

Citywest Cemetery

Landscape Architect's Maintenance and Management Plan

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CONTROL SHEET

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Q35 Landscape maintenance

Generally

130 Reinstatement

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

155 Watering

1. Supply: Potable mains water
2. Quantity: Wet full depth of topsoil
3. Application: Do not damage or loosen plants.
4. Compacted soil: Loosen or scoop out, to direct water to rootzone.
5. Frequency: As necessary for the continued thriving of all planting.

156 Watering

1. Supply: Potable mains water
2. Quantity: Wet full depth of topsoil
3. Application: Do not damage or loosen plants.
4. Compacted soil: Loosen or scoop out, to direct water to rootzone.
5. Frequency: When instructed

160 Water restrictions

1. 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.

170 Disposal of arisings

1. General: Unless specified otherwise, dispose of arisings as follows:
 - 1.1. Biodegradable arisings: Remove to recycling facility
 - 1.2. Grass cuttings: Leave for two to three days after cutting and then remove
 - 1.3. Tree roots and stumps: Remove from site
 - 1.4. Shrub and tree prunings: Remove to recycling facility
 - 1.5. Litter and nonbiodegradable arisings: Remove.

175 Disposal of arisings

1. General: Unless specified otherwise, dispose of arisings as follows: off-site.

190 Litter

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

195 Protection of existing grass

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

197 Cleanliness

1. Soil and arisings: Remove from hard surfaces.

2. General: Leave the works in a clean, tidy condition at completion and after any maintenance operations.

Grassed areas

210 Maintenance of grassed areas

1. General: Maintain turf in a manner appropriate to the intended use.
2. Soil and grass
 - 2.1. Condition: Maintain a healthy vigorous sward, free from disease, fungal growth, discolouration, scorch or wilt.
 - 2.2. Waterlogging and compaction: Prevent.
 - 2.3. Damage: Repair trampling, abrasion or scalping.
3. Ornamental lawns: Maintain reasonably free from moss, excessive thatch, weeds, frost heave, worm casts and mole hills.
 - 3.1. Edges: Neat and well defined, in clean straight lines or smooth flowing curves.
4. Litter and fallen leaves: Remove regularly to maintain a neat appearance.

211 Maintenance of grassed areas

1. Standard: To BS 7370-3. Carry out maintenance appropriate to each category of turf, as follows:
 - 1.1. Objectives: To BS 7370-3, Table 6.
 - 1.2. Programme: To BS 7370-3, clause 11.
 - 1.3. Mowing methods: To BS 7370-3, Table 3.

220 Grass cutting generally

1. Before mowing: Remove litter, rubbish and debris.
2. Finish: Neat and even, without surface rutting, compaction or damage to grass.
3. Edges: Leave neat and well defined. Neatly trim around obstructions.
4. Adjoining hard areas: Sweep clear and remove arisings.
5. Drought or wet conditions: Obtain instructions.

225 Tree stems

1. 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.

226 Tree stems

1. Precautions: Do not allow nylon filament rotary cutters and other mechanical tools closer than 100 mm to the stem of any tree.
 - 1.1. Operations close to stems: Complete using hand tools.

235 Bulbs and corms in grassed areas

1. Before flowering: Do not cut.
2. Interval between end of flowering and start of grass cutting (minimum):

250 Leaf removal

1. Operations: Collect fallen leaves.
2. Special requirements:
3. Disposal: Off-Site

272 Maintaining grassed areas with perennial wild flowers

1. Preparation: Before each cut remove litter and debris.
2. Height and frequency of cut in first growing season
 - 2.1. Time of first cut: March/ April
 - 2.2. Height of first cut: 75 mm
 - 2.3. Frequency of subsequent cutting (minimum): 3 no. times during the growing season, in May, July and September.
 - 2.4. Height of growth permitted (maximum): 125mm
3. Height and frequency of cut in second growing season
 - 3.1. Time of cut: October, March and August
 - 3.2. Height of cut: 75 mm
4. Trimming: All edges.
 - 4.1. Arisings: Remove.
5. Watering: When instructed

273 Maintaining grassed areas with annual wild flowers

1. Preparation: Before each cut remove all litter and debris.
2. Timing of first cut: After flowers have set seed.
3. Height of first cut: 75 mm
4. Subsequent cutting: Cut as necessary, so the height of growth does not exceed 125mm.
 - 4.1. Height of cut: 75mm
5. Trimming: All edges.
 - 5.1. Arisings: Remove and dispose off-site
6. Watering:

275 Cutting summer flowering wild flower meadows

1. Times of year/ Frequency of cutting: Once in each of March, April, May, September and October
2. Height of cut: 75 mm
3. Arisings: Remove

280 Cutting spring flowering wild flower meadows

1. Times of year/ Frequency of cutting: Once in March, once in July, once in each of September and October
2. Height of cut: 75 mm
3. Arisings: Remove

309 Edges to seeded areas

1. Location: Planting beds and around newly planted trees.
2. Timing: After seeded areas are well established.
3. Method: Cut to clean straight lines or smooth curves. Draw back soil to permit edging.
4. Arisings: Remove.

