

Dear Contractor,

**Verge Cutting in the Parish of Hellesdon**

Hellesdon Parish Council is inviting fixed price quotes for the cutting of the grass verges in the parish for the 2025 season.

The specification for the works is attached, as are the roads required as part of the contract, totalling an area of 55,849m<sup>2</sup>.

The Parish Council anticipates there to be ten cuts during the growing season, but reserves the right to request extra cuts at a cost determined by the contractor.

All quotes should be completed on the enclosed form and returned to:

Faye LeBon, Clerk to Hellesdon Parish Council  
Diamond Jubilee Lodge  
Wood View Road  
Hellesdon  
NR6 5QB

Or emailed to [clerk@hellesdon-pc.gov.uk](mailto:clerk@hellesdon-pc.gov.uk)

By midday on Wednesday 3<sup>rd</sup> December 2024

If you have any queries, please do not hesitate to get in touch.

Yours faithfully,

*Faye LeBon*

Faye LeBon  
Clerk to Hellesdon Parish Council

## **Specification**

1. Cutting shall be carried out in a careful and safe manner and shall be in accordance with the areas shown on the schedule.
2. The maximum finished cut height shall be 40mm and will not normally exceed 120mm before being cut.
3. Grass shall be cut right up to road signs, marker posts, lighting columns etc. by hand or strimmer. This work will be completed within the same week (7 calendar days) as the mowing is carried out. The cost of this work shall be included in the appropriate mowing rates.
4. All areas shall be cut 10 times during the growing season. If the growing season determines it, additional cut(s) may be required as instructed by Hellesdon Parish Council.
5. Flail mowers shall not be used for this cutting.

## **General Requirements**

1. Evidence required will be required of public liability and employer's liability insurance of £5,000,000 for any one event.
2. All operations and activities are to be risk assessed with copies provided to the Parish Council.
3. If a contractor is new to working with Hellesdon Parish Council, then the names of 2 customers from whom references can be obtained should be provided. If possible, these should be from a local authority.
4. No sub-contractor to be used without prior written consent from Hellesdon Parish Council

## **Plant and Vehicles**

1. The Plant supplied for the Service must be licensed and insured to comply with current regulations. Vehicles used as Plant shall be fitted with a cab mounted flashing amber light which must be operating when engaged in grass cutting.
2. All operatives must wear high visibility clothing to BS EN471:1994, Class 3, incorporating additional reflective materials for extra safety, boots with steel toe-caps and, where appropriate, helmets, all to be provided by the Contractor. This also applies to where plant is being delivered to work sites.

## **Traffic Signs**

1. The Contractor shall at all times comply with Chapter 8 of the Traffic Signs Manual. 'Traffic Safety Measures for Roadworks' as appropriate (published by TSO in 2006).
2. All signs shall be maintained in a clean and legible condition.

**Hellesdon Parish Council**  
**Verge Cutting Quotes for 2024 Season**

Please complete and return to:

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Wood View Road  
Hellesdon  
NR6 5QB  
clerk@hellesdon-pc.gov.uk

By midday on Wednesday 3<sup>rd</sup> December 2024

<b>Name of Person Completing Form</b>	
<b>Contractor Name</b>	
<b>Contractor Address</b>	
<b>Contact Telephone</b>	
<b>Contact Email</b>	

The Contractor hereby offers to execute the following works, as detailed in the specification documents. All prices should exclude VAT:

<b>Description of Works</b>	<b>Price (£)</b>
<b>Verge Cutting (10 cuts in the growing season)</b>	
<b>For each additional cut on request</b>	
<b>Contractor Comments</b>	

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date