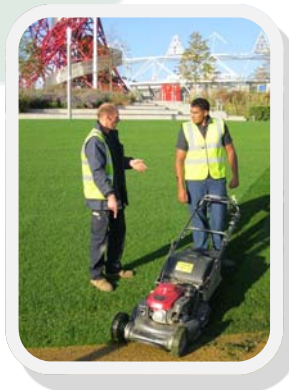



Garden Maintenance





We are a leading commercial landscaping company and are based in Four Elms, near Edenbridge, Kent.

From our modern headquarters, the company specialises in all disciplines associated with the installation and on-going maintenance of hard and soft landscape schemes, water features and specialist planters.

With over 37 years of successful high profile projects under our belt, we continue to expand on our services to provide enterprising landscaping solutions and innovations for our clients.



With our grounds maintenance service we....

Ensure that all gardens in our area of influence, whether constructed by ourselves or others, either mature or new, receive the same high quality maintenance regime prepared by our head gardener and executed by our passionate horticulturally trained staff.

Experience gained by Willerby Landscapes at the Chelsea Flower Show, constructing Gold Medal winning gardens for various clients over many years, means we can deliver a high level of expertise and attention to detail, producing gardens for special occasions and one off events.

For the Olympic 2012 Garden we constructed, planted and maintained the half mile long perennial borders to provide a wow factor for the many visitors, the media and celebrities to the Park.

Continuing on this success we are actively involved in the 26 acre site of the Kings Cross Development, maintaining all the gardens and parks.

We can design and source a high specification planting pallet which will meet or exceed your desires and enhance any garden area and are always available to discuss this with you.

A typical Maintenance agreement would comprises the following:



Shrub planting

Pruning, weeding, and application of approved chemicals to combat insect attack, disease and weeds, forking and hoeing of beds, firming plants and underground anchors, and removal of all rubbish. Application of fertilisers as appropriate.

Trees

Pruning and application of approved chemicals to combat insect attack, disease and weeds, firming trees and adjusting underground anchors, and removal of all rubbish and leaf litter.

Seasonal Bedding

Dead heading to promote new flowers, liquid feeding via a dosatron system on a 2-3 week cycle throughout the growing season.

Climbing plants

Training, pruning, weeding and application of approved chemicals to combat pest attack and disease as required.

Subject, of course, to the scope of the Maintenance agreement, the periods for the various aspects of work vary and are determined by the seasonal factors. Typically is anticipated that there would be twice weekly visits in summer months and weekly visits in the winter months,

We would check the operational status of the irrigation system and hand watering would be carried out to supplement irrigation system if required.

Number of visits per annum will be agreed with the Client and will cover seasonal variation to suit growing periods.

Specification and Scope of Works

The Landscape Maintenance will be carried out as to your specification.



Protection of Property

We will prevent damage to and protect as necessary, existing paving, buildings, fitments, utilities and all existing plants.

Protection to People

We will ensure that any machine use and chemical application is undertaken by a trained operative who has the NPTC certificate and in accordance with the manufacturer's directions and with the Approved Code of Practice for the Safe Use of Machines & Pesticides for Non-Agricultural Purposes where they apply.

We shall also ensure at all times that the public, occupants of the property and their own employees are not subject to any hazard from the use of machines and chemicals.

All equipment, containers and materials will be kept in a secure place when on site and not in use, and that all empty containers, etc. are removed from site at the end of each day.

Cleanliness

At the end of each visit, we will remove from site all rubbish, trimmings and superfluous materials, leaving the works in a clean and tidy condition. Particular attention will be paid to ensuring all areas of hard surfacing are left in a clean condition, free from any soil, mud, mulch, leaves, cuttings and plant pruning.

Programme of Operations

We would follow the Programme of Operations as listed within this example Maintenance Specification and subject to agreement with you.

Operating Conditions

We will programme the works to take account of any specific ground and weather conditions required for maintenance works.

Chemical applications shall only be undertaken in suitable weather conditions as described by the manufacturers.

Specification and Scope of Works

The Landscape Maintenance will be carried out as to your specification.



Irrigation/Watering

We shall be responsible for ensuring that the landscaping is receiving adequate water from the irrigation system. If the irrigation system fails or needs adjustment we will advise you. Additional manual watering in the event of the irrigation system failing will be at an additional charge to the contract.

Pest and Disease

We will notify the you of any pest or disease problems occurring, which affect the vegetation on site. We shall implement appropriate treatment as agreed to coincide with normal maintenance visits, where possible. All operations shall comply with statutory safety requirements. All diseased wood, pruning's, etc shall be removed from site and burnt.

