

GUIDANCE NOTE C

Detail landscape/planting proposals required to discharge standard landscape condition(s) on major developments (major = sites over either 10 units or 1000 sq meters)

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1.0 Requirements:

- 1.1 The following considerations need to be applied when drafting any landscape proposals required in order to allow for the discharge of standard landscape condition(s) on major developments (as applicable):

2.0 Site specific design requirements:

- 2.1 Any landscape proposals needs to take account of, and generally complement, the existing structure, pattern and character of the landscape local to the site in question; this to ensure its compatibility with the established wider landscape structure, particularly with relation to tree cover, external works and enclosure. Where the landscape is in a deteriorated condition proposals should look to strengthen and reintroduce relevant landscape characteristics.
- 2.2 When detail landscape proposals are formally submitted to the Council they are checked by the Landscape Advisor to ensure the Council's design ambitions are met, and against any current requirements, i.e. the/any strategic proposals agreed at the planning application stage, relevant policies, recommendations and guidelines at a national and a local level. This may result in amendments being required by the Council in order to meet these requirements before the scheme can be fully agreed.

- 2.3 Generally, the services of a Landscape Consultant (preferably a member of the Landscape Institute) should be considered when compiling landscape proposals required in order to satisfy planning conditions.

3.0 Generic design requirements:

- 3.1 Where detailed landscape/planting proposal are required these need, as a minimum, to comply with the Council's following baseline standard requirements (as applicable):
- 3.2 Proposals need to comprise copies of co-ordinated and numbered drawing(s) (plan(s) and if applicable sections) to a clearly readable scale, including a transparent development site boundary line, clear and concise layout of all planting and (where applicable) all external works, with a corresponding symbol key for each drawing. Where complex proposals require multiple drawings then they will need to be carefully cross-referenced against one another by the issuing agent to make sure they are compatible and match one another.
- 3.3 Planting proposals need to include clear and concise layout, type, location/spacing and sizes for all planting, plant schedule (using botanic names to avoid misinterpretation) and full implementation specifications (see section 4 below). Where full landscape (rather than just planted proposals) are required these proposals need to also include details of external works, including clear and concise layout, type and location of hard surfacing, furniture, fittings, etc - see section 4 below.
- 3.4 Proposals need to include an implementation & (if conditioned) monitoring programme – see section 5 below.
- 3.5 If separately conditioned proposals need to include a management plan for any public/communal/shared space - see section 6 below.
- 3.6 All proposed specifications/clauses within landscape specification, management plans or implementation & monitoring programmes need to be titled and numbered in sequence for clarity when cross referencing.
- 3.7 Proposals need to include topographic detail on the proposed landscape plan(s), e.g. existing & proposed spot heights. This in order that any changes in level can be assessed against the landscape proposals. There should be no more than a 15 degree slope on site (for reasons of ease of maintenance), where there is a slope is over 15 degrees or there are retaining walls or dramatic changes in level (e.g. ditch-lines) existing or proposed on site, they will need to be clearly identified and illustrated on plan, through sectional elevations and if appropriate a design justification given.

- 3.8 Recessive colour schemes and recessive natural materials need to be proposed for development in sensitive rural/rural edge locations, this to help development complement its landscape setting.

