

REDACTED

GROUNDS MAINTENANCE AGREEMENT

THIS AGREEMENT IS MADE THE

BETWEEN:

Moorhaven Village Management Company Limited (MVMC).

Having its registered office at

Hereinafter referred to as “the Company”.

AND

Man For All Seasons

Hereinafter referred to as “the Contractor MFAS”.

EXECUTED IN TWO ORIGINALS WITH FIVE APPENDICES

BY

BY

TITLE

TITLE

SIGNED  
DIRECTOR

SIGNED

DIRECTOR

FOR AND ON BEHALF OF MMC  
DATE

FOR AND ON BEHALF OF MFAS  
DATE

PREAMBLE

## DEFINITIONS

The terms listed below and used in the Agreement shall have the following meaning

“Grounds” shall mean Moorhaven Village Nr Ivybridge Devon

“the proposal” shall mean the proposals and quotations from the Contractor dated 25<sup>th</sup> October 2012 tabled to and reviewed by the Company including the Works Schedule attached as Annex A and the Works Plan attached as Annex B The plans referred to throughout this document and its appendices or annexes are also attached as Annex D and Annex E

“the Works Schedule” shall include the scope of work as agreed by both parties and defined in Annex A and Annex B and as varied by the Company from time to time in agreement with the Contractor and as the Contractor shall be required to carry out in respect of the maintenance of the grounds of Moorhaven Village

“the contractors staff” shall mean the permanent or temporary staff employed by MFAS listed in Annex C and hereby authorized by the Company to enter the Grounds to carry out the works as defined by the Works Schedule and Work Plan and as varied by the Company from time to time in agreement with the Contractor.

“the Works” shall mean the specific tasks as defined by the Works Schedule performed at the periodicity and frequency defined in the Works Plan

“the Equipment” shall mean the contractors powered machines, trailers, hand tools, protective clothing and protective head, feet, eye and ear gear

“Waste Disposal” shall mean all cut fresh or dry vegetable material and the content of all dog bins including but not limited to grass clippings, branches, twigs, leaves and litter in the Grounds which shall be disposed off site from the Grounds of the Company by the Contractor at no extra charge to the Company in full compliance with the prevailing Environmental conditions laid down by the Agencies of HM Government including the Health and Safety Executive, the Department of the Environment and the Environment Agency

## WHEREAS

The Company has placed a Purchase Order on the Contractor to commence the Works in accordance with the Works Schedule and Works Plan this is conditional upon the Contractor undertaking such in accordance with the terms of this Agreement

The Contractor has relevant experience and background and the Company wishes to engage the Contractor to undertake the Works in accordance with the Works Schedule and Works Plan and the Contractor hereby agrees to execute such Works in accordance with the terms of the Agreement

The Parties now wish to enter into this Agreement

NOW THEREFORE IT IS AGREED AS FOLLOWS

## 1 SCOPE OF THIS AGREEMENT

The purpose of this Agreement is to record the understanding between the Parties in relation to the pursuit of Grounds Maintenance of Moorhaven Village in accordance with the Works Schedule and the Works Plan with the following objectives:

- 1.1 The relationship between the Parties and their reciprocal rights and obligations
- 1.2 The precise quality of service levels expected by the Company from the Contractor and which the Contractor shall use its best endeavours to deliver
- 1.3 The performance of the tasks by the Contractor as detailed in this Agreement to the satisfaction of the Company over the term of the Agreement

## 2 RELATIONSHIP BETWEEN THE PARTIES

- 2.1 The Contractor agrees to notify the Company as soon as is practicable after the change of ownership, structure or change of partners of the Contractor
- 2.2 This Agreement shall not be taken to create any joint venture, partnership or other similar arrangement and the Parties shall at all times stand in relation to each other as independent legal entities. The Contractor shall not hold itself out to any third party as the sole and exclusive Grounds maintenance contractor of the Company without the prior written permission of the Company
- 2.3 The Contractor hereby agrees to attend and be subject to monthly reviews from April 2013 to September 2013 and quarterly service level reviews thereafter at the Estate Office of the Company or such other place as agreed conducted by two or more Directors of the Company during the term of this Agreement. The results of such reviews will be formally recorded by the Company and tabled to the Contractor within one week from date of the Review. The Contractor hereby undertakes to put right to the satisfaction of the Company as set out below any agreed deficiencies in service levels arising from these periodic reviews

## 3 SERVICES FROM AND SERVICE LEVELS REQUIRED OF CONTRACTOR

- 3.1 The Contractor hereby agrees to provide the full range of services defined in the Works Schedule and Works Plan including but not limited to Waste Disposal and

to be bound by the service levels defined herein and shall have overall responsibility for executing the Works in a proper and professional manner to the satisfaction of the Company and in accordance with the prevailing Health & Safety At Work regulations

3.2 The Contractor shall ensure that all the staff who will undertake the Works at Moorhaven Village have been adequately and correctly briefed in the scope of the Works and are trained in all Health & Safety matters and shall execute their duties for the Company with full compliance with these regulations