345 Control of Japanese knotweed

1. Operations: Spot treat in June and September during suitable weather conditions and when plants are growing vigorously.
2. Herbicide: In accordance with the Environment Agency 'Managing Japanese knotweed on development sites. The knotweed code of practice'

3. Application: In accordance with the Environment Agency 'Managing Japanese knotweed on development sites. The knotweed code of practice'.
4. Arisings: : In accordance with the Environment Agency 'Managing Japanese knotweed on development sites. The knotweed code of practice'.

Flower beds/ seasonal beddings - Not Used

Shrubs/trees/hedges

500 Establishment of new planting

1. Duration: 1no. year
2. Weed control
 - 2.1. Method: Keep planting beds clear of weeds by use of suitable herbicides.
 - 2.2. 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.
3. Soil condition: Fork over beds to keep soil loose, with gentle cambers and no hollows. Do not reduce depth or effect of mulch.
4. Watering: As schedule and when instructed

502 Establishment of new planting – fertilizer

1. Time of year: March or April.
2. Type: Organic
3. Spreading: Spread evenly. Carefully lift and replace any mulch materials.
 - 3.1. Application rate: As manufacturer's recommendations

510 Tree stakes and ties

1. Inspection/ Maintenance times: once every month or as required depending on climatic or anti-social induced damage.
2. Stakes
 - 2.1. Replace loose, broken or decayed stakes to original specification.
 - 2.2. 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.
3. Ties: Adjust, refix or replace loose or defective ties, allowing for growth and to prevent chafing.
 - 3.1. Where chafing has occurred, reposition or replace ties to prevent further chafing.
4. Removal of stakes and ties: During spring when no longer required to support the tree
 - 4.1. Fill stake holes with lightly compacted soil.

515 Tree guy wires

1. Inspection/ Maintenance times: In spring
2. Operations
 - 2.1. Replace or resecure loose or missing guy wires.
 - 2.2. Adjust to suit stem growth and to provide correct and uniform tension.
3. Removal: 2 years after planting

520 Refirming of trees and shrubs

1. Timing: After strong winds, frost heave and other disturbances.
2. Refirming: Tread around the base until firmly bedded.
3. 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.

525 Tree guards

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

540 Pruning generally

1. Pruning: In accordance with good horticultural and arboricultural practice.
 - 1.1. Removing branches: Do not damage or tear the stem or bark.
 - 1.2. Wounds: Keep as small as possible and cut cleanly back to sound wood.
 - 1.3. Cutting: Make cuts above and sloping away from an outward facing healthy bud, angled so that water will not collect on cut area.
 - 1.4. Larger branches: Prune neither flush nor leaving a stub, but using the branch bark ridge or branch collar as a pruning guide.
2. Appearance: Thin, trim and shape each specimen appropriately to species, location, season, and stage of growth, leaving a well-balanced natural appearance.
3. Tools: Use clean sharp secateurs, hand saws or other approved tools. Trim off ragged edges of bark or wood with a sharp knife.
4. Disease or infection: Give notice if detected.
5. Growth retardants, fungicide or pruning sealant: Do not use unless instructed.

555 Pruning trees and shrubs

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

570 Formative pruning of young trees

1. Standard: Type and timing of pruning operations to suit the plant species.
2. Time of year: Do not prune during the late winter/ early spring sap flow period.
3. Young trees up to 4 m high
 - 3.1. 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.
 - 3.2. Remove duplicated branches and potentially weak or tight forks. In each case cut back to live wood.
4. Whips or feathered trees: Do not prune.
5. Operatives: Approved specialist contractor

575 Pruning ornamental shrubs

1. General: Prune to encourage healthy and bushy growth and desirable ornamental features, e.g. flowers, fruit, autumn colour, stem colour.
2. Suckers: Remove by cutting back level with the source stem or root.

580 Pruning flowering species of shrubs and roses

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

600 Trimming rapidly establishing hedges

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

605 Trimming slowly establishing hedges

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

620 Removal of dead plant material

1. 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.

