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| Originating Office<br><br><br><div style="text-align: center;">  </div><br><b>The Jewellery Business Centre</b><br><b>95 Spencer Street</b><br><b>Birmingham</b><br><b>B18 6DA</b> |                       |                                    |             |                       |  |                          |     |
| Project<br><br><b>THE VINERY</b><br>P O L I N G ,   W E S T   S U S S E X                                                                                                                                                                                           |                       |                                    |             |                       |  |                          |     |
| Specification Title                                                                                                                                                                                                                                                 | Discipline            | Document                           | Clause / No | Cisfb Ref             |  |                          | Rev |
| <b>Landscape Maintenance</b>                                                                                                                                                                                                                                        | <b>L</b>              | <b>SPEC</b>                        |             | <b>Q35</b>            |  |                          |     |
|                                                                                                                                                                                                                                                                     |                       | Document Status<br><b>Planning</b> |             |                       |  |                          |     |
|                                                                                                                                                                                                                                                                     |                       |                                    |             |                       |  |                          |     |
| Originating Manager Responsible                                                                                                                                                                                                                                     |                       |                                    |             |                       |  |                          |     |
| QA System – Checks                                                                                                                                                                                                                                                  |                       |                                    |             |                       |  | Date                     |     |
| Written by                                                                                                                                                                                                                                                          | Victoria Dudley-Cooke |                                    |             |                       |  | 22/6/14                  |     |
| Checked                                                                                                                                                                                                                                                             | Chris Britton         |                                    |             |                       |  | 22/6/14                  |     |
| Authorised                                                                                                                                                                                                                                                          | Jane Findlay          |                                    |             |                       |  | 22/6/14                  |     |
| <b>Revisions</b>                                                                                                                                                                                                                                                    |                       |                                    |             |                       |  |                          |     |
| Rev                                                                                                                                                                                                                                                                 | Date                  | Description / Details              | Author      | Checked Date-Initials |  | Authorised Date-Initials |     |
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To be read with Preliminaries/General conditions.

10 GRASS WORKS

Amenity grass areas, wildflower meadows and marshy grassland

20 FORESTRY / STRUCTURE PLANTING

Woodland Buffer and Woodland Edge

30 TREES

Semi Mature, Heavy Standards and Extra Heavy Standards planted across the whole scheme

40 SHRUBS

Ornamental and native shrub planting

50 HEDGES

Native Hedgerows and formal evergreen hedges

60 MARGINALS

In and around the attenuation pond and ditches

**GENERALLY**

110 NOTICE

- Give notice before:
  - Application of herbicide.
  - Application of fertilizer.
  - Watering.
  - Each site maintenance visit.
- Period of notice: 7.

111 CLIMATIC CONDITIONS Carry out the work during appropriate seasons and while soil and weather conditions are suitable for the relevant operations.

112 MACHINES AND TOOLS Use only machinery and tools suitable for the site conditions and the work to be carried out. Use hand tools around trees, plants and in confined spaces where it is impracticable to use machinery.

130 REINSTATEMENT

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

140 CONTROL OF MAMMALIAN PESTS

- Specialist firms/Methods: Submit proposals.

150 WATERING GENERALLY

- Obtain CA's approval before using a supply other than potable mains water.

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- Ensure the full depth of topsoil is thoroughly wetted.
  - Use a fine rose or low pressure hose where appropriate to avoid damaging or loosening plants.
  - Where necessary, loosen soil or form depressions around the stem base of plants to ensure that water reaches the root zone instead of dispersing on the surface.
- 151      WATERING POINTS Ensure that the positions of all watering points on the site are known. Provide materials to enable the proper watering of all contract areas from any or all of these points.
- 152      WATER AVAILABILITY Ensure that sufficient water will be available to carry out all specified watering duties. If insufficient is available for site then provide alternative, ie. Bowser.
- 155      WATERING
- Supply: Portable mains water.
  - Quantity: Wet full depth of topsoil.
  - 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.
- 175      DISPOSAL OF ARISING
- General: Unless specified otherwise, dispose of arisings as follows:
  - Remove from site
- 180      CHIPPING OR SHREDDING ON SITE
- General: Not permitted on site.
- 190      LITTER
- Extraneous rubbish not arising from the contract work: Collect and remove from site.
- 193      TREE AND PLANT STEMS
- Nylon filament rotary cutters and other mechanical tools: Do not allow closer than 100 mm to the stem of any tree or plant.
    - Complete operations close to stems using hand tools.
- 195      PROTECTION OF EXISTING GRASS
- General: Protect areas affected by maintenance operations using boards/tarpaulins. Do not place excavated or imported materials directly on grass.
- 197      CLEANLINESS
- Soil and arisings: Remove from hard surfaces.
  - General: Leave the works in a clean, tidy condition at completion and after any maintenance operations.
- 198      CHEMICALS GENERALLY
- Use only where specified or approved, and then only products on the current list of the Agricultural Chemicals Approval Scheme.
  - Where work is near water, drainage ditches or land drains, comply with the Ministry of Agriculture, Fisheries and Food "Code of Practice for the use of herbicides on weeds in water courses and lakes".
  - Observe all precautions recommended by the manufacturer and remove containers from site immediately they have been emptied or are no longer required.

