Parish Council of Coleford

Miss V Watts
Clerk to the Council
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Gallant Hill Farm
Foxcote
Radstock
BA3 5YB

1st November 2026

Dear Sir or Madam,

Ref: Hedge cutting contracts for Coleford Parish Council

I am writing on behalf of the Parish Council to invite you to tender for the two-year hedge cutting contract in the village commencing Spring 2027. The contract includes the option of extension to three years, subject to satisfactory performance. Please find enclosed the specification.

We are looking for a contractor who has capacity and equipment to deal with any difficulties on site.

Tenders, in a sealed envelope marked 'Hedge Cutting', are to be received by the Clerk no later than **Monday 7th December 2026.**

It is essential that you also supply at least two references from other clients, referring to your performance whilst undertaking work similar to that described in this invitation to tender.

If you have any queries please contact Mrs Vickie Watts on email clerk@colefordpc.org.uk

I look forward to hearing from you.

Yours faithfully

Vickie Watts
Clerk to the Council

Encs

Specification for Hedge Cutting Contract in Coleford

The contract will run for two years (provided the first year is to the satisfaction of both parties) from March 2027 to February 2029. Notice to terminate the contract can only be given at the end of a cutting year. The Council may offer to extend the contract to February 2030, if performance is satisfactory and prices for the third year are agreed.

Please find attached details of the contracts which includes a location plan and the relevant cutting specifications.

Tenders must be submitted for the contract.

Tenders, in a sealed envelope marked 'Hedge Cutting', are to be received by the Clerk no later than **Monday 7th December 2026.**

Payment will be made after the cuts have been completed at the following Parish Council meeting which takes place on the second Wednesday of each month. Invoices must be submitted by the first day of the month to ensure payment can be added to that monthly schedule.

The Council will not be held responsible for personal injury or mechanical breakdown of the contractor accepting this work.

The Contractor must have public liability Insurance Cover to the sum of £5 million. A copy of this document is required.

The Council is not bound to accept the lowest or any tender and will not pay any expenses in connection therein.

The Contractor is advised to visit the sites to ascertain all relevant conditions and means of access and to thoroughly acquaint himself with the extent and nature of the proposed works and will be deemed to have done so before submitting a tender.

SPECIFICATION
HEDGE CUTTING CONTRACT
(AREAS E – F INCLUSIVE)

AREA 'E' - AREA IN CHURCH STREET GARDENS

Front hedge to be cut (Front, top and back) twice a year.
Back hedge to be cut (Front, top and back) once a year.

All cuttings to be taken away from the site and disposed of correctly by the Contractor
Footpaths to be swept clean following each hedge cut.

AREA 'F' - CEMETERY

All four hedges to be cut twice a year.

Roadside hedge to be cut (Front, top and back)
Right hand hedge to be cut (Inside and top)
Top hedge to be cut (Inside and top)
Left hand hedge to be cut (All sides)

All cuttings to be taken away from the site and disposed of correctly by the Contractor
Footpath and steps to be swept clean following each hedge cut

FORM OF TENDER

HEDGE CUTTING WORKS IN COLEFORD
FOR 2027 AND 2028 SEASONS (March 2027 to February 2029)

To: The Chairman and Members of the Council

Having examined the Drawings, Conditions of Contract and Specification for the hedge cutting in Coleford, I offer to cut and maintain the said works, in conformity with the said Drawings, Conditions of Contract and Specification.

I undertake to complete and deliver the whole of the works comprised in the specification.

I enclose a copy of my CIS and insurance documents.

I enclose a timetable of the planned cutting dates which may be adjusted due to weather conditions but only in consultation with the Parish Council.

Name (in Capitals) ……..

Signed ..... Date .....

In the Capacity of .....

Address .....

.....

.....

Email address .....

Telephone ……

Delivering the Required Works

(Please answer all questions)
(Please note that your answers will be taken into account by the Parish Council in evaluating tenders, and the successful tenderer will be required to meet the commitments that they give in their answers.)

Q1 Please give details below on what back up you have for mechanical failure or illness.

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.....

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Q2. What Equipment do you have available for hedge cutting?

Q3. Do you have public liability Insurance Cover to the value of at least £5 million?
Please enclose a copy of your existing insurance document.

Q4a. Have you visited the sites listed in this specification?

Q4b. And are you satisfied that you can access all sites with the equipment that you propose to use?

