

ROYAL BOROUGH OF KINGSTON UPON THAMES

ENVIRONMENTAL SERVICES

ENVIRONMENT AND SUSTAINABILITY

COOMBE ESTATE – GROUNDS MAINTENANCE SPECIFICATION

**Introduction**

The Coombe Estate is made up of a number of roads, not all of which are owned by the Royal Borough. Care must therefore be taken by your Company and its employees to only carry out works and activities that relate to the following roads, to which this specification relates:-

- Warren Road
- George Road
- Golf Club Drive
- Brook Gardens
- Edgecombe Close (up to turning head)
- Footpath between Edgecombe Close and Warren Cutting
- Warren Cutting (including the two spurs)
- Renfrew Road
- Stoke Road (including spur)

Plans of the extent of the Estate Roads will be provided and additional copies made available on requested. All the land shown on the plans as being owned by the Council, with exception of leased areas, is to be included and/or monitored within the routine maintenance regime. The cost of the works undertaken is directly recharged to all relevant owners/occupiers on and of the Coombe Estate. There is also an actively involved Residents Association (Maldens & Coombe Residents' Association – MCRA) that works with the Council to achieve the desirable and acceptable level of service.

The requirement is to maintain the road margins to the highest standards consistent with a Prestigious Private Estate.

**Specification**

The Company chosen to provide this service to the Residents, and Council, will be expected to comply with the following:

- All personnel are to be directly employed.
- All operational personnel should have attended college and gained a relevant Qualification.
- Works are not to be sub-contracted.
- Works are to be carried out to a regular and frequent cycle to maintain the tidiness and quality of appearance.
- To manage and carry out the works in a co-ordinated way with other Service Providers.

The quotation is to include the following 'General Maintenance Works'. The frequency of visits and works is to be determined by yourself and stated as part of your quotation submission:-

1. The scavenging and removal of litter, debris, leaves and any build-up of detritus from footpaths and margins as part of a year round routine.
2. Treatment of weeds and other growth from the surface of footpaths.
3. The grass verge adjacent to the footpaths/roads being mown/strimmed along the entire length and all effects being removed from site. This is also the case for other grass/lawned areas owned by the Council and not leased/licensed.
4. The grass verges adjacent to the footpaths/roads are to be top-soiled and re-seeded if damaged or eroded.
5. The trimming and/or pruning hedges/shrubbery, etc are to be done at appropriate times of year (e.g. post flowering of Rhododendrons thus maintaining a practical yet natural appearance) to keep safety sight-lines, footpaths and road channels clear of obstructions.
6. Keeping the roads, footpaths and margins clear of overhanging limbs/branches and deadwood to a height of 3.5 meters as appropriate.
7. The quotation is to include all management, labour, materials and consumables costs, as well as removal of all waste created during the course of maintenance.
8. The condition of the relevant Estate Roads is to be evaluated prior to submitting your quotation and a priced schedule of what you consider to be necessary and/or desirable 'immediate' enhancement works is to be submitted.
9. All parts of the Estate are to be visited and monitored by an appropriate Manager to ensure work is carried out to the highest standards. Any identified problems or drop in standards are to be notified to the Council within two working days. – this includes areas where maintenance is undertaken by adjacent properties.

The Coombe Estate is to be a place of great beauty, charm and diversity from a horticultural and arboriculture point of view. Should your quotation be accepted it will be your aim to enhance these aspects and to ensure the Estate is, at all times, presented in a manner that befits its status.

### **Specific Items/Locations of Note**

To save repetition, the full text of the 'General Maintenance Works' has not been repeated for each of the Roads covered by this quotation. The items listed below are specific to the stated Road. If there appears to be inconsistencies with the 'General Maintenance Works', these should be brought to the attention of the Council prior to submitting your quotation.

### **Warren Road**

- (1) Pay special attention to the bellmouth with Coombe Lane West, and up to the access barrier, with regards to the cleansing and removal of detritus from the path and road channels.