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**GRASSED AREAS**

- 210 MAINTENANCE OF GRASSED AREAS
- General: Maintain turf in a manner appropriate to the intended use.
  - Grass height: Maintain within range specified in clauses 260 to 280.
  - Soil and grass condition:
    - Condition: Maintain a healthy vigorous sward, free from disease, fungal growth, discolouration, scorch or wilt.
    - Waterlogging and compaction: Prevent.
    - Damage: Repair trampling, abrasion or scalping caused by mowing.
  - Ornamental turf and lawns: Maintain reasonably free from moss, excessive thatch, weeds, frost heave, worm casts and mole hills.
    - Edges: Neat and well defined, in clean straight lines or smooth flowing curves.
  - Litter and fallen leaves: Remove regularly to maintain a neat appearance.
- 220 GRASS CUTTING GENERALLY
- Before mowing: Remove litter, rubbish and debris.
  - Finish: Neat and even, without surface rutting, compaction or damage to grass.
  - Edges: Leave neat and well defined. Neatly trim around obstructions.
  - Adjoining hard areas: Sweep clear and remove arisings.
  - Drought or wet conditions: Obtain instructions.
- 225 TREE STEMS
- Precautions: Do not use mowing machinery closer than 100 mm to tree stems. Use nylon filament rotary cutters and other hand held mechanical tools carefully to avoid damage to bark.
- 230 GRASS CUTTING MACHINES must be appropriate to the grass cutting operation required, taking due regard to grass type, mowing specification, ground contour and condition. Machinery is to be well maintained and correctly adjusted to give a clean even cut without damaging the grass.
- 250 LEAF REMOVAL
- Operations: Remove fallen leaves.
  - At no time shall leaves remain on the grass longer than 10 working days.
- 265 MOWING GENERAL AREAS
- Maintain height of grass between 30 and 60 mm. Cut when necessary using appropriate equipment and remove arisings. Minimum cutting height 25mm. This will require approximately 1 cut every 2 weeks during the growing season.
- 270 MOWING ROUGH GRASSED AREAS Maintain height of grass between 50 and 80 mm. Cut when necessary using appropriate equipment and remove arisings. Minimum cutting height 30mm. This will require approximately 1 cut every 3 weeks during the growing season.
- 272 MAINTAINING GRASSED AREAS WITH PERENNIAL WILD FLOWERS (Includes Marshy Grassland)
- Preparation: Before each cut remove litter and debris.
  - Height and frequency of cut:
    - Time of first cut: July August after flowering .
    - Height of first cut: 50 mm. Leave arisings to lay of 1-7 to allow shedding of seed before removing from site.
  - Second cut:
    - Time of cut: late autumn.
    - Height of cut: 50 mm.