4.0 Generic planting & soft landscape, external works, public open space and implementation specifications requirements

4.1 Planting & Soft Landscape:

- 4.2 Any native planting proposals needs to closely complement the composition and structure of the existing landscape locally, particularly through the use of locally occurring native plant species, this in order to provide cover complementary to Colchester's individual landscape Character Areas and best suited to locally prevailing climatic conditions. As a modification to this requirement however rural native hedge planting would generally be expected to be proposed as a single species hedge (usually *Crataegus monogyna*), as this defines the hedgerow structure whilst allowing for a more natural colonisation over time.
- 4.2a The Council welcome ecologically rich planting proposals to accord with BREEAM accreditation, but as recommended under BREEAM LE 03 such planting needs to be compatible with '*appropriate design*'. If proposed ecologically rich planting is not considered by the Council, in part or whole, as appropriate in landscape design terms (being, for instance, considered inappropriate in terms of local landscape character) then it cannot be allowed to compromised the design as a whole or in part, as a balance needs to be maintained between all the elements of the landscapes design.
- 4.2b Wildflower meadow areas would only be expected in suitably large, natural areas. A 2m wide mown margin needs to be left around any area of proposed wildflower meadow, this to allow adequate space to satisfactorily maintain the area. Wildflower meadow areas need to be designed and confirmed as using seed/plug mixes specifically chosen to provide a suitable foraging environment for bees and other insects, this in order to help protect and encourage locally threatened bee and insect populations.
- 4.3 Any proposal needs to remove rather than retain tree(s) identified in any BS 5837 tree survey as 'C' category (in almost all cases) and removal of all 'R' category trees. This in order to ensure retention of these poorer quality trees does not compromise the envisaged developments long-term landscape quality/structure. In those rare cases where retention of 'C' category trees is proposed for retention, a full justification will need to be given for consideration.

- 4.4 Any tree type/position proposed need to:
1. Allow for the trees anticipated mature crown spread & height and be at a sufficient distance to avoid potential root damage to existing structures with, where applicable, allowance given for adequate light penetration into buildings, this in compliance with BS 5837.
 2. Ensure main stem planting positions are proposed at least 1-1.5m away from enclosure/features 1.8m high or over, this to allow the tree sufficient space to establish through to maturity.
 3. Ensure lighting positions (columns) are set outside the mature crown spread of existing and proposed trees, this to help avoid any future conflict between the two.
 4. Ensure planting positions are set away from principal drainage runs and mature spreads are set outside the impact zones of high-sided vehicles.

Maturity should be considered as 25yr for trees used for early impact & fast establishment in principally domestic settings, and as full maturity for the principal trees with public amenity proposed for their long-term impact and structural importance.

- 4.5 In order to help ensure the above ground amenity value afforded by principal trees (principal = prominent trees with long-term public amenity value) is protected at construction stages, it needs to be confirmed (verbatim), as a note on the proposal drawing, that:

'Principal tree positions are compatible with and take precedence over service requirements'

- 4.6 In order to maximise favourable conditions for establishment, any tree planting needs to preferably be designed to be within soft rather than hard landscape, i.e. within their own bed a minimum 1.5m wide (be it planted or surfaced with a self-binding permeable surface) rather than a specialist tree pit in the hardscape.

- 4.7 All areas of public open space (POS) and/or tree planting need to be specified as being proactively protected from/remediated against any compaction, either existing or that associated with development, this in accordance with BS 5837. Include the following specifications (verbatim) on the proposals drawing(s)/specifications as appropriate:

For compacted POS:

- *To unrestricted larger service &/or root protection areas (RPA's) free areas, post-construction soil decompaction measures will comprise soil ripping sufficient to break any subsoil pan within any compacted area(s). To restricted compacted areas incorporating existing services and/or RPA's, these areas will be secured through the erection of robust barriers and/or ground protection (erected in accordance with BS 5837 recommendations) sufficient to fully*

restrict/exclude access to these area as a whole for the life of the developments construction period.

For compacted tree pits:

- *Individual tree decompaction within compacted areas will be achieved through excavating a wide, shallow tree pit a minimum 1.5m wide & 4m² in area by 300-400mm deep, and the loosening/breaking the subsoil layer at the base of the pit for a further 300-450mm.*

- 4.8 To help increase the visual amenity of proposed trees and help protect them from vandalism the following specification needs to be included (verbatim) on the proposals drawing(s)/specifications as appropriate:

'All trees above half standard size within POS, open space, verges or hard landscaped areas will be underground guyed'.

- 4.9 Rear garden trees are generally not required as part of any proposals other than where both space allows, and where they would overhang the street scene at maturity.

