

Re-Development of East Court College Lane, East Grinstead

Landscape Maintenance Plan

August 2024

1st Issue - 13th August 2024

T G D Landscape Ltd



Chartered Landscape Architects

70 Meon Crescent, Chandlers Ford, Eastleigh, Hampshire, SO53 2PB
Mobile: 07974 900280 email: tgdlandscape@googlemail.com

Registered in England 4985408 at 70 Meon Crescent, Chandlers Ford, Eastleigh, Hampshire SO53 2PB

Contents

1.0	Introduction	1
2.0	Management Aims	2
3.0	Responsibilities	3
4.0	Monitoring & Review	4
5.0	Specification	
	5.1 General operations	5
	5.2 Trees	7
	5.3 Shrubs, groundcover & climbers	8
	5.4 Hedges & clipped specimens	9
	5.5 Native planting	10
	5.6 Mown grass	11
	5.7 Wildflower long mown grass	12
	5.8 Hard landscape	13
	5.9 Existing trees	14
6.0	Pruning Guidance	15
7.0	Maintenance Calender	20

*NOTE: This document to be read with TGD Landscape
Landscape Strategy Plan 224-101*

1.0 Introduction

APPOINTMENT

1.1 TGD Landscape Ltd have been appointed to prepare a landscape maintenance plan for the re-development of East Court in East Grinstead. This is a rolling programme which will be reviewed at regular intervals to encourage creative management and to allow for unforeseen changes. The plan includes a maintenance specification which details the required quality and frequency of tasks.

SITE LOCATION & HISTORY

1.2 The site consists of the former East Grinstead Police Station which is situated in the grounds of East Court. East Court is situated only minutes away from East Grinstead's town centre and the estate is nestled within the countryside of Sussex.

Immediately to the south of the former police station is the Old Court House which is joined to the police station. To the east lies the open grounds of East Court, while to the immediate north there are existing cottages. To the west the land falls away sharply down to an existing road, College Lane (B2110).

1.3 The most notable landscape feature of the site is the stand of pollarded Sycamore trees along the rear (western) boundary. There is no existing vegetation of value within the core of the site.

1.4 The site slopes generally south to north, and there are some banks to the rear and just offsite to the west.

THE PROPOSAL

1.5 The proposal sees the re-development of the existing disused police station with an extended western wing. The existing access is retained and the areas of parking are re-modelled with some additional spaces.

1.6 A comprehensive hard and soft landscape scheme is proposed, which will result in a quality setting for the re-development. Emphasis has been placed on planting new native trees to bolster local Green Infrastructure and to increase biodiversity. More than 20 new trees will be planted as part of the landscape improvements. This includes some fruit trees to provide additional habitat enrichment.

1.7 There are considerable stretches of clipped hedge planting and some areas of mixed ornamental shrub planting. The hedges will create corridors for local fauna.

1.8 This document covers the care and management of all landscape areas.

1.9 The soft landscape contract incorporates a 12-month maintenance period, which includes the replacement of any grass, shrubs or trees that fail to establish. Following on from this, it is anticipated that maintenance responsibilities will be taken over by a private Management Company to be appointed by the developer with defects covered for a minimum of 5 years.

2.0 Management Aims

“The design and success of a site is only as good as those who maintain it”

The landscape setting of the development has been considered as an integral part of the design. The proposed tree and hedge planting associated with the development will contribute to the wider setting by bolstering local vegetative cover.

A range of new habitats types will be created and these will provide valuable refuges for local fauna.

The success of the landscape scheme requires attention to detail by the maintenance team, to ensure the development looks as good as it can in the long-term.

The quality and performance of the maintenance work will be closely monitored to ensure high standards are maintained appropriate for this urban development.

Management Aims:

Landscape:

- Maintain a neat and tidy appearance appropriate to local setting
- Ensure successful long-term enhancement of the landscape

Visual quality:

- Protect and enhance the landscape setting of the site
- Encourage the establishment of new planting, particularly proposed trees
- Retain and protect the existing trees just off site

Conservation:

- Ensure good habitat management to increase ecological value and encourage maximum diversity of flora and fauna

3.0 Responsibilities

Maintenance responsibilities:

All general work will be undertaken by a private management company reporting to a representative of the developer.