3.3 The Contractor shall ensure that it and its staff to be engaged in undertaking the Works for the Company are indemnified by public liability and employers liability insurance to the level of at least £3,000,000 The Contractor hereby undertakes to maintain such insurance cover for the term of this Agreement and to provide the Company with a copy of the policy document and certificate of insurance

3.4 The Contractor shall undertake all the Works at the periodicity and frequency defined in the Works Schedule and Works Plan. In the event that adverse weather conditions prevent the Contractor in fulfilling its obligations as set out in the Agreement the Contractor hereby undertakes to carry out the delayed tasks and the Scheduled Works within 15 days from due date of execution or any extension thereof granted by the Company in writing to the Contractor Any further delay shall constitute a material breach of contract and the Company shall have the right to terminate this Agreement

3.5 The Contractor shall undertake all the Works with due regard to the property of the Company and its shareholders The Contractor shall be responsible for any damage loss or injury caused by its staff to the property of the Company or its shareholders specifically in the Grounds, roadways, access paths or the grounds of the shareholders of the Company during execution of the Works by the Contractor The Company shall notify the Contractor in writing of any damage caused by a member of staff of the Contractor to the property of the Company or its shareholders or loss or injury caused by a member of staff of the Contractor to the property of the Company or its shareholders or loss or injury caused in the Grounds or shareholders property by a member of staff of the Contractor to any employee of the Company or any one of its shareholders relatives and friends The Contractor hereby undertakes to repair replace or compensate for loss or put right any damage so caused by its staff within 30 days from date of the letter of notice from the Company to the Contractor Failure to remedy the damage or notify the Company in writing that the insurers of the Contractor are dealing with the claims for loss or injury shall constitute a material breach of contract and the Company shall have the right to terminate this Agreement

3.6 The Company shall set up a Sub-committee of at least two Directors of the Company to supervise the service levels of the Contractor and the performance of

the Contractor The Company required the Contractor to attend service level reviews at monthly intervals for the first six months and then three monthly intervals from the date of this Agreement In the event that the Contractor does not perform its duties in full compliance with the terms of this Agreement or in compliance with the requirements of the Health & Safety at Work Act the Company shall issue a notice of default in writing to the Contractor and the Contractor hereby undertakes to remedy such defaults within 30 days from the date of letter of notice and failure to do so within this notice period shall constitute a material breach of contract and the Company shall have the right to terminate this Agreement

3.7 The Contractor will ensure that it has sufficient human and financial resources and equipment to execute this Agreement in accordance with the terms herein

3.8 Upon condition that the performance of this Agreement is not adversely affected in any way the Contractor will not be prevented from carrying out work for the Company's shareholders on a private basis and outside the terms of this Agreement but must disclose to the Company the existence of any such agreements prior to their respective commencement

#### 4 PERFORMANCE OF THIS AGREEMENT

4.1 If subsequent to the completion by both Parties of the Agreement the Contractor is unable or unwilling to carry out the Works the Contractor shall advise the Company in writing that it wishes to terminate this Agreement In this event the Contractor shall provide the Company with at least three calendar months advance notice of termination

4.2 The Contractor shall be permitted by the Company to store in a proper and safe manner any equipment of the Contractor during the term of this Agreement in the Estate Shed of the Company at the full risk for loss damage fire etc of the Contractor The Contractor shall ensure that its equipment so stored does not cause any damage or loss to the property of the Company and shall remove within 30 days any equipment of the Contractor that the Company deems unsafe In compensation for this free use of the Estate Shed of the Company the Contractor undertakes to maintain the internal walls and external aspects of the Estate Shed at no additional charge to the Company

4.3 The Contractor shall not enter into any discussions or correspondence with Shareholders of the Company in performance with this Agreement or in connection with the scope of the Works The Contractor shall notify the Company forthwith in writing if one or more shareholders of the Company complain verbally or in writing about it or a member of its staff The Contractor hereby undertakes to work with the Sub-committee of the Company to assess the validity of such complaint and in the

event the complaint is accepted by the Contractor it will act in good faith to the complaint and take such action as is required by it or its staff to ensure that it does not repeat the incidences or actions which could result in the same complaint being repeated

4.4 The Contractor shall be responsible for all consumables and fuel and repair and maintenance of its Equipment required to undertake all the Works for the Company The Company shall not be required to make any further payments to the Contractor in respect of the aforementioned items

4.5 The Company is prepared to consider renewing this Agreement with the Contractor subject to the Contractor executing its obligations under the terms of this Agreement to the full satisfaction of the Company Both Parties hereby undertaking to enter into such renewal negotiations three calendar months prior to expiry of the term of this Agreement

4.6 The Contractor shall be responsible for publishing relevant information on the Moorhaven Village website or such other websites as are agreed between the Contractor and the Company at regular intervals, at least monthly, regarding the frequency of grass cutting and any other matters concerning the smooth running of this Agreement For the avoidance of doubt the purpose of this clause is to ensure that the Company's shareholders are kept informed on a regular basis about the performance of the Agreement