630 Dead and diseased plants

1. Removal: As soon as detected
2. Replacement: In the next scheduled round of replacement planting

635 Reinstatement of shrub/ Herbaceous areas

1. Dead and damaged plants: Remove.
2. Mulch/ matting materials
 - 2.1. Carefully move to one side and dig over the soil, leaving it fit for replanting.
3. Do not disturb roots of adjacent plants.
4. Replacement plants
 - 4.1. 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.
 - 4.2. Additional requirements: Submit details and cost of plants before ordering.
5. Dressing: Slow release fertilizer:
 - 5.1. Type: Organic
 - 5.2. Application rate: 50 g/m²

645 Weed control generally

1. Weed tolerance: At all times, weed cover less than 5% and no weed to exceed 100mm high.
2. Adjacent plants, trees and grass: Do not damage.

650 Hand weeding

1. General: Remove weeds entirely, including roots.
2. Disturbance: Remove the minimum quantity of soil, and disturb plants, bulbs and mulched surfaces as little as possible.
3. Completion: Rake area to a neat, clean condition.
4. Mulch: Reinstatement to original depth.

655 Weed cutting by hand or machine

1. Undesirable grass, brambles and herbaceous growth: Cut down cleanly to a maximum height of 50mm.
2. Herbicides: Give notice before use

657 Herbicide to kill regrowth

1. Type: Suitable foliar acting herbicide to kill regrowth.
2. Timing: Allow recommended period for herbicide to take effect before clearing dead weeds.

665 Weed control with winter herbicide

1. Type: Suitable residual soil acting herbicide.
2. Time of year: Unless otherwise agreed, complete before end of March.
3. Timing: Allow recommended period for herbicide to take effect before clearing dead weeds.

670 Weed control with summer herbicide

1. Type: Suitable foliar acting herbicide.
2. Timing: Allow recommended period for herbicide to take effect before clearing dead weeds.

675 Digging over

1. General: Dig over beds. Do not damage existing plants, bulbs and roots.
 - 1.1. Depth of dig (minimum): 75mm

680 Soil aeration

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

685 Soil level adjustment

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

690 Maintenance of loose mulch

1. Thickness (minimum): 50mm
 - 1.1. Top up: Twice per year.
2. Mulch spill on adjacent areas: Remove weeds and rubbish and return to planted area.
3. Weeding: Remove weeds growing on or in mulch by hand weeding.

695 Fertilizing established trees and shrubs

1. Time of year: April through July
2. Type of fertilizer: Organic
3. Application: Spread evenly.
 - 3.1. Rate: 60 g/m²

700 Snow removal from shrubs/ Trees

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

705 Winter leaf removal

1. Operations: Take down temporary leaf fences. Collect accumulations of drifted leaves from the vicinity and from planting beds.
2. Arisings: Remove to recycling facility

710 Woodland planting maintenance

1. Watering: In exceptional circumstances to prevent plants dying.

2. Loose plants: Refirm surrounding soil, without compacting.
3. Vegetation: Except trees and coppice shoots to be retained, cut down to 200 mm above ground level within the plantation area.
 - 3.1. Arisings: Leave between rows.
4. Ditches and drains: Keep clear.

715 Woodland thinning

1. Mature planting density:
2. Timing: Thin in 5year intervals

Tree work

810 Tree work generally

1. Identification: Before starting work agree which trees, shrubs and hedges are to be removed or pruned.
2. Protection: Avoid damage to neighbouring trees, plants and property
3. Standard: To BS 3998 and and Health & Safety Executive (HSE) 'Forestry and arboriculture safety leaflets'.
4. Removing branches: Cut vertical branches similarly, with no more slope on the cut surface than is necessary to shed rainwater.
5. Appearance: Leave trees with a well-balanced natural appearance.
6. Chain saw work: Operatives must hold a Certificate of Competence.
7. Tree work: To be carried out by an approved member of the Arboricultural Association.

815 Additional work

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

820 Prevention of wound bleeding

1. Standard: To BS 3998.

825 Prevention of disease transmission

1. Standard: To BS 3998.

830 Cleaning out and deadwooding

1. Remove
 - 1.1. Dead, dying, or diseased wood, broken branches and stubs.
 - 1.2. Fungal growths and fruiting bodies.
 - 1.3. Rubbish, windblown or accumulated in branch forks.
 - 1.4. Wires, clamps, boards and metal objects, if removable without causing further damage and not part of a support structure that is to be retained.
 - 1.5. Other unwanted objects, e.g. tree houses, swings.
 - 1.6. Climbing plants

835 Cutting and pruning generally

1. Tools: Appropriate, well maintained and sharp.
2. Final pruning cuts
 - 2.1. Chainsaws: Do not use on branches of less than 50 mm diameter.

