

Dr A P Cowling  
7 South Drive  
Reading  
RG4 6GB

24<sup>th</sup> October 2008

Dear Dr and Mrs Cowling

Re: Landscaping at South Drive, Sonning

Thank you for your time when we met to discuss the landscaping of the grounds surrounding the new property adjacent to 7 South Drive, Sonning.

Please find the proposal which I hope is acceptable.

If you have any questions please give me a call on 020 8746 2646 or email [gill@plantdesigns.co.uk](mailto:gill@plantdesigns.co.uk)

Kind regards

Gill Snowdon  
Client Manager  
[www.plantdesigns.co.uk](http://www.plantdesigns.co.uk)

Plant Designs Ltd  
11 Allied Way  
London  
W3 ORQ

T. 020 8746 2646  
F. 020 8746 2769  
E. [enquiries@plantdesigns.co.uk](mailto:enquiries@plantdesigns.co.uk)  
W. [www.plantdesigns.co.uk](http://www.plantdesigns.co.uk)

Registered in England at the above address  
Reg No. 04272959 VAT No. 793 9506 77



## Proposal for Landscaping South Drive, Sonning QGS22102008

### Overview

Plant Designs to supply a landscaping scheme to the grounds of the new property adjacent to 7 South Drive, Sonning.

The planting scheme will be sympathetic to the style of traditional established gardens in South Drive. Consideration has been given to the type and species of planting to enhance the aesthetics and visual appeal.

The existing trees and hedges will be incorporated in the scheme allowing for cohesion across the gardens.

The front beds will be planted with a selection of evergreen and deciduous shrubs using a wide variety of colour, shape and texture.

In addition, a herb garden will be cultivated on the east aspect with an allowance for seasonal vegetable planting.

The rear garden will be predominately lawn with a narrow mixed border of herbaceous perennials with some shrubs.

## Planting

### Area 1

#### Shrub Bed

Shrub Bed planted with a selection of evergreen shrubs in informal blocks including the following:

- 10lt Photinia red robin
- 10lt Pieris
- 10lt Chosta
- 10lt Viburnum
- 3lt Potentilla
- 3lt Hebe
- 3lt Cistus
- 3 lt Spiraea
- 3lt Fatsia

The bed will be finished with a surface dressing of bark mulch.

### Area 2

#### Lawn and Patio

Rear Lawn to be seeded using an all purpose mixed festuca dependant on season. Patio to be paved.

#### Border

Border to the west of lawn to be predominantly planted with herbaceous perennials including:

- Delphinium
- Lupin
- Himalayan Poppy
- Geranium

### Area 3

#### Herb Garden

This area will have raised beds to 30cm and to be planted with herbs including Rosemary, Lavender, Thyme, Sage. There will be space to cultivate annual herbs and seasonal vegetables. A paved path will traverse the Herb Garden from the Patio to the Driveway.

#### Area 4

##### Driveway

A hard standing driveway with tarmac surface

#### Area 5

##### Shrub Bed

Shrub Bed including will be planted in informal blocks with a selection of evergreen shrubs including the following:

- 10lt Photinia red robin
- 10lt Weigela
- 10lt Ceonothus
- 3lt Hebe
- 3lt Juniperus horizontalis

The bed will be finished with a surface dressing of bark mulch.