4.7 Any specific correspondence from the Company's shareholders must be referred to the Company as soon as it is received by the Contractor so that an appropriate response can be prepared

## 5 CHARGES AND PAYMENT TERMS

5.1 The total annual fees due to the Contractor subject to the performance of its obligations under this Agreement shall be £ for year 1 and £ per annum for years 2 and 3 (including VAT)

5.2 The Company undertakes during the term of this Agreement to pay the Contractor a fixed monthly amount in arrears by electronic transfer into the bank account specified by the Contractor upon the receipt of an invoice from the Contractor and provided the Contractor has performed its services to a satisfactory level The fixed amount will equate to 1/12<sup>th</sup> of the agreed amount

## 6 REFERENCES

The Contractor shall secure the prior written approval of the Company prior to mentioning his participation in this Agreement with the Company for external communication needs of the Contractor for publicity purposes or for the Company to be used as a referee to prospective Clients of the Contractor

## 7 NON-ASSIGNMENT

As this Agreement is entered into *intuit personae* the Parties are not authorized to transfer all or part of their rights and obligations under this Agreement without prior written consent from the other Party

## 8 DURATION AND TERMINATION

8.1 The Agreement shall come into effect on 1<sup>st</sup> April 2013 and shall continue in force for 36 calendar months or until both Parties mutually agree to terminate this Agreement

8.2 Notwithstanding the terms and conditions contained in this Agreement and without prejudice to any other right to terminate and cancel this Agreement may be terminated or cancelled in its entirety by written notice by one Party to the other upon the occurrence of one or more of the following

- a Should a party commit a substantial breach of this Agreement and not remedy that breach within thirty (30) working days of receipt of written notice from the other Party requiring remedy of the same
- b Should a Party become insolvent or have a receiving order made against it or compound with its creditors or being a corporation to be wound up (not being a Party's voluntary winding up for the purpose of reconstruction or amalgamation) or carry on its business under a receiver for the benefit of its creditors or take or suffer any other like action in consequence of debt In such event the other Party may as an alternative to giving notice of termination give the receiver liquidator or other person charged with carrying on the business of the fiscally compromised Party the option of carrying out this Agreement subject to his providing a guarantee up to an amount to be agreed for the due and faithful performance of the remainder of the Agreement

## 9 GENERAL

9.1 Entire Agreement

The Parties acknowledge that this Agreement constitutes the whole Agreement entered into between them and replaces and supersedes any earlier written or oral proposal provision or agreement

#### 9.2 Modification of this Agreement

No subsequent document or modification of this Agreement irrespective of its form shall have effect between the Parties if not recorded in an amendment duly dated and signed by the Parties

#### 9.3 Titles

In case of a discrepancy between any of the clauses in this Agreement and its title the contents of the clause shall be senior to its title

#### 9.4 Severability

If any of the provisions of this Agreement is null or invalid under existing law or a final legal ruling it shall be deemed not to have been written. However this shall not entail the avoidance of this Agreement or affect the validity of its other provisions

#### 9.5 Non-Waiver

The fact that either Party does not claim enforcement of a clause in this Agreement or passes over its non-performance whether permanently or temporarily shall not be construed as a waiver by such Party of its rights under the said clause

#### 9.6 Applicable law and disputes

This contract and any deeds following hereon shall be governed by English law. In case of a dispute regarding the understanding or performance of this Agreement the Parties undertake to begin by seeking an out-of-court settlement. Should this attempt fail the dispute shall be referred exclusively to the courts of England even in cases where there are several defendants or third-Party impleaders

#### Annexes to this Agreement

Annex A Works Schedule

Annex B Works Plan 2013 (to be supplemented by Works Plan 2014 and Works Plan 2015 in due course\_

Annex C Schedule of Contractors Staff



Annex D Plans/Maps of the Site 2012 (plans/maps originally accompanying the Invitation to Tender)

Annex E Plans/Maps of the Site 2013 (working documents showing changes and alterations)

## WORKS SCHEDULE

### 1 GRASS CARE

Grass care at Moorhaven falls into two basic categories, private gardens and communal areas. Private gardens will be prioritised ahead of communal areas. Lawns should be cut on a regular basis in rotation throughout the village during the main cutting season of March to October: during the winter months an occasional high cut may be needed as conditions dictate. The edges of the grass areas around tree bases, fences, buildings etc will be trimmed as necessary.

Grass cuttings from hand mown areas will be collected and disposed of of site following each cut.

**Private gardens.** There are approximately 111 private gardens at Moorhaven, some with little or no grass areas, some with large lawns. It is accepted that the private gardens grassed areas need to be clear (exception – fixed garden future or similar) to enable cutting, and the contractor will be responsible for communicating with shareholders to ensure optimum cutting conditions: see communication information elsewhere. A small number of shareholders have currently opted out of grass cutting services: the numbers could change. (List available).