Replacements

We will provide you with details of all trees and plants found to be dead, dying, vandalised or not growing in a vigorous condition and attach such information to the Landscape Works Maintenance Visit Report. We shall carry out such remedial works as instructed and at an agreed additional charge.

Protective Clothing

Appropriate protective clothing will be used by our staff at all times and they will comply with the Health and Safety at Work Regulations.

Fertilising

We will make a yearly application of approved fertiliser to all plant and shrub areas and tree pits.

Weed Control

In the course of the routine maintenance visits, we shall undertake the weed control necessary to keep the site in a neat, tidy and weed free condition and to allow specified species to develop free from unnecessary competition.

Weeding may be carried out by hand, by machine, by herbicide or by a combination of all three consistent with the other requirements of this maintenance specification.



Where a herbicide is to be used, it is our responsibility to ensure that the herbicide proposed is appropriate for the purpose and location.

Use of herbicides will be in accordance with the manufacturer's recommendations and in strict accordance with the latest Control of Substances Hazardous to Health (COSHH) regulations.

Unless otherwise approved, only translocated herbicides shall be used such as glyphosate.

Weeds and other debris will be removed from site at the end of each visit.

Treatment of notifiable weeds such as Japanese Knotweed would be excluded from this contract.

Litter

At every maintenance visit we will remove all litter from planted areas and remove from site.

Fallen Leaves, Twigs and Branches

At every maintenance visit during the autumn and at any time of the year as a result of storms, we will remove all fallen leaves, twigs and branches from the shrub beds and remove from site.

Indicative Maintenance Period Table

This table is a guide only and it would be our responsibility to programme sufficient visits to fulfil the requirements of a specification. Operations are shown in the months required and this does not indicate the number of visits.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
GENERAL OPERATIONS												
Plant Replacement (if instructed)		*	*			*	*			*	*	
Check irrigation system				*	*	*	*	*	*			
Refirming	*	*	*	*	*	*	*	*	*	*	*	*
Removal of Litter	*	*	*	*	*	*	*	*	*	*	*	*
Pest & Disease Control (when required)	*	*	*	*	*	*	*	*	*	*	*	*
General Pruning (dependent on species)	*	*	*	*	*	*	*	*	*	*	*	*
OPERATION TO TREES												
Slow Release Fertiliser			*							*		
Weed Control	*	*	*	*	*	*	*	*	*	*	*	*
Pruning	*	*	*							*	*	*
Tree Inspection	*	*	*	*								
Mulch - Topping Up			*									
Core Testing	*	*	*	*	*	*	*	*	*	*	*	*
Pest and disease treatment			*	*	*	*	*	*	*	*		
OPERATIONS TO BEDDING PLANTS												
Dead heading	*	*	*	*	*	*	*	*	*	*	*	*
Application of liquid feed				*	*	*	*	*	*			
OPERATIONS TO SHRUB & PERENNIAL AREAS												
Slow Release Fertiliser			*									
Weed Control - Cultivation	*	*	*	*	*	*	*	*	*	*	*	*
Pruning (exact timing dependent on species)	*	*	*									
Removal of Fallen Leaves										*	*	*

Maintenance Operations

Trees

Pruning

- Frequency
- Method

Once per annum or as required.

Remove dead twigs and branches, report damage and disease for approved surgery.

Pruning to all trees will be done in such a manner so as not to change the natural habit or shape of the trees. Dress cut ends exceeding 25mm diameter with fungicidal sealant.

Any wounds will be neatly pared back to sound tissue.

All works shall accord to the techniques and recommendations described in the arboriculture research note No 48/83/PATH and issued by the DOE Arboriculture Advisory & Information Services. Arisings from tree works will be disposed of away from site.

Maintenance Operations

Shrubs

Pruning <ul style="list-style-type: none">• Frequency• Method	According to season and species Winter flowering shrubs in spring. Spring and early summer flowering shrubs immediately after flowering. Summer and early autumn flowering shrubs cut back to old wood in winter. Remove dead, dying and diseased wood and suckers to promote healthy growth, natural shape and to encourage flowering.
Fertilising <ul style="list-style-type: none">• Frequency• Method	Spring and autumn Apply general fertiliser at a rate of 35 gms/M ²
Weed Control (Chemical) <ul style="list-style-type: none">• Frequency• Method	As required to maintain beds in a weed free condition. Apply systemic herbicide by knapsack sprayer.
Weed Control (Hand) <ul style="list-style-type: none">• Frequency• Method	As required to maintain beds weed-free Hand weed and dispose of arisings
Disease Control <ul style="list-style-type: none">• Frequency• Method	As required Apply approved insecticide or fungicide in strict accordance with the manufacturer's recommendations.
Replacements	Any shrubs that fail will be reported to to the client and await further instructions before replacing.