Areas 1 & 5 Shrub Bed planting selection



Wigelia



Juniperus horizontalis



Choysia



Pieris



Potentilla



Photinia Red Robin



Ceonothus



Hebe



Vibirnum



Cistus

## Area 2 Border planting selection



Delphinium



Lupin



Himalayan Poppy

Area 3 Herb Garden planting selection



Sage



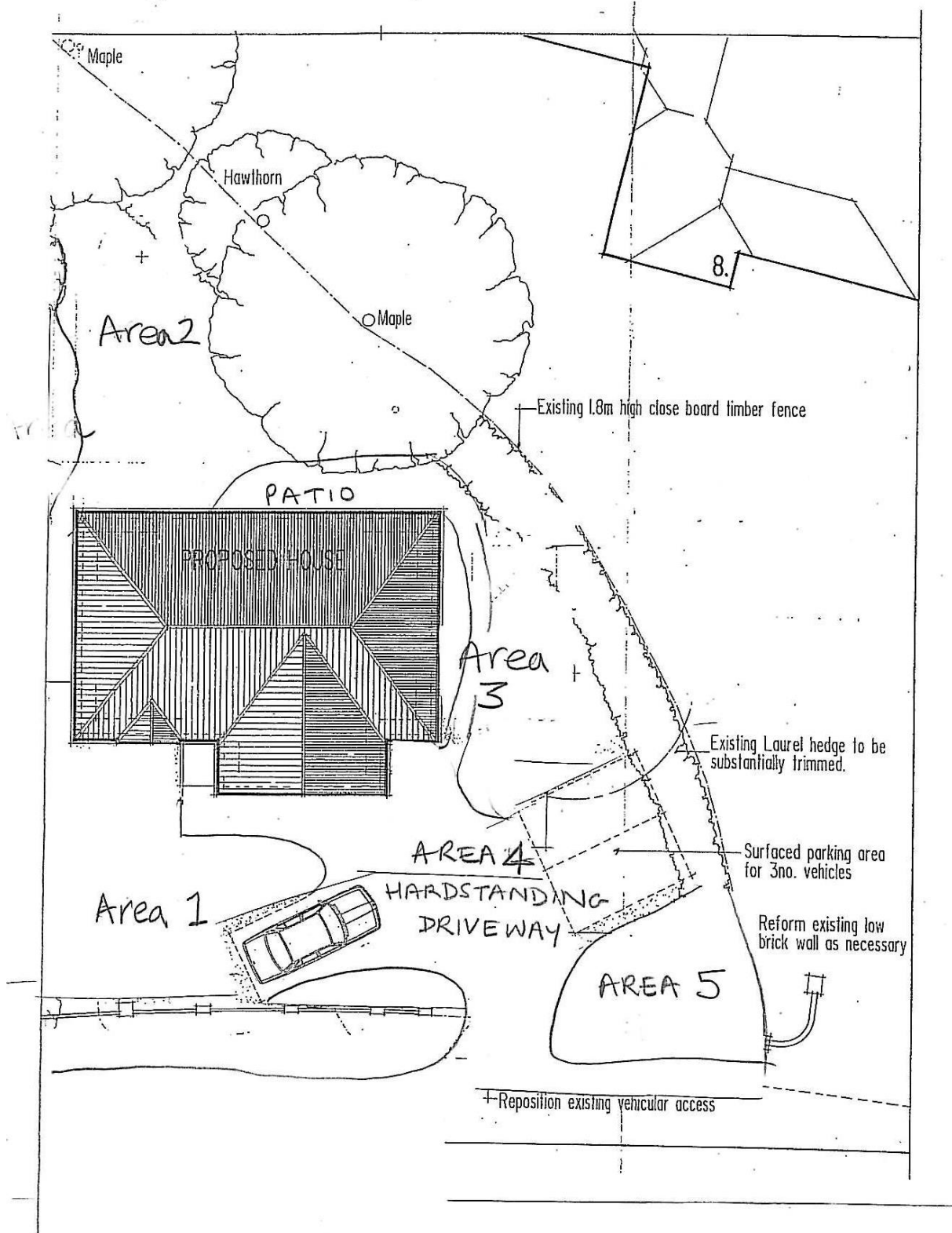
Rosemary



Lavender



Thyme





## Planting

### Preparation of grounds

#### CULTIVATION

Prior to planting the topsoil shall be forked thoroughly or mechanically cultivated with an approved machine to a depth of 300mm to produce a tilth suitable for planting. The tilth shall be approved by the Supervising Officer.

#### STONE PICK

During this cultivation, stones exceeding 25mm diameter in any one dimension, rubbish, roots or other deleterious matter brought to the surface shall be raked off, gathered and carted from the site.

#### FERTILISER

During cultivation 100g/m<sup>2</sup> slow release fertiliser shall be spread over all planting areas and be well cultivated into the topsoil no more than one week before planting.

#### ORGANIC MATTER

A 50mm layer of organic matter shall be added to the topsoil and thoroughly worked into the top 300mm of soil.

#### MINOR GRADING

The Contractor shall allow for any minor grading modification required after cultivation.

#### WEEDKILLING

All annual and perennial weeds and couch grass shall be removed from topsoil areas prior to cultivation. Where there is weed growth; at least two weeks prior to cultivation all topsoil areas shall be treated, as necessary, with an approved contact herbicide to eliminate weed growth. Weedkillers that have a long lasting effect in the soil shall not be used. No weedkiller shall be allowed to enter watercourses.

## Shrub Planting

### PLANT MATERIAL

All goods and materials used in the execution of this project shall be produced, so far as is practicable, in the United Kingdom or other member countries of the EEC. Goods and materials not complying with this criterion shall have the approval of the Supervising Officer prior to their use.

All goods, material and workmanship shall comply with British Standards as a minimum required where an applicable standard or code exists.

Plants shall be of the same size specified in the schedule. They shall be strong sturdy plants furnished with good root systems and obtained from a reputable supplier. Plants shall be in good health, free from pests, diseases and damage. All stock must comply in all respects with BS 3936 (Parts 1, 2, 3, 4 & 10).

