

Moorhaven Village Management Company Ltd

Grounds Maintenance Works Schedule

EXPECTATIONS AND STANDARDS

Although we are not looking for bowling green short grass and extensive flower beds, Moorhaven is a village that we are proud of. We are looking for a contractor who will take a pride in the village and ensure it is well kept and well managed. All private lawns, hedges and communal areas will look attractive, tidy, and well cared for.

1 LAWNS AND GRASSED AREAS

Grass care at Moorhaven falls into two basic categories, private gardens and communal areas. Lawns will be cut on a regular basis, in rotation throughout the village during the main cutting season of March to October. During the winter months grass may require an occasional high cut as conditions dictate. The edges of the grass areas around tree bases, fences, paths, buildings etc will be strimmed regularly. Grass cuttings will be collected from private gardens and disposed of off-site following each cut. Grass cuttings may be left on the ground in communal areas, but only if regular cutting is being achieved and by using the correct equipment, i.e. with a good mulching machine. The Contractor will liaise with MVMC accordingly.

Private gardens. There are approximately 111 private gardens at Moorhaven, some with little or no grass areas and some with large lawns. It is accepted that the private gardens grassed areas need to be cleared (of garden furniture, toys, and dog mess) by residents to enable cutting (exception – fixed garden furniture, large scale trampolines or similar - which will be cut around). The contractor will be responsible for communicating their cutting schedule with residents on a weekly basis (via the village message board on the website). A small number of shareholders have currently opted out of grass cutting services; the numbers could change (up or down) a list will be made available at commencement of the contract.

Communal areas. There are a number of communal areas spread throughout the village that all require regular cutting. These include for example: the formal gardens, communal courtyard areas, croquet lawn, arboretum, the playing field, Moor Park Meadow, Moorfields front of property communal areas, the "heli-pad" area, Centre Court communal area, an area above the drive along Moorfields road, an area opposite the Mansions, and other grassed areas at the village entrance etc. There may be other small areas not identifiable on the maps within the boundary of the village.

2 COMMUNAL AREAS: SHRUBS, SHRUBBERIES, MIXED BEDS

There are a number of shrubs and bushes within Moorhaven's communal grounds which will be pruned at the appropriate time of year, depending upon the species. All communal shrub beds & shrubberies will be kept neat and tidy and weed free. Suckers and brambles should be removed. All pedestrian walkways and vehicles routes, paths and signs will be kept clear of overhanging foliage / branches. Most shrubs and bushes are held to a maximum height of 3m (10ft). All trimmings to be collected and removed from the site after cutting.

There are also a number of more formal shrub beds within Moorhaven's communal grounds, which will be kept in a weed free condition throughout the year and the edges of all more formal shrub beds will be trimmed during the growing season and recut during the winter months. Shrub beds will be mulched as appropriate. All trimmings to be collected and removed from the site after cutting.

Shrub beds & shrubberies include for example: formal gardens - behind the Aviary, around the Summer House, the sloped beds between private gardens and formal gardens (Tower / Church Lane properties); the walled area near the "heli-pad; the Cemetary; the bed on the edge of the road to Moor Park; communal areas at the front of Moorfields; Centre Court roundabout; the Mews roundabout. Some areas are currently being maintained by residents (but could change) - a list will be provided at commencement of the contract.

3 TREES

Major tree surgery is outside the scope of this specification. It should be noted that many of the trees in the village are subject to Tree Preservation Orders. Small trees within Moorhaven's communal areas (non TPO) may be pruned; most are held to a maximum height of 3m (10ft) and any tree work identified as being required should be reported to the Management Company in the first instance. Grass at the base of trees should be kept cut and beds should be kept weed / bramble free. Care would expect to be taken to avoid strimmer damage.

4 HEDGES: COMMUNAL AND PRIVATE GARDENS

All hedges will be trimmed to maintain current line and shape, and will be cut at least twice annually - usually commencing in February and September (to avoid the bird nesting season). Hedges are normally (but not exclusively) held to a maximum height of 1.4m (4ft 6). The contractor will weed and keep clear the base of road side communal hedges. All trimmings will be collected and removed from site after cutting. There are some hedges within the village boundary that are not included in this contract and they will be identified accordingly.

5 BANKS : MAIN DRIVE, HIGHER YARD, MOOR PARK AND MOORFIELDS

Banks to Higher Yard and the rear of Moorfields are to be strimmed annually and kept free of saplings, ragwort and other invasive weed species (ragwort is to be hand pulled).

The bank above the Moor Park turning circle (which extends to behind the Pavilion) requires regular cutting/strimming.

Banks bordering the Main Drive:

From the road junction at the Church and from the steps opposite, downwards to the main village entrance - both sides are to be strimmed/weeded twice annually and kept free of saplings and ragwort and other invasive species.

From the steps opposite the Church, past the "Bus Stop" and up towards the hairpin bend in front of the estate office: the rhodendrons and other shrubs are to be pruned, trimmed and kept free of saplings annually so that this area is kept under control. This bank borders both the main drive and the road towards Moorfields - and these roads should be kept clear of overhanging foliage / branches.

6 LEAF CLEARANCE.

Leaves will be cleared regularly from all communal areas, paths, village roads and the road gulleys. Leaves will be collected and disposed of off-site.

7 COMMUNAL PATHS, ROADS & HARDSTANDINGS AND TENNIS COURTS

Should be swept regularly and kept clear of leaves and debris. Weed and moss treatment will be applied where necessary and these works should be carried out as per industry best practice. Keep all pathways appropriately edged.

8 LITTER

All roads, communal pathways and general communal landscaping areas will be kept clean and free from litter. Village bins (including dog poo bins) will be emptied weekly or more frequently if required, all to be disposed of off-site.

9 SURFACE GULLEYS (rainwater on roads and pathways)

All gulleys and associated drains will be inspected and cleared regularly so as to minimise blockages and maintain free drainage.

10 ROADS

Roads will be gritted and salted to maintain movement of vehicles during icy/snowy weather. The contractor should state how this can be achieved. Road maintenance is excluded from this contract.

RESIDENTS' RESPONSIBILITIES (to enable the contractor to deliver the contract works)

- Clear private gardens of toys and furniture on the days grass cutting is expected to take place (notified by the contractor in advance)
- Clear all dog mess from private gardens on the days grass cutting is expected to take place (notified by the contractor in advance)
- Pick up after their dogs when exercising them within the village (dogs are not allowed to be exercised in the formal gardens)
- Provide access (keypad numbers/keys) to gates in private gardens

APPENDICES - MAPS

Appendix A - Main village map - shows whole village and boundary and shows location of other maps for ease of reference. It also shows banks and hedges.

Appendix A1 - Formal & communal gardens, sports ground, Moor Park (houses), The Mansion (houses), The Pavilion/Nursery, and Cherry Trees and Beech Lodge houses

Appendix A2 - Higher Yard (houses) and bank

Appendix A3 - The Pottery, Meade, Lakeview and Woodland (houses)

Appendix A4 - Moorfields (houses) and communal areas

Appendix D1 - The Mews, Tower Lane & Church Lane (part of) houses

Appendix D2 - Church Lane (part of), The Grove (houses)

Appendix D3 - Outlying areas: Stoney Brook, Edgecumbe, Butterdon, West Butterdon