The work will be monitored in terms of quality and cost by the developers representative with advice as required from the consultant landscape architect.

Specialist work (e.g. tree surgery) shall be contracted out to qualified companies but will be monitored by the in-house management team to ensure compliance with the Maintenance Plan.

The developers representative will be responsible for liaising with the Local Authority to obtain permissions for any work that requires approval (e.g. work to trees protected by a T.P.O).

4.0 Monitoring & Review

Monitoring and Review:

Monitoring:

In order to monitor standards and to allow for creative maintenance the following procedure is proposed:

Regular maintenance appraisals should be undertaken by a representative of the developer and the contractor to assess the results of the regime as the programme moves forward.

Health and Safety of existing and new trees will be ensured by regular inspections by arboricultural consultants and remedial work carried out as required.

Reviews:

Should be undertaken every five years by a representative of the developer, the landscape contractors representative and the landscape architect. Any new maintenance strategy should be agreed by all parties and added, in writing, to this maintenance plan as an addendum.

5.0 Specification

5.1 General Operations:

General:

All materials and workmanship to the highest standards in accordance with the relevant B.S. Standards and good practice.

Operatives shall be appropriately skilled and experienced for the type and quality of work.

Work must only be carried out when the soil and weather conditions are suitable.

Only machinery and tools suitable for the site conditions and work involved may be used. Hand tools must be used around/ under existing trees and in confined spaces.

All horticultural arisings are to be tipped in an agreed location on site (designated composting area).

All deadwood to be neatly stacked on site in agreed locations.

Collect litter from all hard & soft landscape areas and dispose of off site.

Site Meetings:

Once a year a full site inspection will be carried out by the a representative of the developer, the landscape architect and the contractors supervisor to assess the progress with the contract: the date and time of these meetings will be agreed at the initial site meeting. The developers representative will also make other routine inspections and will contact the contractors supervisor immediately if any part of the site is found to be unsatisfactory.

Manufacturers recommendations:

Handle, store, prepare and apply each product in accordance with manufacturers recommendations. Inform the landscape architect if these conflict with any other requirements.

Products:

Where specified artificial fertilizers. Composts and lawn dressings shall be good proprietary products. Samples to be supplied and approved by landscape architect. They shall be applied at the rate specified and evenly distributed by appropriate means over the area to be treated. The contractor shall be responsible for making good any damage resulting from negligence in the application of fertilizers, composts etc.

Litter:

Collect litter from all planting and hard landscape areas and cart offsite. To be undertaken at least once a month or if instructed by landscape architect.

5.0 Specification

Watering:

Watering shall be from the site main. If the water supply is likely to be restricted by emergency legislation the contractor shall inform the landscape architect without delay.

Watering shall be undertaken when dry weather conditions prevail for more than 14 days. When instructed areas to be watered thoroughly with min. of 40L per tree and until first 12" of soil wet. **Particular attention given to trees in paving.**

Replacement of failures:

The contractor shall replace any failed or damaged trees, shrubs, climbers, areas of mown or wildflower grass or other plants with matching species and sizes in the first planting season following failure.

Herbicides:

All herbicides used on site shall be good propriety products to the Landscape Architect's approval. They shall not be toxic to human, birds or animals under normal use. Herbicides shall be mixed and applied in accordance with the manufactures instructions. All containers used for the product must be disposed of safely off site. No herbicides shall be stored on site. The contractor shall be responsible for making good any damage that results from negligence in the application of herbicides.

Note: as of 1st March 2009 herbicides containing dichlobenil have been withdrawn from the market and products such as Casoron G, Casoron G4, Midstream GSR, etc should not be used.

Carry out work only when soil and weather conditions are suitable.

Arisings:

Shall be removed from site, or in the case of horticultural material placed on the composting heap on site (location to be agreed).

Damage:

The contractor shall make good any damage arising during the course of the maintenance work.

