



**PROPOSED RESIDENTIAL DEVELOPMENT,
Mill Drove SOUTH COWBIT**

**Planning Ref: H01-1204-22 (South Holland District Council)
MAINTENANCE MANAGEMENT PLAN**

For

Development Roads, Parking Courts and Footpaths

Seagate Homes Ltd & Accent Housing

March 2024

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Introduction

- 1.1 This Management Plan has been prepared in response to South Holland District Council`s planning approval Ref: H01-1204-22 to satisfy Condition 15 relating to for the residential development Mill Drove SOUTH COWBIT

Condition 15: Prior to commencement - A management plan for the areas of publicly accessible open space and any outdoor play areas, including management responsibilities and maintenance schedules, shall be submitted to and approved in writing by the Local Planning Authority prior to the commencement of the development hereby permitted beyond oversight. The management of these areas shall be carried out in accordance with the details so approved.

- 1.2 A management plan includes long term design objectives, management responsibilities and maintenance details for all development roads, parking courts and footpaths/cycle paths.
- 1.3 The drawings on which this management plan is based on:
20014-SGH-DR-AR-1011 - Maintenance and Responsibilities Plan
- 1.4 It is not the scope of the Management Plan to provide a detailed specification for management works. What is provided are general requirements and schedules of operations which are applicable to most of the different character areas of the site.

2.0 About Accent Housing

- 2.1 Accent are a housing association which has provided homes and services for a diverse range of customers since 1966.
Their 20,000+ homes, which are spread over the North, East and South of the country are home to over 35,000 people. They put their customers first and exist to improve lives, providing people with high quality homes, affordably.

Further details about Accent Housing can be found on the following website: <http://www.accentgroup.org>.

3.0 Management Responsibilities

- 3.1 The road areas coloured blue on the Maintenance Responsibilities Plan will be offered to Lincolnshire County Council Highways for adoption under a Section 38 Agreement.

3.2 Accent manages a number of contractors who provide reactive repairs, void property services, planned maintenance, grounds maintenance, communal window and areas cleaning. They have set specifications for the contractors to achieve and a strong culture of contract management.

Accent Housing reserve the right to not name specific contractors within this application submission.

3.3 All Areas are identified on the Maintenance Responsibilities Plan.

4.0 Adoption under Section 38

4.1 Areas to be offered to the Local Highway Authority for adoption under Section 38 of the Highways Act 1980:

- a. In the short term, i.e. prior to the signing of the Section 38 Agreement, the Contractor will maintain the roads prior to the adoption, ensuring a suitable level of maintenance to facilitate future adoption and a safe working site.
- b. Should the Section 38 Agreement not be signed or completed, the Contractor will maintain the roads prior to site completion and handover to a level which would otherwise be deemed suitable for adoption by the Highways Authority.
- c. The site shall be inspected quarterly and any failures within the potential adopted public highway shall be repaired to the requirements of the Housing Estate Road Construction Specification current at the time within 28 days of the inspection or within 7 days if the damage is deemed to represent a hazard to the users of the site.
- d. Any damage reported to the owner of the road shall be inspected within 5 working days and remedial action in accordance with the above shall be undertaken.

5.0 Inspection Regime for Private Highways

5.1 A regular inspection regime shall be implemented in accordance with table in Section 3.3.

5.2 In general terms the objectives of the management plan are as follows:

- To ensure that where refuse/ recycling laydown areas are provided that they are adequately maintained.
- To maintain private highways, footpaths, cycle paths, fences and other structures in a safe and functional condition.
- To maintain all public areas in a safe and clean condition by regular removal of litter and other debris, including the provision of facilities to minimise dog fouling.
- To ensure unobstructed flow of surface and foul water through designated areas.

5.3 Until such time as either a dedication agreement has been entered into with the Highway Authority or a private management company has been established to maintain the highway, Seagate Homes (UK) Ltd will maintain the highway within the site.

Any individual can contact Seagate Homes (UK) Ltd Customer Care Team during this period to report any defects / deterioration.

In such cases Seagate Homes (UK) Ltd will aim to begin necessary repair works in accordance with Parts 4.1c and 4.1d to maintain a suitable surface prior to handover.

5.4 Maintenance Schedule:

Action Required	Required Frequency
Sweeping of carriageways, footways, footpaths and shared surfaces	Three times a year: - End of Winter (March) - Summer (July/August) - After main autumn leaf fall
Cleaning of gullies	Annually after main autumn leaf fall
Street lighting inspections	Annually, with any repairs/replacement of faulty lanterns to be completed within 15 days of report by Residents.
Inspection chambers and catchpits – monitoring and cleaning as required	Annually
Soakaway chambers – monitoring and cleaning as required	Annually
Herbicide application (with prior written approval of Accent Housing)	As and when required
Collect litter, debris and fallen leaves	Every visit
Hoe and remove weeds	Four times a year: - April, June, August & October