Maintenance Operations

Hedges

Pruning <ul style="list-style-type: none">• Frequency	Prune twice annually to maintain shape and to promote growth. Box in June and six weeks later, if appropriate.
<ul style="list-style-type: none">• Method	Clip top and sides of established hedge using hand or mechanical shears.
Replacements <ul style="list-style-type: none">• Frequency	At first available opportunity within appropriate planting season.
<ul style="list-style-type: none">• Method	Any hedges that fail will be reported to the client and await further instructions before replacing.

Herbaceous Plants

<ul style="list-style-type: none">• Frequency	End of season
<ul style="list-style-type: none">• Method	Cut back all aerial parts of deciduous species to just above ground level using secateurs, pruning knife or hand shears. Remove dead, dying or diseased tissue from evergreen species. Fork lightly and rake bed to a tidy level finish.

Seasonal Bedding Plants

<ul style="list-style-type: none">• Frequency	End of season / Early Spring
<ul style="list-style-type: none">• Method	Remove faded blooms and leaves as required after client consultation; replace planting scheme as necessary, fork over etc.

Watering

<ul style="list-style-type: none">• Frequency	Check operation of irrigation system at each visit and adjust timings as required. Advise client of any faults.
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We care about our ecological impact

Our operatives are very conscious of the impact on the environment and the ecological implications of our works



Habitat Surveys

We conduct wildlife and habitat surveys prior and during works to evaluate whether there will be any disturbance to enhancement of, or creation of, new habitats within the site.

To that end we can introduce bird and bat boxes, hibernation areas and introduce nectar rich plants for invertebrates etc.

Encouragement of Wildlife

We will notify you of any pest or disease problems occurring, which affect the vegetation on site. We shall Implement appropriate treatment as agreed to coincide with normal maintenance visits, where possible.

All operations shall comply with statutory safety requirements. All diseased wood, pruning's, etc. shall be removed from site and burnt.

Soil Management

The soil is routinely assessed for its nutrient, organic matter and drainage levels. The use of mostly organically based fertilisers and natural soil conditioning agents, such as composted manure, mulch and natural aggregates, make sure the soil is in the best possible condition to enable healthy growth without leaching nitrates etc. into the water table.

Waste Management

All our garden waste is segregated and removed from site for recycling either as compost (green waste and woody material) or substrate (soils and aggregates).

We are rigorous in the management of its waste disposal policy and have been for many years.



Health & Safety

Our Health and Safety Manager ensures that the Company's Safety Policy is adhered to and carried out.

Monitor, maintain and update the Company's Health and Safety Management System.

Conduct Risk Assessments (generic or site specific) for the identification, elimination or control of hazards at the earliest stage in every operation and monitoring the effectiveness of controls provided.

Control and monitor all site activities by carrying out regular visits to site and reporting back to the Health and Safety Director on any appropriate action which needs to be implemented or improvements required.

To ensure that all Personal Protective Equipment (PPE) is provided and maintained in a serviceable condition.

To ensure approved Risk Assessments, Method Statements and all necessary documentation and where necessary the Health and Safety File, are available in all work places from commencement and throughout the programme of works.

To ensure the Company's Safety Policy is promulgated.

To make arrangements for the correct disposal of all wastes and effluents in compliance with the Control of Pollution Act 1974 and the Environment Protection Act 1990 and the relevant codes of practice, Waste Management, the duty of care.

All training records of employees are maintained.

First Aid provision is made to an appropriate standard as required by the First Aid Regulation 1981 (as amended). Travelling First Aid kits are to be issued to individuals when using Company vehicles.

The reporting of accidents and dangerous occurrences as required by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) is to be maintained and records kept.

Ensure that the Company is registered as a carrier of Controlled Waste in accordance with the Control of Pollution (amendment) Act.



Accreditations



BuildingConfidence Accreditation



Building Confidence Accredited



Gold Level: 1001054

Environmental Management

Gold Level



Safecontractor Accredited



Member of the British Association
of Landscape Industries



CONTRACTORS HEALTH & SAFETY ASSESSMENT SCHEME
Accredited Contractor
www.chas.gov.uk

Contractors Health & Safety
Scheme



Member of the British Safety
Council



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