5.0 Specification

5.2 Trees:

Objective:

The objective is to establish a stable and healthy tree within three years from planting with a well shaped framework for future healthy growth.

Operations:

The contractor shall closely monitor newly planted trees, on a fortnightly basis, in the first three years following planting to ensure trees are upright, stable and in good health. Particular attention should be given to semi-mature trees.

Trees shall be watered throughout the summer months (May - August) at fortnightly intervals after any period of four weeks without significant rainfall (less than 5mm) Keep water free from any impurities at any time. Check all drainage tubes/ points regularly. **Particular attention given to ensure trees in specialised pits in areas of paving are well watered.**

Maintain a 1.2 metre diameter circle of weed-free soil around the base of the tree using approved herbicide. Allow for herbicide treatment once in the winter or spring to maintain a weed-free mulch.

Check any tree guards and grilles, underground guying, stakes, ties, strimmer guards & rabbit guards for firmness and support and adjust as necessary. Allow for checking once a year preferably in late spring. Underground guying & tree stakes shall be maintained tight at all times, re-tensioned periodically to prevent excessive windrock and to compensate for settlement. **Allow for removing tree stakes and ties once trees are established (Years 3 - 5).**

Ensure the trees remain upright and firm after periods of strong winds, frost heave or other disturbances. Re-firm as required. If tree is underground guyed and becomes unstable report to the Landscape Architect and agree remedial action required.

Prune the tree as required to remove any dead/dying, diseased or damaged branches or twigs. Suckers shall be removed.

Where used top up mulch levels each spring to maintain specified even 75 mm depth with new mulch to match.

Replace any dead or damaged trees with matching species in the first planting season following failure.

5.0 Specification

5.3 Shrubs, groundcover & climbers:

Objective:

The objective is to establish healthy thriving plants with strong ornamental characteristics.

Operations:

Maintain the area/plants substantially free of weeds (less than 5% weed cover) by applying approved residual herbicides or by hand where instructed.

Prune shrubs and climbers to encourage bushy healthy growth. Remove all suckers by cutting back level to with source stem or root. Timing of pruning: Winter flowering shrubs - spring, March to July flowering - immediately after flowering, July to October flowering - cut back to old wood in winter. See pages 14-18 for more details.

Selectively thin shrubs to allow for growth and 'overcrowding'. Take care to avoid overthinning and so creating 'gaps' in cover.

Ensure plants remain upright and firm after periods of strong winds, frost heave or other disturbances. Re-firm as required.

Allow for watering plants (especially specimen shrubs) during dry periods (less than 5mm rain over four weeks).

Top up mulch as required to maintain continuous 75mm depth. Check bark or gravel mulch around climbers and top up as required.

Replace any dead or damaged plants with matching species in the first planting season following failure.

5.0 Specification

5.4 Hedges & clipped specimens:

Objective:

The objective is to establish healthy thriving plants and encourage hedge or topiary characteristics.

Operations:

Maintain the area/ plants substantially free of weeds (less than 5% weed cover) by applying approved residual herbicides.

Prune hedges to encourage healthy, bushy growth. Ensure tools used are sharp and cut hedges so that the top is narrower than the base (tapered profile) to avoid gaps appearing in the base of the hedge.

Cut clipped specimens to maintain shape.

Ensure plants remain upright and firm after periods of strong winds, frost heave or other disturbances. Re-firm as required.

Allow for watering plants during dry periods (less than 5mm rain over four weeks).

Top up mulch as required to maintain continuous 75mm depth.

Replace any dead or damaged plants with matching species in the first planting season following failure.

Check any underground guying, stakes, ties, shelters & rabbit guards for firmness and support and adjust as necessary. Allow for checking once a year preferably in late spring. Underground guying & stakes shall be maintained tight at all times, re-tensioned periodically to prevent excessive windrock and to compensate for settlement. Allow for removing stakes, ties and shelters once planting established (Years 3 - 5).

5.0 Specification

5.5 *Native planting:*

Objective:

The objective is to establish healthy thriving native plants to increase the habitat value of the site.