**Communal areas.** There are a number of different types of communal area (areas for use by all: smaller private areas for use by specific shareholders: other grassed areas: playing field), and all require cutting.

Appendix D shows all grassed areas – some small areas do not show on a map of this size but should be deemed to be included.

**Outcome:** all grassed areas to look neat and well cared for at all times.

### 2 Shrubberies

There are a number of shrubberies (or beds) within Moorhaven's communal area. The majority of these are looked after by shareholders. The remaining six (edge of formal gardens: below summer house: strip to end of private gardens, formal garden area: by walled area near "landing pad": south east side of cemetery: edge of road to Moorpark) will be kept in a substantially weed free condition throughout the year. The edges of all shrubberies will be

trimmed during the growing season and recut during the winter months, and mulched as appropriate.

Appendix D shows shrubberies (or beds) – some small areas do not show on a map of this size but should be deemed to be included.

Species includes (but is not limited to) - Rhodendrons. Magnolia. Hydrangea. Weigela. Heathers. Buddleia. Roses. Dogwood.

### **3 PRUNING**

There are many shrubs and bushes within Moorhaven's communal areas, all form part of this contract and will be pruned at the appropriate time of year, depending upon the species. All pedestrian walkways and vehicles routes will be kept clear of overhanging foliage. Most shrubs and bushes are held to a maximum height of 3m (10ft). Most require pruning once per year.

Species includes but is not limited to - Rhodendrons. Magnolia. Hydrangea. Weigela. Heathers. Buddlia. Roses. Dogwood. Holly. Pittosporum.

### **4 TREES**

Small trees within Moorhaven's communal area will be pruned as appropriate and will have their stakes inspected and renewed as required: most are held to a maximum height of 3m (10ft). Large trees will be inspected from time to time and any work required will be reported to the management company. Major tree surgery is outside the scope of this specification.

All trimmings to be collected and removed from the site after cutting.

There are five areas of new trees (planted November 2011) within Moorhaven's communal areas – three adjacent to shrubberies, two within grassed areas. These are known as the Woodland Trust/Community Planted Trees. These currently require careful spraying to kill grass in Feb/March, before any leaves appear on the young trees – this early spraying may be discontinued during the period 2013 – 16 and replaced by strimming twice a year around the trees. Rabbit guards and stakes would also have to be removed at this time.

Appendix D shows the Woodland Trust/Community Planted Trees.

### **5 HEDGES**

There are two types of hedges in Moorhaven – garden hedges and amenity (field or road type) hedges.

**Garden.** All hedges are established and will be trimmed to maintain current line and shape. Hedges are normally (but not exclusively) held to a maximum height of 1.4m (4ft 6).

All trimmings will be collected and removed from site after cutting.

Hedge Types: beech: box: evergreen: mixed native species.

Appendix C shows all hedges, some may be too short to show up on a map of this size but should be deemed to be included.

**Amenity.** All amenity hedges will be kept in a tidy condition.

## 6 **BANKS – MAIN DRIVE, HIGHER YARD AND MOORFIELDS**

Banks to Higher Yard and Moorfields: strimmed annually and kept free of saplings and ragwort (ragwort to be hand pulled).

Banks to Main Drive. strimmed/weeded twice annually	From turning to Church/steps: and kept free of saplings. From Church/steps to main bend: rhodendrons cut back from overhanging road once annually: kept free of saplings.
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## 7 **GENERAL**

**Weed treatment** – soft areas and hard areas eg (but not limited to) tennis courts, road edging. Weed treatment will be applied where necessary and these works should be carried out as per industry best practice.

**Leaf clearance.** Leaves will be cleared regularly from all communal areas from September onward.

**Surface Gulleys.** All gulleys and associated drains will be inspected regularly and cleared as required to minimise blockages and maintain free drainage.

**Litter.** All roads, pathways and general landscaping areas will be kept clean and free from litter on a regular basis. Village bins (including dog poo bins)

will be emptied weekly or more frequently if required, all to be disposed of off site.

**Roads.** Roads will be gritted and salted to maintain movement of vehicles during icy/snowy weather

# **Moorhaven Village**

**Works Plan 1<sup>st</sup> April 2013 – 31<sup>st</sup> March 2014**

**Contractor: Man for all Seasons Ltd.  
Unit 10, Wolseley Business Park  
Wolseley Close  
Plymouth  
PL2 3BY**

**01752 564631**

**07967805112**

**[luke@plymouthmanforallseasons.co.uk](mailto:luke@plymouthmanforallseasons.co.uk)**

**Man for all Seasons Ltd will commence a three year full grounds maintenance contract on Monday 1<sup>st</sup> April 2013.**

**This works plan is for the first year of the contract. It follows month by month what work will be carried out in the village and how it will be done. The plan also highlights when site inspections will take place and when works will be altered to cover holidays and absence.**