4.10 External works issues:

1. Details of all surface materials, their type, unit dimensions and colour needs to be included within the proposal drawing(s) and its 'key'. Generally, in the interests of legibility, a simple structure with two/three basic colours and types should be used for surface materials in the public realm. One to define the pedestrian zones (principally: footways, squares, crossovers and very narrow frontages) characteristic of or giving character to the location, with the boundary between any adopted and unadopted realms adequately & subtlety defined (this boundary definition illustrated with detail drawing in plan). A second defining minor roads (type 4 or less) and shared surfaces, e.g. a soft coloured tar and chip surface dressing or pavements complementary to the pedestrian zones. And thirdly for the principal vehicular realm zones (type 1-3 roads) usually in blacktop, preferably with stone or clay detailing. Details of over-runs and ramps for roads (both usually in granite sett) and kerbs will also need to be submitted; the above subject to Highways Authority agreement where relevant (i.e. areas proposed for HA adoption, see 4.10.2 below).
2. Areas to be adopted by the Highways Authority need to be clearly identified and the areas and their boundaries clearly illustrated on plan.
3. Any demarcation of parking bays (other than those on private driveways) need to be clarified and clearly illustrated on plan, these need to read as integral to and forming part of the surface material (e.g. through the use of 'T' & 'L' concrete setts to block paving) rather than being applied over the surface (excluding bays within asphalt/macadam/blacktop areas where paint demarcation (specified as 'thermoplastic') is generally acceptable).

4. When considering footpaths within public open space then as a rule of thumb this should be in the form of a soft 'natural' or 'buff' coloured macadam to complement the landscape.
5. Any kerbs and gullies need to be clearly identified on plan and where an overrun is anticipated these areas should be adequately hard landscaped, preferably in colour/type identifying with the pedestrian realm, and be shallow enough not to allow them to be parked on, i.e. they should not be able to be read as a potential parking area.

6. Defunct

7. Details (type & manufactures reference or detail illustrative drawings) of all artefacts, enclosure and structures (railings, walls, fences, furniture, bollards, litter bins/dog/cigarette end bins, other storage units, signage, lighting, etc) need to be clearly identified on the proposal drawing and included within its 'key'. These need to be compatible to the sensitivities of their location, robust (e.g. wooden bollards need to be specified as hardwood) and generally clearly illustrated as being set within complementary hard landscape to simplify future maintenance.
8. Railing enclosure needs to, as a rule of thumb, be clearly identified within the drawing(s) key as vertical bar to complement the fenestration of the built form, hoop-topped where it encloses a play area and estate railing to parkland (and more informal open space) type settings.
9. Where applicable it needs to be need to be confirmed (verbatim) on any external works drawing that:
'Service access covers, manholes and ironworks will be aligned with block paving and (where feasible) co-ordinated with surface finishes'.
10. Generally enclosure of private space facing public or semi-public space, e.g. onto rear parking courts, needs to be clearly identified on plan as enclosed with brick walling complementary to the development, this to ensure a suitable quality to this boundary between private space and semi-public space. All parking bays also need to be reviewed to take account of the standard requirement regarding vehicular manoeuvrability, i.e. 3m rather than 2.4m wide parking bays where they runs alongside a wall or other form of enclosure (including bollards).
11. All lighting positions (including those to be adopted by Highways) need to be identified on plan.
All lighting, where proposed, requires a note against the lighting symbol(s) key confirming (verbatim) that:
*'All lighting proposals comply with [Colchester Borough Council's External Artificial Lighting Guidance 2012](#)
.. and (where applicable)
'Where unacceptable light incursion into adjacent units is identified (particularly to bedroom windows) shuttering sufficient to minimise light incursion will be implemented.'*
Lighting columns need to be clearly set outside the mature crown spreads of any existing and/or proposed trees.

12. Seating needs to be clearly illustrated on plan as located a minimum 1m away from any railings or bins and any bins need to be of a closed top type.
13. Small grassed areas to plot frontages, where these areas measure less than 3m square, need to be substituted with shrub planting or hard landscape as appropriate.

14. It needs to be confirmed with a (verbatim) note on plan that:

'All overground or underground services routes (including those for lighting) have been designed not conflict with and lie outside the Root Protection Areas of any retained trees and the mature crown spreads of retained or proposed trees on or adjacent to the site'

Where this is not the case this needs to be clarified and any conflicting service run areas will then need to be supported through an Arboricultural Impact Assessment submitted for agreement, this in accordance with BS 5837 Recommendations.