- Hard surfaces refers, but not exclusively, to paving, tarmac, gravel and brick. All surfaces are to be kept clean and free of any deposits/leaves by either use of a manual sweeping brush or an industrial blower/sucker or by any other suitable means.
- Autumn leaf fall shall be removed at every visit to site during that season, and additional leaf clearances will be ordered, as required.
- Cleaning of gullies, annually after main autumn leaf fall. This task will include the area being swept and free from deposits/ leaves. The Contractor will remove each gully grating and clean the drain set.
- All surfaces shall be kept free of weeds and moss at all times by the use of manual method(s) or, with the prior written approval of Accent Housing, chemical weed control. Where chemicals are proposed, the ground maintenance contractor shall provide written COSHH assessments and an Environmental statement. All moss or fungal growth is also to be removed.
- Where weeds or moss are present a suitable method of removal can be used at the discretion of the grounds maintenance contractor for this operation. This can be either through manual scrubbing using deck scrubbing brushes and hot/cold water and a suitable cleansing solution or use of hot/cold washing/jetting.

- Steel scrapers will be used to remove gum, wax, tar, etc from the surface.
- All litter, debris and detritus from the Grounds including up to the building entrance shall be cleared at least monthly.
- The litter is to be placed into refuse sacks, sealed and removed from site.
- The presence of sharps, needles and other clinical waste are to be reported immediately to the Accent Contact Centre on 0345 678 0555. The sharps and needles will need to be removed from site using the correct sharps equipment and procedure and disposed of in the correct manner.
- Any residue or staining left by any litter or fouling shall be sprayed with an approved anti-bacterial solution.
- Remedial work to any depressions, rutting considered detrimental to the structural performance or a hazard to users, as required.
- Reconstruction of surface and upper sub-structure, as required, if infiltration performance is required as a result of significant clogging.
- Accent Housing will maintain all access roads to an adoptable standard until any adoption by the local Highway Authority takes place or otherwise for the lifetime of the development.

6.0 Maintenance of Private Driveways

6.1 The responsibility for maintaining private driveways, either permeable or non-porous, will be the Homeowners / Tenants, whose home the driveway shares.

Individual Homeowners / Tenants will be made aware of their responsibilities for maintenance via the handover packs for the property and this will be reinforced by details included in the legal packs. It will be stated that it is a legal requirement for the necessary maintenance for highways (and other features) to be undertaken.

Accent Housing's Groundworks Maintenance Contractor will enforce this aspect during the lifetime of the development and visually inspect the driveways during their site visit for regular maintenance of other areas.

Shared private drives will be maintained Accent Housing's Groundworks Contractor Maintenance Contractor.

6.2 Maintenance Schedule:

Maintenance Schedule	Action Required	Frequency
<i>Regular Maintenance</i>	Sweeping and vacuuming	Three times/year at end of winter (March), summer (July/August), after autumn leaf fall, or as required based on site-specific observations of clogging or manufacturer's recommendations.
<i>Occasional Maintenance</i>	Stabilise and mow contributing and adjacent areas.	As required
	Removal of weeds	As required
<i>Remedial Actions</i>	Remediate any landscaping which, through vegetation, maintenance or soil slip, has been raised to within 50mm off the level of paving.	As required
	Remedial work to any depressions, rutting considered detrimental to the structural performance or a hazard to users.	As required
	Reconstruction of surface and upper sub-structure	As required (if infiltration performance is reduced as a result of significant clogging).
<i>Monitoring</i>	Initial inspection	Monthly for 3 months after installation
	Inspect for evidence of poor operation and/or weed growth. If required, take remedial action	3-monthly and 48hrs after a storm that is considered to be a 1:30 year event
	Inspect silt accumulation rates and establish appropriate sweeping frequencies	Annually
	Monitor inspection chambers and catchpits and clean as required	Annually

7.0 Other General Maintenance

7.1 Site Furniture, Structures:

- Inspect the following on a quarterly basis to ensure stability in the ground, the effectiveness of all fasteners and the sound condition of all timber/ metal work:
- Fences and stiles (including temporary protective fencing)
- Signposts, litter bins and dog bins
- Re-apply paints and other protective coatings as necessary to maintain all structures in a sound and attractive condition.
- Empty litter and dog bins at regular intervals and clean twice annually.

7.2 Fly-tipping:

- Inspect areas regularly which, because of their location and access, may attract fly-tipping, including along fences of back gardens.
- Remove tipped/ deposited material at the earliest opportunity so as to avoid further accumulation and possible health hazard.

7.3 Snow Clearance:

- If snow clearance and gritting operations to non-adoptable public footpaths are deemed necessary to maintain public access, the following shall be observed:
 - Cleared snow shall not be piled onto shrub beds or other plantations where the weight of snow might cause damage;
 - Snow clearance shall be carried out in such a way that access to any public or private facility is not obstructed;
 - Care shall be taken to ensure that no damage is caused to grassed areas, trees or shrubs by the application of grit or salt.