Operations:

If bio-degradable mulch mats used then strim the area immediately around each plant to keep excessive weed growth under control (Less than 500mm high). If mulch used then top up mulch as required to maintain continuous 75mm depth.

Ensure plants remain upright and firm after periods of strong winds, frost heave or other disturbances. Refirm as required.

Prune planting as required to encourage healthy, bushy growth and to avoid over crowding and suppressed growth. Remove dead or damaged wood. Ensure tools used are sharp. Selective plant species coppiced on rotational basis as agreed with Landscape Architect

Check shelters/stakes and mulch mats at regular intervals and adjust/re-firm re-tie/re-peg as required.

Allow for watering plants during dry periods (less than 5mm rain over four weeks).

Replace any dead or damaged plants with matching species in the first planting season following failure.

5.0 Specification

5.6 Mown grass:

Objective:

The objective is to keep grass areas neatly cut with trim edges and clear of litter and weeds at all times.

Operations:

Grass shall be cut using a suitable cylinder or rotary mower - well maintained and correctly adjusted to give a clean cut. Do not allow machinery closer than 100mm to tree stems. The contractor shall allow for edging and strimming tight corners, around trees/ plants, lampposts, signs etc.

Care should be taken to avoid strimmer damage to trees/plants.

General mown grass areas:

Throughout the year the height of growth must not exceed 50mm at any time. Cuts when required to a height of 38mm and cuttings placed on the composting heap on site (location to be agreed). During each cut trim all edges, round base of trees, lights, manholes etc and remove arisings. Sweep all adjoining areas clear of cuttings and place on the composting heap.

Throughout the year by a combination of selective and spot weedkilling maintain the grass in a weed-free condition.

Apply approved fertiliser at manufacturers recommended rate once a year in spring.

Reinstate damaged/ failed areas by re-seeding or turfing (with turf to match existing seed mix) as soon as possible after the failure has been noted. Water as required until established.

Remove weekly litter and fallen leaves to maintain a neat appearance.

5.0 Specification

5.7 *Wildflower long mown grass:*

Objective:

To create an even stand of vegetation comprising of a mixture of grass and wildflower species. To avoid wildflowers being invaded and swamped by grass species.

Operations:

Grass shall be cut using a suitable rotary mower or strimmer - well maintained and correctly adjusted to give a clean cut. Do not allow machinery closer than 100mm to tree stems. The contractor shall allow for edging and strimming tight corners, around trees/ plants, etc.

Care should be taken to avoid strimmer damage to trees/plants.

Generally areas to be mown in the autumn in October (once seed has set) and **all hay to be removed from site to** compost heap on site. Cutting in Spring may be required in subsequent years if grass growth is strong. The minimum height of the vegetation should be kept at 150mm.

No cutting should take place between April to September as this is when GCNs and reptiles will be active.

Clippings should not be left on paths or roads. All edges of grass areas, against footpaths, roadways and any other obstruction shall be kept neat and tidy

Established grass areas must rely on natural soil moisture and will usually recover quickly after periods of drought. New areas of repair must be watered and kept moist until established

Reinstatement by seeding of failed or damaged areas (by trampling, abrasion or scalping during mowing).

Remove litter and fallen leaves to maintain neat appearance.

5.0 Specification

5.8 Hard Landscape:

Objective:

Ensure all hard landscape areas are kept in a clean and tidy condition and ensure all fencing is maintained in good state of repair.

Operations:

Sweep all hard landscape areas regularly to remove litter and leaves. Remove arisings off site.

Apply, as required, approved herbicides to kill all weeds and algae growing on hard landscape surfaces.

Check lighting units regularly and replace any faulty bulbs/ units. Clean units with mild detergent at least four times a year. Prune back any planting which encroaches on site furniture and lights so that they do not become obstructed.

Check timber closeboard and trellis for condition/stability and repair as required. Paint with preservative timber fences and trellis as required.

Check steel railings for condition/stability and repair as necessary. Re-Paint as required.

Check bollards for condition/stability and repair as required.

.....

5.0 Specification

5.9 Existing trees:

Objective:

Ensure trees remain in a safe & healthy condition.