15. Small or narrow/shallow areas of grass/planting to verges and loose or maintainance heavy planting should be avoided from a practical management point of view, as these areas, being generally difficult to maintain, can lead to a perception of neglect by the public.
16. Any possible unauthorised vehicular incursion onto soft landscape where the vehicular zones meets it, e.g. planted verges/beds or open space, should be countered through the proposal and clear illustration of such preventative features as footway, high kerbs (specified as being *'of adequate height to prevent unauthorised vehicular incursion'*), bollards or knee rail separation or highways restrictions, the choice of which needs to complement the setting and character of the development. In most cases this will mean including a drawing note confirming (verbatim) that *'Planting beds will be adequately protected by high kerb (minimum 100mm upstand) where applicable'*.
17. Any hard landscaped sight splays to driveways should be in the same material as the drive.
18. Driveways and hard surface frontages over 5m² in area & draining positively onto the highway need to be clearly identified and specified with either a permeable hard landscape or confirmed through a (verbatim) note on plan confirming that:
'Any impermeable driveways or hard surfaced frontages over 5m² in area & draining positively onto the highway will include an intercepting drainage system to positively channel rainwater runoff away from the highway'.

- 4.11 Any of the trees that are proposed to be planted within hard landscape areas need to be specified as being planted in specialised tree trenches/pits. Implementation of these trenches/pits should follow best practice, this illustrated through submission of detailed (plan & section) drawings and/or detailed description. These details incorporating (as applicable) the relevant combination of root directors, underground guying, irrigation & drainage mechanisms, root cells and sufficient allocation of

tree soil to facilitate development of the tree to maturity. Details of vehicular tree guards should also be submitted for the trees in car park areas (e.g. wooden bollard) and generally a permeable & self binding hard surface fill (in colour complementary to any surrounding paving), or grill, should be specified to the tree pit surface and adjacent parking bays surfaced with permeable paving (to maximise permeability). All these measures in line with recognised good practice helping maximise favourable conditions for satisfactory establishment of the trees within the hardscape, in materials complementary to the tree and its surroundings.

- 4.12 Shallow plot frontages need to be proposed as a hard landscape (complementary with the adjacent footway) where they front main & principal access roads. Away from the principal routes this hard edge to narrow frontages should be softened through the inclusion of open soft frontages. Sufficient room needs to be left between the building face and any Highways boundary for windows to open without overhanging the Highway and to accommodate any private services within the private realm. Where plot frontages are set back (allowing for a frontages in excess of 2m+ deep) these can be laid out with soft or hard landscape but will generally need to be adequately enclosed ('wall, railing and/or hedge of at least waist height' i.e. 1m+). The design effect envisaged is essentially a uniform enclosed and/or hard approach to units fronting principal routes, with a generally an eclectic pallet of frontages to the development beyond these principal routes, this structure helping establish a sense of place, diversity and establishment.

4.13 Public Open Space / Highways Soft Landscape:

- 4.14 Public Open Space (POS); the following standard approach needs to be applied to any POS proposals (as applicable – note; clauses 4.14.1, 2, 3, 9, 14 & 24 are only applicable to POS to be adopted by the Council):
1. Identify all areas of POS scheduled for adoption by the Council.
 2. Give the calculated square meterage for the whole development site and individually mark the boundary and give the calculated square meterage on plan for all areas scheduled for adoption by the Council, this to allow compliance with legal agreements to be assessed.
 3. Give a detailed schedule of plants &/or square meterage of grass &/or hard landscape on plan for each area of POS scheduled for adoption by the Council, this to allow for future maintainace calculation to be made.
 4. Confirm that any landscape (including enclosure or planting at maturity) within a vehicle visibility splay or pedestrian visibility splay is not higher than 600mm at maturity as a note on the proposal drawing/schedule.

5. All trees within the highway need to be proposed with root protection systems, with such systems clearly illustrated as a minimum 2m in from any kerb-line.
6. The design of the play area to be broadly in accordance with the DCMS's 'Design for Play' guidelines.
7. Play equipment and play surfacing needs to reflect the underlying character/history of the site.
8. Where possible play areas should not be enclosed, however where circumstances require play areas to be enclosed then they need to have a minimum two access/egress points, if enclosed by railing then this needs to be with a bow/hoop-top railing, with location identified and detail submitted for self closing gates at the access points.
9. POS/Play area signage proposals, both in relation to their type and graphic layout, needs to be agreed with the Council's Parks & Recreation Team and their proposed location(s) included within any proposal.

