

Date: 15th May 2009



Your Reference:

Our Reference: 09/003

Contact: 020 7974 ext 4452, 7100, 1854, 2813 or 3624

The London Borough of Camden  
Home Ownership Services  
Bidborough House  
20 Mabledon Place  
London  
WC1H 9BF

The Leaseholder(s)

LONDON  
NW1 0HH

49714943/45

Dear Leaseholder(s),

### **Grounds Maintenance and Arboriculture (Tree) Contracts**

Please find enclosed our first stage Notice of Intent to enter into a qualifying long-term agreement(s) for the provision of borough wide contract(s) for Grounds Maintenance and Arboriculture work (work to trees), for a period of seven years.

#### **Will I need to pay for this work?**

If you are currently contributing towards grounds maintenance work you will continue to do so in accordance with the terms of your lease. Leaseholders will only be asked to contribute towards arboriculture work if it is carried out at their block/estate.

#### **Observation**

The legislation states that Camden must give Leaseholders and their Recognised Tenants Associations 30 days to make written observations on this proposal. Please find enclosed an observation form for your convenience. You have until 17th June 2009 to make any written observations and/or to nominate a contractor to tender for this agreement.

#### **What happens next?**

Once this consultation has ended, and subject to the observations we receive, the council will invite tenders for this agreement(s). When the council has evaluated the tenders it receives, we will write to Leaseholders again with a second stage consultation notice that will list the tenders received and advise Leaseholders of the contractor(s) we propose to appoint for this agreement(s). Leaseholders will be given a further 30 days to make written observations towards the proposal.

Should you have any questions regarding this letter or its enclosures please do not hesitate to contact Camden on one of the telephone numbers above.

Yours sincerely



Regan Cossill  
On behalf of Camden Council  
[capitalservices@camden.gov.uk](mailto:capitalservices@camden.gov.uk)

**Enclosures:**

- o Statutory notice
- o Observation form

**STATUTORY NOTICE UNDER SECTION 151 SCHEDULE 1 OF THE  
COMMONHOLD AND LEASEHOLD REFORM ACT 2002  
NOTICE OF INTENTION TO ENTER INTO A QUALIFYING LONG TERM  
AGREEMENT**

To all Leaseholders of the London Borough of Camden that pay towards Grounds Maintenance, and/or Arboriculture works, and their Recognised Tenants' Associations:

1. It is the intention of the London Borough of Camden to enter into a qualifying long-term agreement(s) in respect of which we are required to consult Leaseholders and their Recognised Tenants' Associations.
2. The services to be provided under the agreement(s) are **Grounds Maintenance and Arboriculture works**. The contractor(s) will be required to maintain all aspects of Grounds Maintenance and Arboriculture as per the council's specification (proposal).

The council is proposing to tender these works in three different packages:

1. Grounds Maintenance and Arboriculture works as one contract
2. Grounds Maintenance as a contract by itself and
3. Arboriculture Works as a contract by itself

If package 1 is cheaper than the combined value of packages 2 and 3, then our intention is to award the contract on this basis. If the combined value of packages 2 and 3 is cheaper than the value of package 1, then our intention is to award this work as two separate contracts.

The council is proposing to enter into this agreement(s) to ensure it has the necessary resources to carry out ground maintenance and arboriculture works. This work is necessary to ensure the grounds and trees are well kept.

3. You are invited to inspect our full proposals (relevant matters) for this agreement(s) on **Monday 8<sup>th</sup> June 2009** at: **The Camden Town Hall, Committee Room 1, Judd Street, London, WC1H 9BJ** between the hours of **4pm and 8pm**.
4. You are invited to make written observations and/or nominate a contractor for this work. Please find enclosed an observation form for your convenience. You have until **Wednesday 17<sup>th</sup> June 2009** to make any written observations and/or to nominate a contractor to tender for this/these agreement(s). Please send your observations and/or the name and details of your nominated contractor to:

Regan Cossill  
London Borough of Camden  
Bidborough House  
20 Mabledon Place  
London  
WC1H 9BF

5. Camden estimates that the annual value of this agreement(s) to be £1,700,000.00 for Grounds Maintenance and £150,000.00 for Arboriculture work. This equates to a combined estimated value of £12,950,000.00 over a period of 7 years.

Signed:



Regan Cossill, Acting Senior Capital Service Charge Officer on behalf of  
Camden Council

15<sup>th</sup> May 2009

**GROUND MAINTENANCE AND ARBORICULTURE WORK  
LEASEHOLDER(S) WRITTEN OBSERVATIONS**

Please complete this form and return it to the following address by 17<sup>th</sup> June 2009:

Regan Cossill  
Acting Senior Capital Service Charges Officer  
London Borough of Camden  
Home Ownership Services  
20 Mabledon Place  
London  
WC1H 9BF

Or email [capitalservices@camden.gov.uk](mailto:capitalservices@camden.gov.uk) quoting "09/003 - 26787"

Leaseholder Name : .....

Property Address :

Property Reference :

Agreement Reference : 09/003

Please tick the box(s) that apply to you:

- I have no observations on the proposed agreement
- I wish to make the following observations (please detail these below)
- I would like to nominate a contractor (please enter the contractors name and details below)

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Please sign: \_\_\_\_\_

Date: \_\_\_\_\_