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- Trimming: At the time of each cut, trim all grass edges, including round the base of trees, manholes etc.  
Arisings: Remove.
- 282      EDGE TRIMMING Where lawns adjoin borders the fringe of grass at the border edge shall be clipped after each cut and all trimmings removed from site.
- 290      ROLLING
  - Operations: Consolidate turf and reduce frost heave.
- 295      SPIKING
  - Operations: Aerate the soil and improve surface water penetration.
- 300      SCARIFYING
  - Operations: Relieve thatch conditions and remove dead grass.
- 309      EDGES TO SEEDED AREAS
  - Location: Planting beds and around newly planted trees.
  - Timing: After seeded areas are well established.
  - Edges: Cut to clean straight lines or smooth curves. Draw back soil to permit edging.
  - Arisings: Remove.
- 310      RE-FORMING GRASS EDGES
  - Location: Planting beds, paths, manhole covers and the like.
  - Edges: Draw back soil and re-form edges to clean straight lines or smooth flowing curves, sloping slightly back from vertical.
- 320      LEVELLING HOLLOWES AND BUMPS IN TURF
  - Standard: To BS 7370-3, clauses 12.4 and 12.5.
- 325      RELIEVING SURFACE COMPACTION IN TURF
  - Standard: To BS 7370-3, clause 13.5.
- 330      SELECTIVE HERBICIDE
  - Type: Selective herbicide as necessary
  - Areas not to be sprayed: Wild flower or bulb and corm planted areas.
- 340      SPOT WEEDKILLING IN ROUGH GRASS AREAS
  - Operations: Spot treat with a suitable herbicide
- 380      REINSTATEMENT OF DAMAGED GRASSED AREAS
  - Damaged turf: Remove to a depth of 75 mm.
  - Preparation: Cultivate substrate to a fine tilth.
  - Reinstatement: Contractor's choice of returfing or topsoiling and reseeding:
    - Returfing: Quality and appearance to match existing.
    - Reseeding: Fill with fine topsoil to BS 3882 general purpose grade, free from stones, debris and weeds. Reseed with a seed mix to match existing grass in quality and appearance.
  - Protection and watering: Provide as necessary to promote successful germination and/or establishment.

#### SHRUBS/TREES/HEDGES

- 500      ESTABLISHMENT OF NEW PLANTING
  - Duration 24 months
  - Weed control:
    - Keep planting beds clear of weeds by hand

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- 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.
  - Trees: When in leaf, spray crowns in the evening during warm weather.
- 502 ESTABLISHMENT OF NEW PLANTING - FERTILIZER
- Time of year: March or April.
  - Type slow release
  - Spreading : spread evenly carefully lifting and replacing any mulch materials.  
- coverage 70g/m<sup>2</sup>
- 510 TREE STAKES AND TIES
- Inspection/maintenance times: regular intervals
  - 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: after 3 years.
    - Fill stake holes with lightly compacted soil.
- 520 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.
- 530 TREE/SHRUB SHELTERS
- Loose or defective shelters: Adjust, refix or replace to original specification and to prevent chafing.
- 537 WATERING TREES Apply water to prevent drying out and to promote establishment.
- 538 WATERING SEMI-MATURE TREES Apply water to prevent drying out and to promote establishment. Spray crown of trees when in leaf during warm weather in the evenings. Semi matures allow for 200 litres of water/week per tree during the growing season.
- 540 PRUNING GENERALLY
- Pruning: In accordance with good horticultural and arboricultural practice.
    - Removing branches: Do not damage or tear the stem.
    - Wounds: Keep as small as possible and cut cleanly back to sound wood.
    - Cutting: Make cuts above and sloping away from an outward facing healthy bud, angled so that water will not collect on cut area.
    - Larger branches: Prune neither flush nor leaving a stub, but using the branch bark ridge or branch collar as a pruning guide.
  - Appearance: Thin, trim and shape each specimen appropriately to species, location, season, and stage of growth, leaving a well balanced natural appearance.
  - Tools: Use clean sharp secateurs, hand saws or other approved tools. Trim off ragged edges of bark or wood with a sharp knife.
  - Disease or fungus: Give notice if detected.
  - Growth retardants, fungicide or sealant: Do not use unless instructed.
- 545 PRUNING OF EXCESSIVE OVERHANG
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- Operations: Remove growth encroaching onto grassed areas, paths, roads, signs, sightlines and road lighting luminaires.
- 555 PRUNING TREES AND SHRUBS
- Standard: To BS 7370-4, clauses 3.6.3 to 3.6.5
- 570 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 m 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: Extensive pruning of young trees and any surgery to larger trees must be carried out by an approved member of the Arboricultural Association or other approved specialist.
- 575 PRUNING ORNAMENTAL SHRUBS
- General: Prune to encourage healthy and bushy growth and desirable ornamental features, e.g. flowers, fruit, autumn colour, stem colour.
  - Suckers: Remove by cutting back level with the source stem or root.
- 580 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.
- 600 TRIMMING RAPIDLY ESTABLISHING HEDGES
- General: Allow to reach planned height as rapidly as possible. Trim back lateral branches moderately to establish required shape.
- 620 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.
- 625 CLIMBING PLANTS
- Pruning: Remove excess growth, to ensure that signs, light fittings, doors and windows are kept clear at all times.
  - Insecure growth: Attach to supporting wires or structures
  - Supporting structures: Check and repair as necessary.
- 630 DEAD AND DISEASED PLANTS
- Remove
  - Replace with suitable sized stock of the same species.
- 635 REINSTATEMENT OF SHRUB 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:

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- 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.