10. Defunct

11. Proposed play surfacing needs to be exciting, using materials and if applicable patterns & colours complementary to the space and where applicable introduce ground plane play features (e.g. hopscotch, stepping stones & play sand) but not patterned macadam. As a rule of thumb play bark would be expected to 'impact zones' within softer and more 'natural' play areas, with more formal materials such as wet-pour or tiger mulch in harder and/or enclosed areas and around formal play equipment.
12. Play areas needs to be so orientated as to leave a minimum 2m grass edge between play area surface and planting (including tree), mounding, railings, paths, etc, this to allow sufficient space for mowing maintenance.
13. Seating needs to be included within the POS (particularly within play areas) and to be located a minimum 1m away from any railings or bins.
14. For all POS scheduled for adoption by the Council; it needs to be proposed as a note against the play area design, that once installed the play area is to be inspected by an independent play inspector and that on their satisfaction an agreeable certificate of equipment and surfacing compliance (to the relevant play standards (BS and EN) will be duly issued to the Council's Parks & Recreation Team.
15. Plant selection needs to be confirmed as a note on plan as specifically designed to avoid thorny material next to grassed areas used for play.
16. Knee rails within or enclosing play area POS need to be 'birds-mouth' at 500mm high with a lower bar incorporated as a football stop where applicable, with any lower space a maximum 200mm deep.

17. All railings (including knee-rail), seating, lighting, bins and other relevant external works within soft landscape areas need to be specified as set within a complementary hard landscape strip/apron to ease maintenance operations and help prevent mower damage.
18. The location of POS maintenance gates and corresponding drop kerbs need to be clearly identified on plan (generally a minimum 1 per area of POS), these separate from any pedestrian access, of transit width and leading onto a reinforced apron (e.g. reinforced grass matting) of sufficient size to accommodate a maintenance vehicle (transit & trailer footprint), these reinforced area also need to be separate from any pedestrian route and have space left within the design behind them to safely unload maintenance equipment. The gate (or lockable drop bollard(s) need to match the proposed enclosure (with detail submitted under 4.10.7). For areas to be adopted by CBC the access padlocks need to be proposed as 'to be agreed with the Council's Park & Recreation Team'. These maintenance access points need to be accessible off the highway and located where there is sufficient tracking area on the highway to allow the maintenance vehicle to reverse safely onto the site, clearly illustrating the tracking on plan where the turning area appears constricted.
19. A suitable number of dog and litter bins need to be included to service each area of recreational POS. Any litter bins need to be of a closed top type, specified as being orientated with closed side to any prevailing wind on exposed sites and confirmed as 'being of a sufficient size to take standard bin bags comfortably'. The Council's Street Services Infrastructure Guide (web-link: <http://www.colchester.gov.uk/CHttpHandler.ashx?id=8260&p=0>) will need to be referred to when considering bins within the design, the Council's Parks & Recreation Team will be able to advise further on acceptable types of dog and litter bins.
20. The footpaths network within the POS needs to be a minimum 2.0m wide to allow adequate room for social transition of the space. Where paths meet the resulting angles should be rounded off and any meeting and/or exit points broadened to prevent undue wear of any soft edges at these locations, a hard copy of the proposals may need to be submitted to fully assess (scale-off) this requirement.
21. The height and profile of any bunds need to be confirmed (spot height and/or contour), they need to be shallow enough to allow for any standard maintenance, i.e. clearly clarified as no more than 15 degree slope.
22. Defunct
23. The finished surface level of grassed areas need to be confirmed as being set above the height of adjacent hard surfacing to a minimum 10mm compacted level above adjacent hard surface

levels, this to enable effective mowing of the grass without the potential for damaging mower blades against kerbs.

