control of herbicides.

Twice yearly, once in the spring and again in the autumn, inspection is to be carried out on the existing hard surfaces for wear, tear, failure, or fault and report lodged formally and in writing. See section 6.3.2.4 for further information.

Annual Work Plan

Operational Objective	Activity	Month												
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Maintain and enhance existing habitats for wildlife	Monitor growth of willow scrub and remove when necessary to maintain no more than 10% scrub	X											X	X
	Maintenance of aquatic vegetation (remove dead plants and excessive weeds vegetation growth). Remove all cuttings	X	X								X	X	X	X
	Cut and remove areas of reeds on a 4 to 7-year rotation	X	X								X	X	X	X
	Removal of excessive leaf litter using a handheld net											X	X	
	Mowing of grassland areas surrounding pond. Remove all cuttings			X							X			