**The plan is not definite or final and will be altered to take into consideration things like: weather, staff sickness, events at Moorhaven, special requests by Moorhaven residents and Management Company, and the rate in which plants are growing. Consideration will be given for rapid grass growth in May/June and other times throughout the growing season.**

### Site Inspection Schedule

<b>April 2013</b>	<b>Full site inspection*</b>	<b>Monday 29<sup>th</sup> April 2013</b>
<b>May 2013</b>	<b>Full site inspection*</b>	<b>Monday 27<sup>th</sup> May 2013</b>
<b>June 2013</b>	<b>Full site inspection*</b>	<b>Monday 24<sup>th</sup> June 2013</b>
<b>July 2013</b>	<b>Full site inspection*</b>	<b>Monday 29<sup>th</sup> July 2013</b>
<b>August 2013</b>	<b>Full site inspection*</b>	<b>Monday 26<sup>th</sup> August 2013</b>
<b>September 2013</b>	<b>Full site inspection*</b>	<b>Monday 30<sup>th</sup> September 2013</b>
<b>October 2013</b>	<b>Full site inspection*</b>	<b>Monday 28<sup>th</sup> October 2013</b>
<b>November 2013</b>	<b>Full site inspection*</b>	<b>Monday 25<sup>th</sup> November 2013</b>
<b>December 2013</b>	<b>Full site inspection*</b>	-
<b>January 2014</b>	<b>Full site inspection*</b>	<b>Monday 13<sup>th</sup> January 2014</b>
<b>February 2014</b>	<b>Full site inspection*</b>	-
<b>March 2014</b>	<b>Full site inspection*</b>	<b>Monday 17<sup>th</sup> March 2014</b>

**\*The purpose of a full site inspection is not only to inspect the work being carried out in the grounds and gardens, but also to survey the whole site and report back anything which is not covered by the grounds maintenance contract. This will include things like general maintenance to paths and roads, wall maintenance. Any other maintenance which is required in the village will be reported back to MMC for them to act upon.**

**At such a time where a monthly site inspection is not required, it will be extended to a 6 week or 2 month inspection. It is likely that a full site inspection will not be necessary each month and some areas of the site will only require specific inspections.**



**Notes to grass cutting:**

Grass cutting at Moorhaven will take place as planned in this works plan. Communal areas as well as large open spaces (formal lawns, arboretum, reserved communal garden Moor Park etc.) will be cut and drop or mulched for speed of cutting. These areas will not be cut and collect.

Cut and collect will take place in all private gardens with exception of any garden where the owner specifies it is okay to cut and drop or mulch.

There will be some areas which will not be cut as frequently as they may have been in previous years. This will be due to a different management plan which will ensure that the grass is cut to its requirements. Therefore overcutting (which will encourage unhealthy, weak grass as well as weeds and moss) will be avoided. Certain areas such as under the trees in the arboretum and areas to the right of the clubhouse will be left to grow in order to encourage wild flower species and given more of a meadow grass approach which will be managed accordingly.

**Notes to hedge cutting:**

Hedge cutting in general will take place twice a year. This will include bank cutting but will not necessarily be carried out at the same time as hedge cutting.

Hedge cutting in general in private gardens and most communal areas will be carried out with handheld hedge trimmers in either September or February and again in June/July when they will be lightly trimmed so not to disturb nesting birds. (Once in September and once in February for those hedges which were not pruned previously.)

Banks will be cut with a bladed brush cutter and hedge trimmers. Again twice a year for most areas, once for areas where it doesn't affect shareholders or animals.

The weather will determine the growth rate of hedges. Provisions will be made for extra trimming where required.

**Notes to small tree pruning:**

Small trees will be pruned according to their species. Small trees are determined as anything which can be accessed by a ladder up to a height of 3 metres. Anything over this height is determined as tree surgery in which case this will be re charged.

Small trees and shrubs will be pruned as necessary in June/July. Again in September/October.

**Notes to communication:**

In addition to meetings with directors of MMC and arranged meetings with shareholders as noted in this work plan, MFAS will use the Moorhaven website and message board to inform shareholders of on-going works, scheduling of work, events, plans etc. Use of the notice boards around Moorhaven village such as the bus stop will also be utilised in the same way.

## **April 2013**

- Site familiarisation and site induction for all MFAS staff and associates.
- Health and Safety briefing with possible training taking place or being discussed.
- One cut of communal areas (another if required). Strimming of edges and around obstacles to be included.
- Two/three cuts of private gardens more if required and weather allows. Strimming of edges and borders to be included in each cut.
- Application of herbicide (weed killer) to entire site where required. Wind speed must be low and weather fair for this to be effective and safe.
- Weekly litter check and collection from Moorhaven village bins. Timing will be varied to suit need.
- Reactive maintenance and clearance to eg weather events and storm damage.
- MMC performance meeting towards end of month.
- Meet and greet with professional visitors to Moorhaven. (Tree surgeon, Tree officer, Dartmoor national park staff, training providers, trade services, TV signal staff etc.).
- Non horticultural tasks. Minor works included, major works as per discussions with the Company.
- Minor Horticultural Works will be undertaken on an as necessary basis.
- Sweeping through of covered passageways and blowing/tidying of all walkways (covered and open), pathways including litter picked up where necessary.