24. For all POS scheduled for adoption by the Council; Construction details for all hard landscape & external works (including bespoke natural play elements) within areas of POS need to be submitted for sign off by the Council's Parks & Recreation Team. Any hard landscape and external works shall be constructed on suitable surfaces of sufficient design to result in a safe and secure landscape, these base courses and/or foundations taking full account of local site conditions, soft spots, substrates, etc.
25. Service access covers, manholes and ironworks need to be confirmed as a note on plan as being set outside areas of public open space, where this is not feasible a justification needs to be given and full details of the size and location of these works submitted for consideration.
26. Highway verge over 2m deep need to include bulb planting, preferably narcissi.
27. Tree planting over 8-10 size need to be proposed as underground guyed to help protect public amenity.
28. Solar light proposals need to be included to mark out pedestrian through-routes that might be used at night (but not as columns) especially in remote or dangerous locations.

4.15 Defunct

4.16 Implementation Specifications:

- 4.17 Any proposal needs to include robust specifications in order to secure a adequate level of implementation and best ensure establishment, these specifications need to be included on the drawing(s) and/or as a separate document; the following specimens includes the minimum information base expected and should be drawn on (verbatim) as appropriate:

1. *'All landscape works (including, as applicable, all hard & soft landscape works and external works agreed under condition discharge) to be carried out in accordance with the relevant current British Standards (including current revisions of 4428, 3936 & 5837); National Planting Specifications Guidelines; Horticultural Trades Association standards (including 'Handling and establishing landscape plants' part 1, 2 & 3); CPSE 'Plant Handling' Standards & COSHH Regulations.'*
2. *'Any substitutions to the landscape deposit, once formally agreed, will only be made following revision to the deposit and subsequent formal agreement by the Local Planning Authority.'*

Note: the follow specifications 3-14 apply only to Public Open Space scheduled for adoptions by the Council:

3. *Imported soil and screened topsoil to be a fertile medium loam, free from any perennial weeds, weed seeds, contamination, rubble, subsoil or stones bigger than 50mm and have a maximum stone content of 20%. Top-soiled areas to be cultivated by hand or machine prior to planting, with minimal compaction by machine. Topsoil planting minimum depths to be 450mm for shrub/tree beds, 150mm for turf/seeded areas.*
4. *Trees in un-compacted ground to be planted in minimum 1m min squared tree pit 300-400 deep.*
5. *Trees in grassed zones these to be planted centrally within a 1m square/round recessed planting bed or incorporate a strimmer guard.*
6. *Tree pits (other than trees within hard landscaped areas) to be backfilled with clean topsoil with tree fertiliser added and firmed in after planting. All trees to have irrigation/aeration system units fitted to fully surround the root ball.*
7. *In line with good arboricultural practice & BS4428 newly planted trees to be adequately supported (e.g. single stake for standards - double for extra heavy, underground or above ground guyed guy (if guyed give details of fixings). All types of support to be sufficiently low to allow free movement of the crown, stakes to be set at a uniform height and at a 300mm minimum depth below ground level with, where staked, a biodegradable fixings toward the head of stake.*
8. *Shrub planting to be planted in a hole big enough to accommodate the plant without root damage, to a minimum of 300mm cubed. Minimum pot size to be 2-3litre (unless agreed otherwise).*
9. *Bare rooted stock to be planted between mid-November and end-Feb.*
10. *Hedge planting (1+2 transplants or container grown) to be planted at a suitable spacing to result in a robust mature hedge, e.g. in double staggered rows 300mm apart on raised beds at 450mm intervals.*
11. *All tree, shrub, hedge and transplant/whip planting within areas of open space, communal/shared space, hedges to plot frontages and other planting beds exposed to the public realm, to be planted with slow release fertiliser added to the planting hole/trench, backfilled and firmed in, watered immediately prior to mulching and mulched with either a minimum a 75mm minimum deep layer dark matured wood chip or, to designated public open space, with a photodegradable or biodegradable mulch sheet/mat with a specified and proven minimum useful life expectancy of 2 growing seasons overlaid with a 50mm minimum deep layer dark matured wood chip with an even particle size between 15-65mm (care to be taken not to smother any groundcover plants) and dead or damaged branches removed after planting. Where applicable*

hedge, shrub planting or whips/transplants plants to be cane supported and guarded (with photodegradable guards). - Note: where mulch sheet is proposed detailed proposals should include instruction for laying sheet mulch including weed clearance, removal of stone/clods, pegging (using biodegradable pegs), fixing edges (e.g. bury minimum 200mm flap), planting through membrane and spreading wood chip. The membrane should be noted on plan as being included to all planting within open space, communal/shared space, hedges to plot frontages and other planting beds exposed to the public realm. Proposed sheeting/matting should be clarified as being either biodegradable with a minimum 2yr useful life span or photodegradable.