- 2.2. Hand saws: Form a smooth cut surface.
- 2.3. Anvil type secateurs: Do not use.
3. Removing branches: Do not damage or tear the stem.
4. 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.
5. Cutting: Cut at a fork or at the main stem to avoid stumps wherever possible.
6. Large branches:
 - 6.1. Remove in small sections and lower to ground with ropes and slings.
7. Dead branches and stubs: When removing, do not cut into live wood.
8. Unsafe branches: Remove epicormic shoots and potentially weak forks that could fail in adverse weather conditions.
9. Disease or fungus: Give notice if detected. Do not apply fungicide or sealant unless instructed.

840 Crown reduction/ Shaping

1. General: Cut back selectively to lateral or sublateral buds or branches to retain flowing branch lines without leaving stumps.
2. Operations: Reduce crown by 15%.

845 Crown lifting

1. Clearances: Remove branch systems to give clearance.
 - 1.1. Height: 2500 mm above footpaths
2. Removing branches: Remove whole branches back to the stem, or cut lower portions of branches back to lateral or sublateral buds or branches. Do not leave stumps.

865 Bark damage

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

Liquid or flux oozing from apparently healthy bark:

Give notice. 870 Cavities in trees

1. Investigation: Remove rubbish and rotten wood. Probe the cavity to find the extent of any decay, and give notice.
2. Water-filled cavities: Do not drain.
3. Sound wood inside cavities: Do not remove.
4. Cavity openings: Do not cover

Water areas

890 Dredging to

1. Description: POND
2. Frequency: As approved management plan
3. Time of year: Mid August to mid October
4. Method: Contractor's choice
5. Phasing: As approved management plan

895 Clearance of watercourses

1. Clearance: Remove litter, debris, accumulated silt and excessive vegetation causing an obstruction.
2. Frequency: As approved management plan
3. Time of year: Mid August to mid October
4. Method: Contractor's choice
 - 4.1. Access: From one bank only.
 - 4.2. Position: At least 1 m from the top of the bank.
5. Phasing: As approved management plan

Monthly Maintenance Operations Schedule

The following tables give an outline of the required monthly maintenance operations, based on the specification outlined above.

Maintenance Program – January

Item	Description
1.1	Yearly maintenance Shrub and tree planting Tree pruning Hedge cutting
1.2	Weed free circles around trees/whips Check tree stakes and ties
1.3	Hard Standing Maintenance and Cleaning Litter pick 1 Litter pick 2 Litter pick 3 Road/Paved area sweep 1 Road Gulley cleaning

Maintenance Program - February

Item	Description
2.1	Yearly maintenance Shrub and tree planting Tree pruning Check tree stakes and ties
2.2	Hard Standing Maintenance and Cleaning Litter pick 1 Litter pick 2 Litter pick 3 Road/Paved area sweep 1 Road Gulley cleaning

Maintenance Program - March

Item	Description
3.1	Yearly maintenance Shrub and tree planting Shrub Pruning Tree pruning Hedge cutting Hedgerow cutting Hand Weeding in shrub areas Weed free circles around trees/whips
3.2	Grassed areas – Fine Cutting Cut 1 Cut 2 Grass trimming Grass edging Weed control to rough cut/rough ground areas
3.3	Grass reinstatement
3.4	Hard Standing Maintenance and Cleaning Litter pick 1 Litter pick 2 Litter pick 3 Weed/Moss control to hard landscape areas Clean all signs

Maintenance Program - April

Item	Description
4.1	Yearly maintenance Shrub and tree planting Shrub Pruning Hedgerow cutting Herbicide application to shrub/woodland areas Hand Weeding in shrub areas Weed free circles around trees/whips Apply fertiliser
4.2	Grassed areas – Fine Cutting Cut 1 Cut 2 Cut 3 Cut 4 Grass trimming Grass edging Weed/Moss Control Fertiliser Application
4.3	Grassed areas – Rough Cutting Weed control to rough cut/rough ground areas
4.4	Grass reinstatement
4.5	Hard Standing Maintenance and Cleaning Litter pick 1 Litter pick 2 Litter pick 3 Weed/Moss control to hard landscape areas

Maintenance Program - May

Item	Description
5.1	Yearly maintenance Shrub and tree planting Hedge cutting Herbicide application to shrub/woodland areas Hand Weeding in shrub areas Apply fertiliser Watering
5.2	Grassed areas – Fine Cutting Cut 1 Cut 2 Cut 3 Cut 4 Grass trimming 1 Grass trimming 2 Weed/Moss Control Fertiliser Application
5.3	Grassed areas – Rough Cutting Weed control to rough cut/rough ground areas
5.4	Grass reinstatement
5.5	Hard Standing Maintenance and Cleaning Litter pick 1 Litter pick 2 Litter pick 3 Weed/Moss control to hard landscape areas Road/Paved area sweep 1
5.6	Watering