### **Aspirational**

- Begin a thoughts process and brainstorm into village improvements and projects for the next 12 months. To include areas like driveway banks, bare soil areas by main formal lawns.

## **May 2013**

- One/two cuts of communal areas. Strimming of edges and around obstacles to be included. Extra cutting to take place in areas where most required.
- Two/three cuts of private gardens more if required and weather allows. Strimming of edges and borders to be included in each cut.
- Application of herbicide (weed killer) to entire site where required. Wind speed must be low and weather fair for this to be effective and safe.
- Weekly litter check and collection from Moorhaven village bins. Timing will be varied to suit need.
- Reactive maintenance and clearance to e.g. weather events and storm damage.
- Meet and greet with professional visitors to Moorhaven. (Tree surgeon, Tree officer, Dartmoor national park staff, training providers, trade services, TV signal staff etc.).
- MMC performance meeting towards end of month.
- Non horticultural tasks. Minor works included, major works as per discussions with the Company.
- Minor Horticultural Works will be undertaken on an as necessary basis.
- Sweeping through of covered passageways and blowing/tidying of all walkways (covered and open), pathways including litter picked up where necessary.

### **Aspirational**

- Meet with shareholders to discuss pond, wildflowers on driveway, and plans for bulb planting in autumn, other village plans and outcome of brainstorm and thoughts process.
- Discuss with MMC and shareholders possibility of hosting a 'sunflower growing competition' for children at Moorhaven.
- Amenity cutting (striping) of croquet lawns and other flat grassed areas (communal). This to be given preference for bank holidays and village events.
- Discuss a garden trip for shareholders and associates of Moorhaven. This to take place over the summer months.

## **June 2013**

- Two cuts of communal areas. Strimming of edges and around obstacles to be included. Extra cutting to take place in areas where most required.
- Two/three cuts of private gardens more if required and weather allows. Strimming of edges and borders to be included in each cut.
- Application of herbicide (weed killer) to entire site where required. Wind speed must be low and weather fair for this to be effective and safe.
- Shrubs and bushes small trees can now be trimmed, taking care not to disturb nesting birds.
- Weekly litter check and collection from Moorhaven village bins. Timing will be varied to suit need.
- Reactive maintenance and clearance to e.g. weather events and storm damage.
- Meet and greet with professional visitors to Moorhaven. (Tree surgeon, Tree officer, Dartmoor national park staff, training providers, trade services, TV signal staff etc.).
- Non horticultural tasks. Minor works included, major works as per discussions with the Company.
- Minor Horticultural Works will be undertaken on an as necessary basis.
- MMC performance meeting towards end of month.
- Cull of ragwort and rosebay willow herb on site where it can affect animals or shareholders.
- Advise on ragwort for other affected areas.
- Sweeping through of covered passageways and blowing/tidying of all walkways (covered and open), pathways including litter picked up where necessary.

### **Aspirational**

- Amenity cutting (striping) of croquet lawns and other flat grassed areas (communal). This to be given preference for bank holidays and village events.

## **July 2013**

- Two cuts of communal areas. Strimming of edges and around obstacles to be included. Extra cutting to take place in areas where most required.
- Two/three cuts of private gardens more if required and weather allows. Strimming of edges and borders to be included in each cut.
- Application of herbicide (weed killer) to entire site where required. Wind speed must be low and weather fair for this to be effective and safe.
- Weekly litter check and collection from Moorhaven village bins. Timing will be varied to suit need.
- Reactive maintenance and clearance to e.g. weather events and storm damage.
- Meet and greet with professional visitors to Moorhaven. (Tree surgeon, Tree officer, Dartmoor national park staff, training providers, trade services, TV signal staff etc.).
- Non horticultural tasks. Minor works included, major works as per discussions with the Company.
- Minor Horticultural Works will be undertaken on an as necessary basis.
- Discuss community training with shareholders. Training can be provided for such things as hedge trimming, dry stone walling, hedge laying etc. (charged as per training)
- MMC performance meeting towards end of month.
- Cull of ragwort and rosebay willow herb on MMC land where it can affect animals or shareholders.
- Advise on ragwort for other affected areas.
- Shrubs and bushes small trees can now be trimmed, taking care not to disturb nesting birds.
- Sweeping through of covered passageways and blowing/tidying of all walkways (covered and open), pathways including litter picked up where necessary.