12. *Turfing: topsoil to be rotovated and levelled as required, any debris and stones above 30mm diameter remove and a suitable pre-turfing fertiliser added to manufactures recommendations. Cultivated, weed free amenity turf to be used, this laid with broken joints well butted up, working from planks so as not to damage the turf and watered up to full establishment as necessary to avoid shrinkage.*
13. *Grass seed sowing to be carried out during March/April or September; topsoil to be rotovated and levelled as required and any debris and stones above 20mm diameter remove with a pre-seeding fertiliser added to manufactures recommendations. Seed to be applied at a rate of 50g per square meter, lightly raking over after sowing and watered up to full establishment as necessary.*
14. *The finished surface level of grassed areas to be set above the height of adjacent hard surfacing to a minimum 10mm compacted level, or sufficient to enable effective mowing of the grass without the potential for damaging mower blades against kerbs, etc.*

- 4.18 Clear proposals need to be made when specifying specific items, ambiguous terms such as 'or similar' (in the drawings key, specifications, etc.) will not be permitted. This as revisions to specific items within the landscape proposals post condition discharge can only be made with the LPA's agreement.

5.0 Generic implementation and monitoring requirements:

- 5.1 An Implementation and Monitoring Programme (IMP) needs to be submitted and agreed, either on the drawing(s) or as a separate specific document (generally a simple A4 sheet), and include the following detailed clause(s), verbatim as italicised (as applicable):
1. Confirming a general programme of implementation; i.e. that:
 - *'The agreed landscape works (including, as applicable, all hard & soft landscape works and external works agreed under condition discharge) will take place and be completed on*

completion or during building works and, for bare rooted stock, during the first planting season after completion of building works or prior to sale of any individual plots, whichever is the sooner.'

Specific timings are not required.

2. Confirming that:

- *'The setting out and maintenance of landscape feature protection and the implementation of landscape schemes will be regularly and professionally monitored by the relevant competent person.'*

And for POS sites to be adopted by the Council only (include clauses 5.1.3 to 6):

3. Agreeing that:

- *'When seeking practical completion of areas scheduled for adoption by the council as Public Open Space the relevant competent person will confirm in writing with the Council's Parks & Recreation Team that that these areas have been suitably protected/decompacted and (if applicable) that prior to spreading topsoil finish the site was assessed and all detritus connected with development (building materials, construction access roads, etc.) has been removed and any areas affected by pollutant spillage (oil, cement, etc.) adequately decontaminated sufficient to allow satisfactory establishment of plant stock.'*

4. Agreeing that:

- *'When seeking practical completion of areas scheduled for adoption by the council as Public Open Space containing trees retained as part of development, the developers arboricultural consultant will formally confirm with the Council's Parks & Recreation Team that the findings/works scheduled in the original Arboricultural Report have been fully adhered to, all trees are in a safe condition and therefore no post-construction remedial arboricultural works are required. If such remedial works are required the Report will be update to detail any changes resulting from the development (e.g. additional trees lost, additional pruning works, decompaction required) and will include a programme of works to be completed by the developer, that will be submitted to the Council's Parks & Recreation Team for agreement prior any practical completion inspection taking place.'*

Note: no PCC inspection will take place until any submitted programme of remedial arboricultural works has been agreed by the Council.

5. Agreeing that:

- *'Immediately prior to Practical Completion (PC) inspection of Public Open Space the relevant competent person will inspect the site and once satisfied that it has been laid out in full*

accordance with the agreed scheme will notify the Council's Landscape Advisor that the site is ready for PC inspection and issue the Council's Parks & Recreation Team with a ROSPA certificate for the whole site.'