Operations:

Carry out tree work as identified in regular tree surveys (every 5th year). All work to relevant BS & to applicable H&S standards.

Any work to trees covered by TPO to be submitted in writing to the Local Authority and approved before work commences. All arisings either chipped on site and spread over planted areas or larger cuttings used to create neat deadwood stacks (to provide additional habitats) in agreed locations.

Note: Always check if there is a Tree Preservation Order covering the site before commencing any tree surgery work.

6.0 Pruning

Pruning Notes:

Deciduous Shrubs

Flowering in spring or early summer

These bear flowers on stems produced during the previous growing season. They include *Berberis x stenophylla*, *Forsythia*, *Weigela*, *Philadelphus* and early flowering *Spiraea*. Prune after flowers have faded to remove all one year old stems on which flowers have been borne. As young growths develop from the base of the plant cut them back to leave the lowest one on each former flowering branch.

Flowering in summer and early autumn

These bear flowers on the current season's growth. They include deciduous *Ceanothus*, *Buddleia davidii* (not *alternifolia*) and *Caryopteris*. Prune in March or April to cut back the previous years growth, on which old flower heads can still be seen, to within one or two buds or pairs of buds from the base. Also remove any weak, dead or diseased wood at this time.

Prune lightly in the autumn if plants have developed excessive growth and complete the operation at the normal time in the spring.

Note that evergreen *Ceanothus* and *Buddleia alternifolia* should be pruned immediately after flowering.

Deciduous shrubs grown for their stems or foliage

Cornus species (Dogwoods). Cut stems back to near ground level at the end of March or early April.

Evergreen Shrubs

Evergreens start to make growth later in spring than most plants and should be pruned in late May or June. Remove diseased or damaged wood at this time. Do not prune evergreens in late summer or autumn as this will encourage soft growth which will be damaged in the winter.

Also remove shoots bearing green leaves from anywhere on a variegated plant such as *Elaeagnus* or *Euonymus*.

6.0 Pruning

Pruning of Individual Species

Acer	No regular pruning except to shape and remove dead wood or dieback as it occurs.
Amelanchier	Thin out weak or crowded growths if necessary after flowering in May. Trim to shape as required in May.
Arundinaria	Cut dead canes at the end of winter down to ground level.
Aucuba	No regular pruning except to shape and remove dead wood or dieback as it occurs.
Berberis	Prune deciduous Berberis in late winter. Prune evergreen Berberis in April or after flowering in late May or June.
Buddleia alternifolia	Prune after flowering to cut out flower bearing branches.
Buddleia davidii	Prune hard in early spring just as growth starts.
Buddleia globosa	No pruning except removal of weak or dead wood in March and general shaping.
Buxus (Box)	When grown as a shrub needs no pruning. Formal hedges will need clipping at least twice during the summer to maintain their shape.
Carpinus	Formal hedges will need clipping at least twice annually to maintain their shape.
Caryopteris	Cut back flowering shoots from previous year in February or early March. Shorten growths to 5-10cm each year and remove thin growths entirely.
Ceanothus (evergreen)	Prune evergreen Ceanothus annually after flowering to trim to within 10cm of the base of flowering shoots. Prune short side growths back almost to framework branches.
Ceanothus (deciduous)	Prune deciduous Ceanothus annually in February or March to remove weak wood and to shorten strong shoots back to two or three buds from the base.
Chaenomeles	After flowering shorten side growths back to two or three buds.