Maintenance Program - June

Item	Description
6.1	Yearly maintenance Shrub and tree planting Tree pruning Herbicide application to shrub/woodland areas Hand Weeding in shrub areas Weed free circles around trees/whips Apply fertiliser Watering
6.2	Grassed areas – Fine Cutting Cut 1 Cut 2 Cut 3 Cut 4 Grass trimming Weed/Moss Control
6.3	Grassed areas – Rough Cutting Weed control to rough cut/rough ground areas
6.4	Hard Standing Maintenance and Cleaning Litter pick 1 Litter pick 2 Litter pick 3 Weed/Moss control to hard landscape areas Road/Paved area sweep 1 Clean all signs
6.5	Watering of all trees & shrubs

Maintenance Program - July

Item	Description
7.1	Yearly maintenance - Shrub and tree planting Hand Weeding in shrub areas Watering
7.2	Grassed areas – Fine Cutting Cut 1 Cut 2 Cut 3 Cut 4 Grass trimming 1 Grass trimming 2 Grass edging
7.3	Hard Standing Maintenance and Cleaning Litter pick 1 Litter pick 2 Litter pick 3
7.4	Watering of all trees & shrubs

Maintenance Program - August

Item	Description
8.1	Yearly maintenance Shrub and tree planting Shrub Pruning Hand Weeding in shrub areas Weed free circles around trees/whips Watering
8.2	Grassed areas – Fine Cutting Cut 1 Cut 2 Cut 3 Cut 4 Grass trimming
8.3	Hard Standing Maintenance and Cleaning Litter pick 1 Litter pick 2 Litter pick 3 Road/Paved area sweep 1
8.4	Watering of all trees & shrubs

Maintenance Program - September

Item	Description
9.1	Yearly maintenance Shrub and tree planting Shrub Pruning Hedge cutting Herbicide application to shrub/woodland areas Hand Weeding in shrub areas Weed free circles around trees/whips

	Apply fertiliser
	Watering
9.2	Grassed areas – Fine Cutting
	Cut 1
	Cut 2
	Cut 3
	Cut 4
	Grass trimming 1 as per clause 3.3 (c)
	Grass trimming 2 as per clause 3.3 (c)
	Weed/Moss Control
	Fertiliser Application
9.2	Grassed areas – Rough Cutting
	Weed control to rough cut/rough ground areas
9.4	Grass reinstatement
9.5	Hard Standing Maintenance and Cleaning
	Litter pick 1
	Litter pick 2
	Litter pick 3
	Weed/Moss control to hard landscape areas
	Road/Paved area sweep 1
	Road Gulley cleaning
	Clean all signs
9.6	Watering of all trees & shrubs
9.7	Attenuation Pond - cleaning, removal of detritus

Maintenance Program - October

Item	Description
10.1	Yearly maintenance Shrub and tree planting Tree pruning Hedge cutting Hedgerow cutting Herbicide application to shrub/woodland areas Hand Weeding in shrub areas Weed free circles around trees/whips Apply fertiliser
10.2	Grassed areas – Fine Cutting Cut 1 Cut 2 Grass trimming Grass edging
10.3	Grassed areas – Rough Cutting Weed control to rough cut/rough ground areas
10.4	Grass reinstatement
10.5	Hard Standing Maintenance and Cleaning Litter pick 1 Litter pick 2 Litter pick 3 Weed/Moss control to hard landscape areas Road/Paved area sweep 1 Road/Paved area sweep 2

Maintenance Program - November

Item	Description
11.1	Yearly maintenance Shrub and tree planting Hedgerow cutting Check tree stakes and ties
11.2	Grassed areas – Fine Cutting Cut 1 Cut 2
11.3	Hard Standing Maintenance and Cleaning Litter pick 1 Litter pick 2 Litter pick 3 Road/Paved area sweep 1 Road/Paved area sweep 2 Road/Paved area sweep 3

Maintenance Program - December

Item	Description
12.1	Yearly maintenance Shrub and tree planting Tree pruning Check tree stakes and ties
12.2	Grassed areas – Fine Cutting Cut 1 Grass trimming as per clause 3.3 (c)
12.3	Hard Standing Maintenance and Cleaning Litter pick 1 Litter pick 2 Litter pick 3 Road/Paved area sweep 1 Clean all signs