

## **Four Oaks Estate**

### **Grounds Maintenance Specification**

A specification and description of duties for the grounds maintenance of Four Oaks Estate

The Client: Four Oaks Estate Ltd

Client's Agent: Pennycuick Collins Chartered Surveyors

Address: 9 The Square, 111 Broad Street, Birmingham, B15 1AS

Contact: Mr Stuart Tullah – Secretary & Treasurer to Four Oaks Estate Ltd  
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Four Oaks Estate: Four Oaks Estate comprises the roads listed beneath

#### **Bracebridge Road**

Cedar Bridge Croft

#### **Wentworth Road**

Hampton Drive

Heather Court Gardens

Ravenswood Close

Kenilworth Close

#### **Ladywood Road**

Laureates Walk

The Orchards

Knowles Drive

#### **Luttrell Road**

Cressington Drive

#### **Hartopp Road**

Greensleeves

Applecross (first half of road only)

The Copse

Cliveden Coppice

Driveway to 6, 6C & 6E Hartopp Road (between 6 & 6D Hartopp Road)

The Moorlands

Stoneleigh Close

Coombe Park

Whateley Green

The names in **Bold** are main Estate roads and the roads listed beneath them are cul-de-sacs that run off them. These roads and cul-de-sacs make up Four Oaks Estate.

For the avoidance of doubt Clarry Drive, Heaton Drive, and Parklands Drive (these are off Hartopp Road), are not part of Four Oaks Estate.

## **Description of Duties**

### **Grass Cutting**

Mow all grass verges (or strimming in areas that mowers cannot reach or where they may endanger trees) no less than **fortnightly** during the growing season (1<sup>st</sup> April to 31<sup>st</sup> October) and **weekly** during the months of May to August inclusive, unless this is unnecessary owing to climatic conditions (to be approved by Stuart Tullah or an authorised member of Four Oaks Estate Residents Association Committee<sup>1</sup>). Mowing of all verges across the entire Estate should be carried out in one operation in one day or two consecutive days

### **Weed management**

Weed all verges and footpaths and apply weed killer where necessary to maintain a 'weed free' environment, so far as is reasonably possible. Spraying of the weeds should be undertaken on **two occasions** during the year (around early May and early September). On each occasion spraying should be undertaken for the whole Estate in one operation

### **The Triangle & The Island**

Maintain the Triangle (opposite Four Oaks Tennis Club) and the Island (at the junction of Bracebridge Road and Lichfield Road) in a neat and tidy manner including maintenance of shrubs and other plantings and including removal of weeds

### **The Drift Footpath**

Maintain the Drift footpath (from Hartopp Road to Sutton Park) keeping it comfortably passable for pedestrians. This excludes any maintenance to the pathway surface itself

### **Pavements**

Keep tarmac pavements clear of debris, weeds and moss, applying moss eradication treatments as necessary, but not less than **quarterly**

### **Collection of Debris**

Collect debris from roadways, verges and footpaths **no less than weekly**. 'Debris' includes leaves, branches, twigs, fir cones, blossom and all other general rubbish and debris

### **Litter Picking**

Carry out a 'litter pick' **every week** including emptying the waste bin on Wentworth Road and replacing the lining bag. This item may be carried out in conjunction with the Collection of Debris (as detailed above)

### **Drain covers & gulley covers**

Keep drain covers and gulley covers clear of debris by way of regular clearing **every week**

### Leaf Clearance

Clear all Estate land (including roadways, verges and footpaths) of leaves following the autumn 'leaf fall'. This should be carried out during the months of **November and December** and should include at least two complete 'cycles' of the Estate. The leaf clearance operation should be completed no later than **15<sup>th</sup> December** each year

### Hedge Cutting

To trim Estate owned hedges no less than **every three months** in the growing season (April to October). Where residents' trees and/or hedges overhang the footpaths and roadways the Contractor should inform Stuart Tullah so that appropriate action to remedy the situation can be taken

### Removal of Materials

All debris, litter, leaves, grass, hedge cuttings and weeds should be removed 'off site' and disposed of as per the relevant regulatory requirements

### Inclement Weather

Attend the Estate as soon as practical following inclement or stormy weather to clear debris from drain covers and gulley covers and to 'tidy up' roadways, footpaths and verges. The contractor may charge an additional sum for this duty where it is 'over and above' normal workload. The additional sum should be at a 'per operative hourly rate' agreed in advance and authorised on each occasion by Stuart Tullah or an authorised member of Four Oaks Estate Residents Association Committee<sup>1</sup>

### Mechanical Road Sweeping

Arrange mechanical road sweeping when instructed (**approximately quarterly**) at an additional cost to be agreed between the parties. Before the mechanical road sweeper carries out its task the Contractor should 'blow' leaves, branches, twigs, fir cones, blossom and all other general rubbish and debris into the roadway

### Additional Duties

Additional grounds maintenance duties should be carried out as per instructions received from Stuart Tullah or an authorised member of Four Oaks Estate Residents Association Committee<sup>1</sup> at a 'per operative hourly rate' agreed in advance

### Communication

Provide a **monthly summary**, by e.mail to Stuart Tullah, of all duties and works carried out in the preceding month so that the Client's Agent can confirm that work has been undertaken in accordance with this specification prior to approving payment of Contractor's invoice

Meet with Stuart Tullah and members of the Four Oaks Estate Grounds Maintenance sub-committee (when appropriate) 'on site' approximately every **two months** to review grounds maintenance matters

Instructions should be taken from Stuart Tullah or an authorised member of Four Oaks Estate Residents Association Committee<sup>1</sup> with regard to all grounds maintenance related matters

Invoices and other written communication can be sent by post or e.mail to Stuart Tullah and all invoices should be addressed to Four Oaks Estate Ltd

The sum agreed shall be an annual sum and should be invoiced pro-rata per month on the last working day of each month. Four Oaks Estate Ltd will settle all invoices for the monthly sum and other agreed works within fourteen days on their receipt subject to receiving satisfactory evidence that work has been undertaken in accordance with this specification

### Appointment

The appointment to carry out grounds maintenance duties shall be made every three years and the contract awarded shall run for a period of three years (from 1<sup>st</sup> October), subject to termination by either the Contractor or the Client upon giving six months' notice. In the event that the Contractor fails to, or is unable to, fulfil the duties set out in this specification (a material breach) without reasonable explanation, then the Client shall have the right to terminate the contract by giving the Contractor one month's notice

<sup>1</sup> Authorised members of Four Oaks Estate Residents Association Committee include Mr Ron Forrest, Mr Neil Andrews and Mr Richard Bakewell. Any additions or amendments to this list of authorised members will be notified to the Contractor by Stuart Tullah