HEDGE CUTTING IN COLEFORD
FOR 2027 AND 2028 SEASONS (March 2027 to February 2029)

CONTRACT 3 – Hedge Cutting

AREA 'E' - AREA IN CHURCH STREET GARDENS

Area E back hedge (once per year) per cut

2027 SEASON	**2028 SEASON**	
per cut (FIGURES)	per cut (FIGURES)	
per cut (WORDS)	per cut (WORDS)	

Area E front hedge (twice per year) per cut

2027 SEASON	**2028 SEASON**	
per cut (FIGURES)	per cut (FIGURES)	
per cut (WORDS)	per cut (WORDS)	

AREA 'F' - CEMETERY

Area F All four hedges (twice per year) per cut

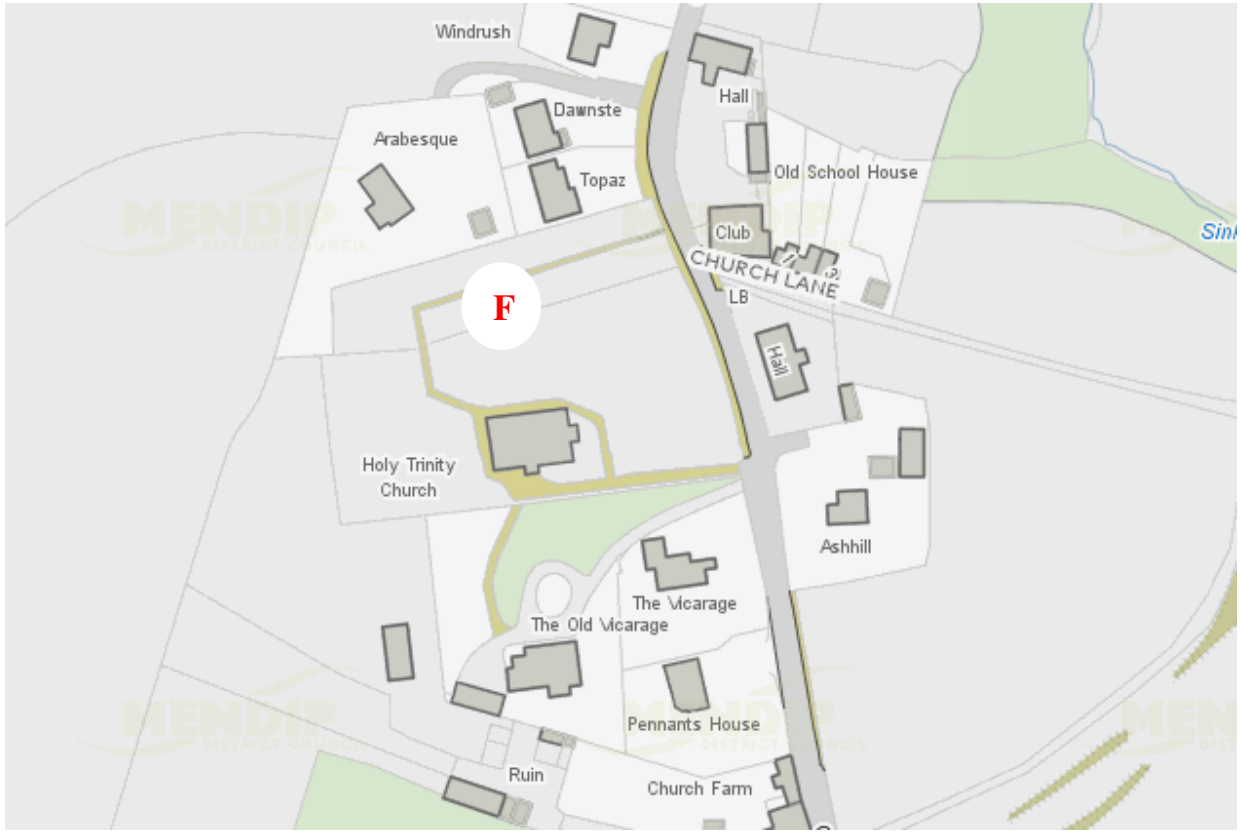
2027 SEASON	**2028 SEASON**	
per cut (FIGURES)	per cut (FIGURES)	
per cut (WORDS)	per cut (WORDS)	

LOCATIONS FOR HEDGE CUTTING IN COLEFORD

E Area in Church Street Gardens



F Cemetery


Windrush
Hall
Dawnste
Arabesque
Topaz
Old School House
Club
CHURCH LANE
F
LB
Hall
Holy Trinity
Church
Ashhill
The Vicarage
The Old Vicarage
Pennants House
Ruin
Church Farm