



SERVICE PROVISION
Laxton Close and Braeburn Road

Deeping St James PE6 8GN and PE6 8GP

South Kesteven

Applies to: 1-5 odds, 7-12,14,16 Laxton Close and 22-36 evens Braeburn Road
No. of properties: 19

Other Information:

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1 Grounds Maintenance

- 2 Grass cutting and maintenance of shrubbed areas to communal areas as detailed on site plan.
- 3 Grass clippings to be collected and removed from site as standard (exception may occur for verges/grass bank areas).
- 4 Lawn edges with paths/fences to be tidied and maintained.
- 5 Note: Large items of rubbish or quantities of animal excrement will be reported back to office. Gardeners are not expected to deal with bulky waste or waste that poses a biohazard.
- 6 Remove all self-set saplings from site wherever they occur.
- 7 Leaves and general litter to be removed from site and not allowed to gather on any part of the site that is marked for grounds maintenance. Where leaf blowers are used, all leaves and other light litter should be removed from site.
- 8 Footpaths, bin stores and drying areas should be kept clear of foliage, weeds and debris - this includes cutting back of any vegetation growing in from over boundaries. Moss will be treated and removed.
- 9 Car parks, hardstanding/hard surface areas and respective edges will be kept clear of all debris, weeds and moss.
- 10 Hedges and shrubs will be pruned as required to maintain a tidy, neat, shaped and well pruned appearance. Height, width and shape as appropriate to the location and hedge/shrub type.
- 11 Hedges/Shrubs forming a boundary should generally be no more than 1.8 metres high and should not obstruct access or egress. They should be maintained at a consistent level as far as possible.
- 12 Hedges/Shrubs adjacent to properties should be maintained at least 10cm clear of windows or vents and with clear access to electric/gas meters maintained.
- 13 Hedges, shrubs and lower branches of trees (up to 2m from the ground) should not be allowed to overgrow boundaries into neighbouring properties or public areas and cause nuisance. Nor should they be allowed to grow into any structures that may result in damage (ie. fences, sheds, buildings) or obstruction (ie. street lights, paths, bin stores, garages, driveways etc).
- 14 Growth of hedges and shrubs should not be permitted to cause an obstruction. Likewise, excessive basal growth on trees will be removed and any low hanging branches that come within 2 metres of the ground will also be removed.
- 15 Hedges and shrubs beds will be kept weed free and also litter free. Leaf litter will not be allowed to accumulate in hedge and shrub bottoms.
- 16 Tree surgery is not automatically included in in the service charge. Any works will be considered on an individual basis in accordance with NCHA's Tree Policy taking into account the health of the tree, health and safety, environmental concerns, aesthetics, planning restrictions, etc. Any works will be done in consultation with tenants as often incurs additional costs.

- 17 Very minor works to trees will be expected as part of the main contract ie. Removal of branches upto 2m height that may cause obstruction, encroach on boundaries, pose a head injury hazard. Minor works also include the routine removal of basal growth where it occurs.
- 18 Contractors should recommend where replanting of shrubs and trees is required. Any agreed works will be consulted on with customers and will be ordered and managed outside of the standard grounds maintenance contract.
- 19 Where invasive weeds are found on site, to advise the NCHA and advise an appropriate course of action. Invasive weeds are considered to be those covered by various articles of UK legislation and also perennial plants that proliferate and dominate their environment causing problems to neighbours and structures ie. Russian Vine, Ivy, Bindweed etc.
- 20 Where Ivy is on site and established but not causing immediate problems, NCHA considers it to be managed as part of the contract to keep it from blocking windows, meter cupboards, doors, vents etc. All Ivy should be maintained at a height below 1.5m to ensure control and not requiring working at height.

Where it is possible to remove easily, remove it.

Where Ivy is becoming a problem ie. out of hand and encroaching on the fixtures and fittings of a building ie. upstairs windows, vents, guttering or affecting outbuildings, trees, fences etc and requires removing, please advise NCHA.
- 21 Inspect vegetation to pond edge and remove nuisance plants (for first 3 years) Monthly (at start, then as required)
- 22 Hand cut submerged and emergent aquatic plants (at minimum of 0.1m above pond base; include max 25% of pond surface).
- 23 Remove 25% of bank vegetation from water's edge to a minimum of 1.0m above water level.
- 24 Tidy/remove all dead vegetation before start of growing season.
- 25 Flower meadow: This will receive a cut after wild flowers have finished (August) and material left on site for up to a month until seed has dropped (September) after which all cut organic material will be gathered and removed from site.
- 26 Grass Meadows: These will be cut to a height of 7.5cm, once in April, once in July and a final cut in September. Remove most of the cuttings from site after each cut.
- 27 Meadow areas will be kept clear of light litter on all visits.
- 28 Meadow areas to be kept clear of perennial weeds, such as thistle or dock, either by hand removal or careful spot treatment with glyphosphate or similar.
- 29 Keep all shrub beds and hedge bottoms free of weeds.
- 30 Gardeners to take several photos of main areas and at each visit and provide these to NCHA.
- 36 It has been identified that there are riverbanks/water courses on this estate that will require a specific risk assessment and work method.
- 39 As required at the request of NCHA, meet with NCHA staff and Community Voice representatives to discuss performance and grounds maintenance.

43 **Seasonal Works - Grounds Maintenance**

- 44 Spring: Lawn maintenance will resume, slowly at first and building up to twice monthly from April. Some works to shrubs and hedges to maintain access but areas may be missed where birds are nesting (legal requirement). Hard surface swept on each visit and treatment for weeds will begin mid Spring.
- 45 Summer: Lawn maintenance is twice monthly. Works to shrubs and hedges will be carried out but again, areas may be missed where there are nesting birds. Hard surface areas swept on each visit and treatment for weeds on monthly basis. Aggressive species of plants - invasive weeds - will be treated during this growing season.
- 46 Autumn: Lawn maintenance will reduce in line with vigour of lawn growth and stop in November. Shrubs, hedges and trees will be cut back in readiness for next year. Hard surfaced areas swept on each visit, light litter picked on each visit but weed treatment will stop after September.
- 47 Winter: Maintain general tidiness of site including litter picking for light litter. Any major works to trees will take place at this time, as well as replacement of dead/damaged shrubs and turf.
- 48 General: Please contact the office or Communalservices@ncha.org.uk directly if you are concerned about a tree or invasive species of plant. Please take pictures from several angles and attach them to your email.
- 69 **Landlords Electric Supply**
- 70 Electricity supply to cover communal lighting and other communal services. Also for use by NCHA Scheme Managers, cleaners and DMS or contractors.
- 71 Note: Not for tenants private use.
- 90 Please treat contractors with due courtesy.
- 91 If you have any questions about service provision, please contact this office on 0800 0138 555 or Communalservices@ncha.org.uk and we will be happy to help.