Plants not covered by BS 3936 shall be:

- sturdy, healthy, of good shape and without elongated shoots;
- free from pests, disease and damage;
- with balanced root and branch systems and abundant fibrous roots;
- of vigorous growth during season prior to lifting.

All plants shall be labelled according to species and variety.

### HANDLING OF PLANT MATERIAL

The shrubs must not be subjected to adverse conditions such as frost, wind or overheating in polythene bags at any time between lifting from the nursery and planting on site. Plant roots shall be kept moist from the time of lifting to the time of planting.

All plants shall be adequately and carefully packed and protected to survive transport to the site without damage in loading, transit or unloading.

The Contractor shall ensure that the plants are unpacked and heeled in or planted on the same day as delivery, that they are protected on site before planting and that they have not been allowed to over heat in transit.

Pots and other protective materials shall not be removed until immediately before planting.

The collection, loading and unloading of materials and plants shall be the sole responsibility of the Contractor and shall be allowed for in his rates.

### BARK MULCH

Shall be well composted conifer bark with an even particle size distribution of 15mm and down with a pH of between 4 and 6 - Melcourt Industries landscape grade composted bark, or equal approved.

### WORKMANSHIP

All work shall be carried out in accordance with BS 4428 – Code of Practice for General Landscape Operations (1991) so far as there is no conflict with this specification. In the event of conflict this specification shall stand.

All operations shall be carried out by suitable approved machines or by hand. Any work that is impractical to carry by machines shall be executed by hand and the Contractor must include for this in his rates. Light machinery or hand tools are to be used for all operations.

### WEATHER/SOIL CONDITIONS

Notwithstanding the programme constraints, any work that the contractor wishes to perform outside the seasonally appropriate period, as defined above, shall be the subject of the SO's approval and at the Contractor's own risk. The Contractor shall take proper steps to programme his work to take full advantage of the planting season. This programme of work shall be submitted to the Supervising Officer upon approval of any work.

If for any reason the Contractor is obliged to carry out planting during periods of persistent cold or drying wind he shall provide temporary windbreak protection for conifers and evergreen shrubs.

### SETTING OUT

Planting shall be carried out in accordance with the approved Specification and the Planting Plan. The aim shall be to space plants evenly so that when established they will completely fill the area indicated as precisely as possible. New plants are first to be spaced around the perimeter of the prepared bed to define the extent of the area to be filled. The remaining new plants shall then be used to fill the rest of the area in an informal manner avoiding straight lines and regular or geometric patterns.

Plants shall be set out in positions over the whole of the planting area and agreed with the SO before any planting begins. The SO reserves the right to adjust the position of any plant relative to the position shown on the drawings.

Plants shall be kept protected from wind and sun during all stages of setting out and planting.

## PLANTING

Plants shall be planted in the numbers at the spacing shown on the drawings. They shall be planted upright and well balanced with their best side to the front. Excavated topsoil shall be evenly packed around roots and firmed in with the heel.

Care should be taken to avoid any damage to the root system and branches when planting. The rootball around evergreens and pot grown plants shall not be disturbed, If damage occurs to roots or branches the damaged portions shall be cut cleanly with a knife and treated with fungicidal sealant. Plant containers shall be removed from each plant at the moment of planting. The root ball shall not be disturbed but planted intact.

Container and root balled plants shall be firmed in and extra care taken to ensure that there are no air pockets beneath the rootball. All weeds shall be removed from contained and root balled plants.

All Plants shall be planted to the depths at which they grew in the nursery or in their containers.

## WATERING IN

At the time of planting all plants are to be copiously watered in to field capacity at the time of planting. Should the soil already be filled to field capacity at the time of planting attention shall be given to containerised plants and if dry the Contractor shall plunge such plants in water to thoroughly soak the rootball prior to planting.

## AFTER PLANTING

Plants shall be firmed in the ground if lifted by frost within the contract period.

On completion of planting the soil shall be raked to restore previously formed falls and levels and shall be left in a tidy condition. All rubbish and prunings from planting shall be gathered and removed from site.

Where specified, protective fencing shall be erected around planted areas immediately upon completion of planting as indicated on the approved drawings.

Planting areas shall be kept weed free from the time of planting until the date of Practical Completion and all dead weed growth shall be gathered up and removed from site.

## MULCHING

A mulching layer shall be applied around all tree stations and to all ground cover, shrub and whip planting areas to a depth of 75mm after settlement

immediately after any watering has been completed. Surrounding area not to be mulched shall be left clean and tidy condition.