6.0 Pruning

Choisya	No regular pruning except removal of dead wood.
Cornus	Tall flowering Dogwoods, <i>C. kousa</i> , <i>C. florida</i> – No pruning. Bushy Dogwoods, <i>C. alba</i> , <i>C. stolonifera</i> – prune severely in March.
Corylus	Prune vigorous growths of purple and golden leaved nuts in February or early March annually.
Cotinus	Purple leaved forms can be pruned hard in late March to encourage long shoots or left to develop naturally.
Cotoneaster	Require no regular pruning except removal of dead wood. Hedges require regular clipping.
Cytisus	Prune after flowering to shorten young growth to 2/3 its length taking care not to cut into two year old wood.
Elaeagnus (variegated)	No regular pruning except to remove any green leaved shoots.
Euonymus	No regular pruning unless clipping as low hedge.
Fagus	Formal hedges will need clipping at least twice annually to maintain their shape.
Fatsia	No regular pruning except removal of dead foliage.
Garrya	No regular pruning except removal of dead foliage.
Genista	No regular pruning except removal of dead foliage.
Geranium	No regular pruning except removal of dead foliage.
Hebe	No regular pruning except removal of dead foliage.
Hedera	Clip if required with shears in May or June.
Hydrangea	Cut out old non-flowering wood to ground level and keep shrub well thinned. Leave flower heads over winter and trim plants back to sound wood when the leaves begin to open.

6.0 Pruning

Hypericum	Trim low growing varieties to 100mm annually in March and lightly trim taller growing varieties to remove dead shoots at the same time.
Kerria	After flowering cut out old wood back to young growth or ground level.
Lavandula	Lightly trim over as soon as flowers fade to remove old stalks and shape plants.
Ligustrum	No regular pruning unless trimmed as a hedge.
Lonicera nitida	No regular pruning unless trimmed as a hedge.
Lonicera pileata	Trim over annually in March to maintain low bushy growth.
Mahonia	Remove long bare stems in late April or May.
Philadelphus	Prune after flowering in summer to remove weak growth and cut back to the strongest young shoots at the base of the plant.
Photinia 'Red Robin'	Shorten long shoots in May.
Prunus laurocerasus/ lusitanica	Trim with secateurs in late May or early June unless growing as a hedge in which case trim six to eight weeks later. Old plants should be cut back into hard wood in late April or early May.
Pyracantha	As a hedge clip twice annually, once after flowering and again in late August or early September taking care to preserve and expose the fruits.
Rhus	Cut hard back annually in April to within one or two buds of the old wood.
Rosmarinus	Light pruning of shrubs and hedges should be undertaken at the end of May after flowering.
Salvia	Cut back bare stems in spring.
Sambucus	Cut back to within one or two buds of the old wood in March.
Santolina	Prune annually in April or early May cutting back hard to produce a rounded hummock.
Senecio	Shape if required in the late spring.
Skimmia	Shape if required in the late spring.

6.0 Pruning

Senecio	Shape if required in the late spring.
Skimmia	Shape if required in the late spring.
Spiraea	Spring or early summer flowering – prune after flowering back to strong young shoots. Late summer flowering – prune in early spring, cutting back to within two or three buds of the older wood.
Symphoricarpos	Thin out weak stems in late winter.
Tamarix	Spring flowering – Prune after flowering. Late summer/autumn flowering – prune back in February or early March to within two or three buds of the old growth.
Ulex	No regular pruning except old plants can be cut down to 30cm above ground in April to rejuvenate.
Viburnum	No regular pruning. V.tinus can be trimmed as a hedge in May annually.
Vinca	Clip over in spring as required.
Weigela	Prune after flowering to remove the previous years growth.

7.0 Maintenance Calender

Specification Category	Month											
	January	February	March	April	May	June	July	August	September	October	November	December
GRASS												
Mow and edge general grass area & mown grass path												
Mow wildflower grass (remove cuttings)												
TREES												
Check stability & health, prune and top up mulch												
Watering												
SHRUBS & CLIMBERS												
Weeding												
Pruning/thinning out												
Watering												
Top up mulch												
Re-firm												
HEDGES & HEDGEROWS												
Weeding/ strim												
Trimming/ clipping												
Watering												
Top up mulch												
Re-firm												
Check shelters/rabbit guards												
EXISTING TREES												
Undertake tree work as recommended by Tree Survey												
HARD LANDSCAPE												
Apply herbicides												
Check lighting												
Check fencing, walls & surfacing												
GENERAL TASKS												
Sweep all areas												
Remove litter												
Replace failed plants/trees												
Clear pond												
Check and repair rabbit proof fencing												