### **Aspirational**

- Amenity cutting (striping) of croquet lawns and other flat grassed areas (communal). This to be given preference for bank holidays and village events.
- Discuss community training with shareholders. Training can be provided for such things as hedge trimming, dry stone walling, hedge laying etc. (charged as per training)

## **August 2013**

- Two cuts of communal areas. Strimming of edges and around obstacles to be included. Extra cutting to take place in areas where most required.
- Two/three cuts of private gardens more if required and weather allows. Strimming of edges and borders to be included in each cut.
- Application of herbicide (weed killer) to entire site where required. Wind speed must be low and weather fair for this to be effective and safe.
- Weekly litter check and collection from Moorhaven village bins. Timing will be varied to suit need.
- Reactive maintenance and clearance to e.g. weather events and storm damage.
- Meet and greet with professional visitors to Moorhaven. (Tree surgeon, Tree officer, Dartmoor national park staff, training providers, trade services, TV signal staff etc.).
- MMC performance meeting towards end of month.
- Non horticultural tasks. Minor works included, major works as per discussions with the Company.
- Cull of ragwort and rosebay willow herb on MMC land where it can affect animals or shareholders.
- Advise on ragwort for other affected areas.
- Sweeping through of covered passageways and blowing/tidying of all walkways (covered and open), pathways including litter picked up where necessary.

### **Aspirational**

- Amenity cutting (striping) of croquet lawns and other flat grassed areas (communal). This to be given preference for bank holidays and village events.

## **September 2013**

- Two cuts of communal areas. Strimming of edges and around obstacles to be included. Extra cutting to take place in areas where most required.
- Two/three cuts of private gardens more if required and weather allows. Strimming of edges and borders to be included in each cut.
- Application of herbicide (weed killer) to entire site where required. Wind speed must be low and weather fair for this to be effective and safe.
- Hedges and banks to be cut as bird nesting season should be over now.
- Weekly litter check and collection from Moorhaven village bins. Timing will be varied to suit need.
- Reactive maintenance and clearance to e.g. weather events and storm damage.
- Leaf collection primarily from roads and walkways, secondarily from grassed areas.
- Meet and greet with professional visitors to Moorhaven. (Tree surgeon, Tree officer, Dartmoor national park staff, training providers, trade services, TV signal staff etc.).
- MMC performance meeting towards end of month.
- Non horticultural tasks. Minor works included, major works as per discussions with the Company.
- Minor Horticultural Works will be undertaken on an as necessary basis.
- Cull of ragwort and rosebay willow herb on MMC land where it can affect animals or shareholders.
- Advise on ragwort for other affected areas.
- Sweeping through of covered passageways and blowing/tidying of all walkways (covered and open), pathways including litter picked up where necessary.

### **Aspirational**

- Begin spring bulb planting in communal areas and on driveway banks

## **October 2013**

- One/two cuts of communal areas. Strimming of edges and around obstacles to be included. Extra cutting to take place in areas where most required.
- Two/three cuts of private gardens more if required and weather allows. Strimming of edges and borders to be included in each cut.
- Application of herbicide (weed killer) to entire site where required and when safe to do so. This is dictated by the weather. Temperature has to be above 7degrees Celsius and wind speed low to prevent drifting.
- Rock salting when required.
- Weekly litter check and collection from Moorhaven village bins. Timing will be varied to suit need.
- Reactive maintenance and clearance to e.g. weather events and storm damage.
- Leaf collection primarily from roads and walkways, secondarily from grassed areas. Surface gully's to be kept clear.
- Meet and greet with professional visitors to Moorhaven. (Tree surgeon, Tree officer, Dartmoor national park staff, training providers, trade services, TV signal staff etc.).
- Non horticultural tasks. Minor works included, major works as per discussions with the Company.
- Minor Horticultural Works will be undertaken on an as necessary basis.
- Hedges and banks to be cut as bird nesting season should be over now.
- Sweeping through of covered passageways and blowing/tidying of all walkways (covered and open), pathways including litter picked up where necessary.

### **Aspirational**

- Continue with spring bulb planting



## **November 2013**

- One cut to communal areas with strimming of edges included. This should be last cut providing growing season is finished.
- One final cut to private gardens to include strimming. This should be the last cut providing the growing season is finished.
- Application of herbicide (weed killer) to entire site where required and when safe to do so. This is dictated by the weather. Temperature has to be above 7degrees Celsius and wind speed low to prevent drifting.
- Rock salting when required.
- Fortnightly litter check and collection from Moorhaven village bins. Timing will be varied to suit need.
- Reactive maintenance and clearance to e.g. weather events and storm damage.
- Extra jobs as agreed with Management committee such as painting e.g. TV boxes, metal steps, walkways etc and one offs.
- Leaf collection primarily from roads and walkways, secondarily from grassed areas. Surface gulley's to be kept clear.
- Meet and greet with professional visitors to Moorhaven. (Tree surgeon, Tree officer, Dartmoor national park staff, training providers, trade services, TV signal staff etc.).
- Non horticultural tasks. Minor works included, major works as per discussions with the Company.
- Minor Horticultural Works will be undertaken on an as necessary basis.
- Wood chipping to take place of collected hedge material and tree waste. Woodchip to be collected to be used on site in one years' time.
- Sweeping through of covered passageways and blowing/tidying of all walkways (covered and open), pathways including litter picked up where necessary.

