

**JOHN O'CONNER (GROUNDS MAINTENANCE) LIMITED
WORKING IN PARTNERSHIP WITH
ST ALBANS CITY AND DISTRICT COUNCIL**

Dear Tenant,

St Albans District Council and John O'Conner (Grounds Maintenance) Ltd will be working in partnership to deliver a fortnightly grass cut and four hedge cuts for 2011.

Please note that each cut will take place sometime between the commencement and completion date, taking into account possible delays due to Bank Holidays and poor weather conditions. We would be grateful if access could be made available, but if you are not in on that day a card will be left explaining how to arrange for a return visit. Should you require any further information on this work please call the Customer Care Line on **0800 345 7405**.

On each visit you should expect us to:

1. Show you an ID Card.
2. Inform you we are here to cut your grass or cut your hedge.
3. Cut round all grass edges and obstacles in the grass.
4. Cut your grass with rotary mowers, leaving the cuttings, but sweeping/blowing them off the paths or hard surfaces before we leave.
5. Cut the hedge by removing all its new growth back to the point of the last cut. We will also remove all the cuttings and take them away.

The dates for grass cutting and hedge cutting are shown in the table on the back of this letter.

Grass cutting will take place at your property between the following dates:

	Commencing	Complete
Cut 1	Monday 14 March	Friday 01 April
Cut 2	Monday 04 April	Friday 15 April
Cut 3	Monday 18 April	Friday 29 April
Cut 4	Monday 02 May	Friday 13 May
Cut 5	Monday 16 May	Friday 27 May
Cut 6	Monday 30 May	Friday 10 June
Cut 7	Monday 13 June	Friday 24 June
Cut 8	Monday 27 June	Friday 08 July
Cut 9	Monday 11 July	Friday 22 July
Cut 10	Monday 25 July	Friday 05 August
Cut 11	Monday 08 August	Friday 19 August
Cut 12	Monday 22 August	Friday 02 September
Cut 13	Monday 05 September	Friday 16 September
Cut 14	Monday 19 September	Friday 30 September
Cut 15	Monday 03 October	Friday 14 October
Cut 16	Monday 17 October	Friday 28 October

Hedge cutting, where applicable, will be carried out during:

Cut 1	April
Cut 2	June
Cut 3	August
Cut 4	October

Mr Jon Green
Senior Parks and Green
Spaces Officer
St Albans District Council

Ms Jen Allen
Senior Housing Officer
St Albans District
Council

Mr Ken Oakey
Contract manager
John O'Conner Ltd