#### 645 WEED CONTROL GENERALLY

- Weed tolerance: Weed every fortnight during growing period.
- Adjacent plants, trees and grass: Do not damage.

#### 650 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: Reinstate to original depth.

#### 655 WEED CONTROL BY HAND OR MACHINE

- Completely and cleanly cut down all undesirable grass, brambles and herbaceous growth to a maximum height of 100mm
- Disturbance: If herbicides are to be used remove arisings.

#### 657 HERBICIDE TO KILL REGROWTH

- Where scheduled or instructed
- Apply a suitable foliar acting herbicide to kill regrowth
- Allow the recommended period of time before clearing arisings.

#### 660 TREE AND PLANT STEMS

- Do not allow nylon filament rotary cutters or other mechanical tools closer than 100mm to the stem of any tree or plant
- Complete any weeding close to stems by hand weeding.

#### 670 WEED CONTROL WITH SUMMER HERBICIDE

- Apply a suitable foliar acting herbicide
- Reapply as necessary to maintain required level of weed control
- Allow the recommended period of time before clearing arisings.

#### 675 DIGGING OVER

- General: Dig over beds. Do not damage existing plants, bulbs and roots.
  - Depth of dig (minimum): 100mm.

#### 680 SOIL AERATION

- Compacted soil surfaces: Prick up to aerate the soil of root areas. Break surface crust, reduce size of lumps to crumb and level off. Do not damage plants and their roots.

#### 685 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.

#### 687 WATER SHRUB BEDS

Ensure that sufficient water is applied to maintain healthy growth of all shrubs and plants during dry weather conditions using a fine hose or sprinkler until the full depth of the top soil is saturated. 30 litres/m<sup>2</sup>.

#### 690 MAINTENANCE OF LOOSE MULCH

- Thickness (minimum): 50 mm.
  - Top up: as required to maintain coverage for 3 years after practical completion

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- 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

#### 695 FERTILIZING ESTABLISHED TREES AND SHRUBS

- Time of year: Spring
- Type of fertilizer: Slow release
- Coverage: Spread evenly.
  - Rate: 70g/gm/m2 shrubs 140g/tree

#### 700 SNOW REMOVAL FROM SHRUBS/TREES

- General: Remove snow as recommended by BS 7370-4, clause 3.5.15.

#### 715 WOODLAND THINNING

- as required

#### 720 COPPICING

- as required

### TREE WORK

#### 810 TREE WORK GENERALLY

- Identification: Before starting work agree which trees, shrubs and hedges are to be removed or pruned.
- Standards: To BS 3998 and Health & Safety Executive (HSE) 'Forestry and arboriculture safety leaflets'.
- Removing branches: Cut as shown in Arboricultural Association Leaflet No 8 'Mature tree maintenance'. 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.

#### 815 ADDITIONAL WORK

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

#### 820 PREVENTION OF WOUND BLEEDING

- Standard: To BS 3998, clause 8.

#### 825 PREVENTION OF DISEASE TRANSMISSION

- Standard: To BS 3998, clause 9 and Appendix B.

#### 830 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.

#### 835 CUTTING AND PRUNING GENERALLY

- Tools: Appropriate, well maintained and sharp.
- Final pruning cuts:

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- Do not use chainsaws on branches of less than 50 mm diameter.
- When using handsaws, cut in one continuous operation to form a smooth cut surface.
- Do not use anvil type secateurs.
- 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 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.

#### 865 BARK DAMAGE

- Wounds:
  - Do not attempt to stop sap bleeding.
  - Bark: Gently 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.

#### 895 CLEARANCE OF WATERCOURSES

- Clearance: Remove litter, debris, accumulated silt and excessive vegetation causing an obstruction.
- Frequency: as required
  - Access: From one bank only.
  - Position: At least 1 m from the top of the bank.