### **Aspirational**

- Complete spring bulb planting.
- Discuss with MMC possibility of entering a 'Village in Bloom' competition for 2014 or 2015.

## **December 2013**

- No grass cutting to take place. Minor strimming of longer areas may be necessary if ground is not saturated or frozen.
- Rock salting when required.
- Fortnightly litter check and collection from Moorhaven village bins. Timing will be varied to suit need.
- Reactive maintenance and clearance to e.g. weather events and storm damage.
- Extra jobs as agreed with Management committee such as painting e.g. TV boxes, metal steps, walkways etc. and one offs.
- Leaf collection primarily from roads and walkways, secondarily from grassed areas. Surface gully's to be kept clear.
- Moss killing on steps and pathways. Path cleaning with pressure washer where necessary.
- Meet and greet with professional visitors to Moorhaven. (Tree surgeon, Tree officer, Dartmoor national park staff, training providers, trade services, TV signal staff etc.).
- MMC quarterly review meeting.
- Non horticultural tasks. Minor works included, major works as per discussions with the Company.
- Minor Horticultural Works will be undertaken on an as necessary basis.
- Wood chipping to take place of collected hedge material and tree waste. Woodchip to be collected to be used on site in one year's time.
- Sweeping through of covered passageways and blowing/tidying of all walkways (covered and open), pathways including litter picked up where necessary.

## **January 2014**

- No grass cutting to take place. Minor strimming of longer areas may be necessary if ground is not saturated or frozen.
- Rock salting when required.
- Fortnightly litter check and collection from Moorhaven village bins. Timing will be varied to suit need.
- Reactive maintenance and clearance to e.g. weather events and storm damage.
- Extra jobs as agreed with Management committee such as painting e.g. TV boxes, metal steps, walkways etc. and one offs.
- Completion of leaf collection on entire site. Surface gully's to be kept clear.
- Moss killing on steps and pathways. Path cleaning with pressure washer where necessary.
- Meet and greet with professional visitors to Moorhaven. (Tree surgeon, Tree officer, Dartmoor national park staff, training providers, trade services, TV signal staff etc.).
- Non horticultural tasks. Minor works included, major works as per discussions with the Company.
- Minor Horticultural Works will be undertaken on an as necessary basis.
- Wood chipping to take place of collected hedge material and tree waste. Woodchip to be collected to be used on site in one years' time.
- Sweeping through of covered passageways and blowing/tidying of all walkways (covered and open), pathways including litter picked up where necessary.

## **February 2014**

- If grass growth dictates, first cut on both communal areas and private gardens will be carried out. Strimming to be included in the cut. Mower will be set to the highest cut to tidy the length.
- Hedges which were not cut in the autumn can now be cut. (Must be carried out before March (bird nesting season March – August).
- Application of herbicide (weed killer) to entire site where required and when safe to do so. This is dictated by the weather. Temperature has to be above 7degrees Celsius and wind speed low to prevent drifting.
- Rock salting when required.
- Fortnightly litter check and collection from Moorhaven village bins. Timing will be varied to suit need.
- Reactive maintenance and clearance to e.g. weather events and storm damage.
- Extra jobs as agreed with Management committee such as painting e.g. TV boxes, metal steps, walkways etc. and one offs
- Moss killing on steps and pathways. Path cleaning with pressure washer where necessary.
- Meet and greet with professional visitors to Moorhaven. (Tree surgeon, Tree officer, Dartmoor national park staff, training providers, trade services, TV signal staff etc.).
- Non horticultural tasks. Minor works included, major works as per discussions with the Company.
- Minor Horticultural Works will be undertaken on an as necessary basis.
- Wood chipping to take place of collected hedge material and tree waste. Woodchip to be collected to be used on site in one years' time.
- Sweeping through of covered passageways and blowing/tidying of all walkways (covered and open), pathways including litter picked up where necessary.
- Draft Work Plan 2014

## **March 2014**

- First cut (if not already done) of communal areas. Strimming of edges and around obstacles to be included in cut.
- Private gardens to also be given their first cut (if not already done). Strimming to be included as always. If necessary, a cut will be carried out once at beginning of March and again towards the end of March.
- Application of herbicide (weed killer) to entire site where required and when safe to do so. This is dictated by the weather. Temperature has to be above 7degrees Celsius and wind speed low to prevent drifting.
- Rock salting when required.
- Weekly litter check and collection from Moorhaven village bins. Timing will be varied to suit need.
- Reactive maintenance and clearance to e.g. weather events and storm damage.
- Meet and greet with professional visitors to Moorhaven. (Tree surgeon, Tree officer, Dartmoor national park staff, training providers, trade services, TV signal staff etc.).
- Non horticultural tasks. Minor works included, major works as per discussions with the Company.
- Minor Horticultural Works will be undertaken on an as necessary basis.
- MMC quarterly review meeting.
- Finalise Work Plan 2014