- (2) Pay special attention to safety sight-lines at all junctions and residential accesses. (Some initial/progressive pruning may be required)
- (3) The road margins adjacent to Coombe Wood Golf Club to be carried out in a manner to avoid an unkempt appearance but be sympathetic with a rural ambience.
- (4) Areas that are currently maintained by the adjacent residential properties are to be excluded.

### **George Road**

- (1) The verge/margin on the north side is to be steadily restored to grass by necessary pruning of adjacent vegetation, top-soiling and seeding.
- (2) Areas of verge adjacent to accesses that are subject to regular damage by vehicles are to be reported to the Council to seek an engineering solution rather than repeated remedial repairs.
- (3) Tendency for weeds, etc., to grow on footpath near to Warren Road.

### **Golf Club Drive**

- (1) To include the 'wayside gardens' at the Entrance from Coombe Lane West.
- (2) The grass verge on the eastern side is to be steadily restored to grass by necessary pruning of adjacent vegetation, top-soiling and seeding.
- (3) Pay special attention to safety sight-lines at all junctions and residential accesses. (Some initial/progressive pruning may be required)
- (4) Areas that are currently maintained by the adjacent residential properties are to be excluded.

### **Brook Gardens**

- (1) To include the first 2m width of the verge, either side of the entrance to Brook Gardens, in front of the 'Gateway'.
- (2) Pay special attention to trimming the vegetation at the northern end of the road at its boundary with the Golf Club. (previous problem)
- (3) Areas that are currently maintained by the adjacent residential properties are to be excluded.

### Edgecombe Close and Footpath to Warren Cuttings

- (1) Pay special attention to the trimming of the vegetation in the northern margin so as to not overhang road channel.
- (2) Pay special attention to the clearing of detritus from the margin to the east of No. 5 in the Turning Head, so as to prevent encroachment over road channel.  
(Previous problem)
- (3) Areas that are currently maintained by the adjacent residential properties are to be excluded.
- (4) Known problem of weed growth obstruction path. Treatment, rather than just strimming/cutting, may be required.

### Warren Cuttings

- (1) Some initial effort/focus to the wide margin between Warren Road and High Coombe Place will be required.
- (2) Some initial effort/focus to the margin outside Warren End will be required regarding overhanging vegetation and sight-lines.
- (3) Pay special attention to the trimming of the vegetation in the margins so as to not overhang road channel.
- (4) Areas that are currently maintained by the adjacent residential properties are to be excluded.

### Renfrew Road

- (1) Some initial effort/focus to the first length of the margins, as you enter Renfrew Road will be required. There is a large underground Electricity Sub-station under the margin on the right.
- (2) Pay special attention to the trimming of the vegetation in the margins so as to not overhang road channel.
- (3) The margin between Claremont House and Spankers Hill is to be maintained to a depth of 3 meters from the edge of the road (there is no defined boundary feature separating the Golf Course from the margin).
- (4) Areas that are currently maintained by the adjacent residential properties are to be excluded.

### Stoke Road

- (1) Re-establish shrubs within the southern margin of the spur.
- (2) Clear margin on north side of spur of self seeded trees and maintain in sympathy with Golf Club
- (3) Areas that are currently maintained by the adjacent residential properties are to be excluded.

Our Quotation for all the above is £..... per annum (relevant for a period of ..... months from the date of signing)

We would propose a visit/works frequency of .....

Invoicing/Payment will be made on a monthly basis of twelve equal amounts

Companies who do not current carry out work for the Council are required to submit copies of their relevant liability insurances, final accounts for the past two trading years and Health & Safety Policy/Statement/Standards.

Signed: ..... Date: ...../...../.....

Name: .....

Position: .....

Company Name and Address:

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*(Please insert below your list of 'immediate' enhancements items, individually priced)*

*(Please insert below any further comments, suggestions, conditions you may have)*