8.0 Appendix A – Maintenance Responsibilities Plan

MILL DROVE SOUTH, COWBIT

NOTES:

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All dimensions to be checked on site prior to construction or off-site fabrication by the Contractor, his Sub-contractor or Supplier.

Do not scale plans - use figure or grid dimensions where given.

Any deviation from the drawing is to be reported to the originator immediately.

IF IN DOUBT ASK !



- LEGEND**
- Site Extents
 - LCC Adoptable Highway Extent (S38)
 - Public Open Space/Landscaped Areas (To be maintained by Accent Housing's Maintenance Contractor)
 - Shared Private Drive - Gravel (To be maintained by Accent Housing's Maintenance Contractor)
 - Shared Private Drive - Tarmac (To be maintained by Accent Housing's Maintenance Contractor)
 - Shared Refuse Collection Points maintained by Accent Housing
 - Shared Footpaths (To be maintained by Accent Housing's Maintenance Contractor)
 - 3m Service Easement (For neighbour benefit should they require. Maintained by Accent Housing.)
 - 9m IDB Easement

Rev	Notes	Date	By

SEAGATE HOMES

Project: PROPOSED RESIDENTIAL DEVELOPMENT, MILL DROVE SOUTH, COWBIT, Lincs. PE12 6FS.

Drawing: MAINTENANCE AND RESPONSIBILITY PLAN

Drawn: WK Date: MARCH 2024

Status: PRELIMINARY Scale: 1:500 @ A3

Drawing Number: 20014-SGH-DR-AR-1011

9.0 Appendix B – Grounds Maintenance Plan (By Accent Housing)

GROUND'S MAINTENANCE SCHEDULE

Your local Estates Services Officer will be jointly responsible for making sure these tasks are carried out as per the schedule.

Got something to say about your estate services? We want to hear.

We routinely survey customers about the standard of the grounds maintenance and communal cleaning services.

Please let us know if you are dissatisfied and we will look into it. For urgent enquiries, please contact **0345 678 0555**.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	SPECIFICATION
Grass cutting			16 times a year (Frequency depends on weather)										- Grass will be cut short or even height. - Grass will be cut from edge-to-edge and as close as possible to paths, beds, fences and railings, etc. - Clippings will be removed and disposed of.
Edging of beds				Once			Once			Once			All beds will be edged and hoed.
Hard surface clearance	Every visit												- Leaves may be collected using a sweeping brush or a leaf blower. - Gullies and drains must be kept clear of fallen leaves and other debris.
Hard surfaces – removal of moss and weeds	2 times a year												- Manual removal of weeds and moss from hard surfaces (paving, tarmac, gravel and brick). - With agreement from Accent, chemical weed control may be used.
Collect litter, debris and fallen leaves	Every visit												- Litter, stones and fallen leaves must be removed before cutting the grass. - Litter must be collected from all areas, including up to the building entrance. - Litter is to be placed in refuse sacks, sealed and removed from the site. - All fallen leaves, twigs and branches will be bagged and disposed of. Leaves must not be left in piles for later collection.
Weed control (using herbicides)	As and when required												Herbicides may be used for weed control.
Hoe and remove weeds				Once		Once		Once		Once			- All beds will be raked to remove litter and weeds. - All beds will be hoed and the soil left with a fine tilth. - Herbicides may be used for weed control.
Shrub beds – summer maintenance			8 times a year (Frequency depends on weather)										- All shrubs and beds will be kept free of litter, weeds, roots and large stones. - Dead shrubs will be removed and replaced (not necessarily on the same visit). - Shrubs and beds will be watered in dry weather.
Shrub beds winter maintenance		Once										Once	- All shrubs and beds will be kept free of litter, weeds, roots and large stones. - Dead shrubs will be removed and replaced (not necessarily on the same visit).
Pruning of shrubs and hedges	3 times a year (As and when required)												- Pruning will be carried out to maintain the growth and shape of shrubs and ensure they do not cause an obstruction. - Where shrubs are adjacent to buildings, they must not be higher than the windowsill. - Shrubs and hedges are to be kept at least 25cm away from the building and walls. - All vents, flues, downpipes, windows, entrances and access ways will be kept clear at all times.
Pruning overhead branches	As and when required												- Growth from the trunk of a tree and up to a height of 2m above ground level will be removed. - Ivy and dead branches will be removed. - Tree roots will be maintained so they do not damage buildings or hard surface areas. - Any health and safety risks concerning trees will be reported to Accent. - Any major tree work will be identified and dealt with separately by a specialist.
Strimming					2 times during this period								Any grass strip between fencing and the site boundary will be strimmed.
Clear bramble/gorse						2 times during this period							Pruning will be carried out to maintain the growth and shape of shrubs and ensure they do not cause an obstruction.
Rough verge maintenance				Once			Once			Once			All rough verges will be cleared.