6. Agreeing that:

- *'Soft landscape in areas proposed as Public Open Space will be laid out and implemented only during the planting season. Where these areas are to be adopted by Colchester Borough Council then any Practical Completion Inspection of those areas of POS will only take place, at the earliest, following full flush in the first spring following implementation of those soft landscape works.'*

6.0 Generic landscape management requirements:

6.1 Where separate condition require that a landscape management plan be submitted and agreed then the following commitment should be included (verbatim) within any revised proposal:

'The landscape will be managed in perpetuity, it will be competently managed and monitored and follow best landscape management practice principals. It will follow a maintainace schedule sufficient to keep it well maintained, safe, tidy and in a good state of repair. The maintainace schedule will be drawn up and kept available for inspection and will include written schedules detailing (as applicable) the:

- 1. Minimum number of maintenance visits p.a.*
- 2. Replacement of dead, dying or dangerous trees.*
- 3. Replacement of dead, dying plants.*
- 4. Replacement of distressed/failing turf.*
- 5. Weeding planted areas and topping up mulch to the agreed depths.*
- 6. Spot treatment of planted and grassed areas.*
- 7. Irrigation of planted areas.*
- 8. Grass cutting.*
- 9. Tidying of beds & pruning shrubs and trees.*
- 10. Removal of tree/shrub stakes, ties and guards when plants are stable/mature enough to no longer require support/protection.*
- 11. Leaf litter clearance, including the safe picking and removal of animal faeces.*
- 12. Wildflower area maintainace, including cutting timetable, height of cut and arrisings (hay) removal*
- 13. Weed treatment, sweeping, snow clearance and tidying of hard landscaped areas.*
- 14. Repair or replacement of defective hard landscape, fencing, gates and street furniture, including graffiti removal.*

15. Regular inspection and emptying of dog and litter bins (timetabled so as to avoid overfilling)'

Where a landscape management programme relates to any area of Public Open Space (POS) to be adopted by the council or a substantial area(s) of POS to be managed by a management company, then a Management Plan document will need to be submitted, it will need to be a non-time specific schedule (i.e. not one limited to a set period, e.g. 5 years, but rather left in perpetuity) and in addition to detailed specifications/instructions covered by the above schedules it will need to include:

16. The boundary(s) for all area(s) scheduled for adoption as public open space by the Council or to be managed by a management company clearly and individually illustrated on plan, separately and by each area.
17. Where relevant (i.e. where plot boundaries abut public open space) and on a separate plan drawing, indicate which section of the public open space boundary the developers intend to convey to which individual plot, on a plot by plot basis, for all open space scheduled for adoption by the Council..
18. A schedule of quantities (including a schedule of all retained trees) and measurement of the individual area for all open space scheduled for adoption by the Council.

7.0 Important notes for applicants, planning agents & landscape consultants:

- 7.1 It should be noted that any interpretation of the above detailed requirements by the applicant or their agent will need to be sought externally from/through their own landscape consultant, to whom copies of all relevant landscape consultations (including this Guidance Note) will need be forwarded for reference.
- 7.2 In the interest of efficiency any technical clarification of any of the above requirements will need to be discussed and agreed between the relevant professionals, i.e. the landscape consultant (rather than the applicant or their planning agent) and the Council's Landscape Planning Officer prior to any formal submission or resubmission.
- 7.3 In order to allow condition discharge and to keep transparent public record of negotiations, the above requirements need to, as applicable, be fully addressed or the relevant professional justification for non-compliance submitted in writing by the landscape consultant. Any justification must only be given following discussion and agreement on the relevant recommendation between the landscape consultant and the Council's Landscape Advisor. Revisions need to be clearly identified within any revised proposals, identifying and itemising where such revisions are

made by for instance specifying drawing number, document clause or drawing note clause pertinent to each revision.

- 7.4 It should be noted that this Guidance Note cannot form part of the landscape proposal, i.e. it should not be directly quoted from or the scheduling copied within the proposal unless indicated otherwise; rather it should be viewed as a guide as to how the proposal can be amended in order to meet the Councils requirements.