## GROUND COVER, SHRUBS, ROSE, HERBACEOUS AND CLIMBER PLANTING

### GENERAL

Shrubs shall be well shaped, with a minimum of three shoots, bushy and without a distinct leader, unless specifically stated. Ground cover plants shall have been container grown unless specified, otherwise, be bushy with several shoots to the specified height and in altogether healthy condition. Climbers shall have at least four strong shoots attached to a support and where necessary, additional wires or frames shall be supplied by agreement with the SO. All plants shall have a healthy robust root system conducive to good growth and transplantation, Plants shall be supplied to heights specified in the schedule

### HERBACEOUS MATERIAL

Herbaceous plants shall be well rooted, strong, hardy, free from weeds or insect pests and shall have grown independently for at least one growing season.

### PIT SIZES

Pit sizes shall be at least 150mm diameter in excess of the size of the container or rootball.

### PLANTING

Planting shall be carried out as specified in the general specification for planting. Climbers shall be set 150mm clear of any wall or screen. Ground cover plants grown in polythene rolls may be notch planted but must be well firmed into the soil.

Where climbers are to be used as ground cover the supporting canes shall be carefully removed just before planting.

All beds to be raked to a level grade before watering and the application of bark mulch.

## GRASS SEEDING AND TURFING

### SEEDING GENERAL

The contractor shall provide a certificate giving the name of the supplier, proportions of the mixture, the certificate percentages of purity and germination and date of the test. The germination capacity of each constituent of the mixture must not be less than 80% and purity of the mixture not less than 90%. The total weed content must not be more than 0.5% and the total content of the other crop seeds shall not exceed 1%. These minimum germination figures shall be related to annual tests commencing on 1 August each year. Certificates will be considered valid for up to 14 months, covering supplies of seed in the following August and September. Grass seed shall be pre-treated with bird deterrent and shall conform to BS 4428; 1969 in all respects.

### FINAL PREPARATION FOR SEEDING

The soil shall be cultivated to a depth of 75mm and then rolled with a light roller and raked by chain harrow or hand to produce a fine true and even seed bed. All stones exceeding 25mm in any dimension shall be removed from the surface.

The cultivation and tilth shall be approved by the SO prior to the application of pre-seed fertiliser and shall be maintained weed-free prior to sowing.

### SEEDING

Seed shall be sown evenly with an approved machine or by hand to the rates specified by the manufacture/supplier.

Sowing shall be followed by lightly raking or harrowing of the seed bed followed by rolling and cross rolling with a lightweight roller.

Where germination fails oversow areas until total grass cover is achieved.

## Plant Designs Limited Standard Terms and Conditions

### 1. Maintenance

- a. Regular scheduled on-site plant inspections and maintenance, encompassing feeding, cleaning, watering, pruning and treatment against pests and diseases in accordance with current legislation.
- b. The client is expected to ensure the plant displays are only maintained by Plant Designs employees, or their agents and provide access to water supply on the premises; to maintain a minimum interior temperature of 10 degrees centigrade at all times; to prevent any damage to the plant displays through change in temperature, environmental conditions, and vandalism.
- c. We would request that you keep us informed of the locations of all the plant displays and that you notify us of any relocation whether this is within an existing building or to a new location.
- d. **Interior Displays** Free replacement plant service, for any plant that is not up to Plant Designs high standard (other than plants that have been subjected to damage, vandalism and or changes in environmental conditions.)
- e. If, in Plant Designs opinion, the plant specifications need to be changed in order to ensure that the quality of the displays is maintained, substitute planting solutions will be advised and provided to an equivalent value. Plant displays which are not to the required standard for reasons other than "natural causes" will be replaced, but a charge will be made for both the replacements and the labour costs incurred; to allow reasonable access to the plant displays to enable us to carry out our work.
- f. **Exterior Displays** Our standard exterior maintenance service is exclusive of plant replacements. Plants that have been subjected to damage, vandalism, or have outgrown their environment will be charged for and replaced after consultation. Seasonal planting will be changed according to the specification in the original quotation or correspondence thereafter.

### 2. Invoicing and Payment Terms

- a. All service invoices will be raised on 1<sup>st</sup> of the month, quarterly in advance, and are payable 30 days net. There will be an interim invoice raised from the commencement of service to the beginning of the following month.
- b. Outright purchase invoice will be raised upon installation of the displays and are payable 30 days net.
- c. The minimum rental with maintenance period shall be two years excluding the termination period.
- d. The minimum maintenance period shall be twelve months excluding the termination period.
- e. Termination Period. 90 days notice is required for termination unless otherwise agreed in advance in writing by Plant Designs.
- f. Plant Designs reserve the right to terminate any service agreement in the following circumstances (1) You failed to pay invoices within the agreed terms, (2) You are in breach of the agreement, (3) You have been declared bankrupt, or are in liquidation.
- g. Any price increases shall not exceed 5% or the annual retail price index whichever is greater and will not be implemented within the first 12 months of the agreement. We will give one months notice of any increase prior to the next invoice date.

Any variation to this agreement shall not be binding unless agreed in writing by Plant Designs.