TOP Garden Services

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11th November 2026

Subject: Grounds Maintenance Quotation – 2027

Dear Maria,

Thank you for inviting Top Garden Services to provide a quotation for the Village Green and Joy Avenue grounds maintenance for the 2027 season.

We have reviewed the specification and accompanying plans and would welcome the opportunity to work with Newton Flotman Parish Council.

Please find below our proposed maintenance specification and pricing.

Village Green – Maintained Grass Paths (Green)

- Grass cutting of the designated 2-metre-wide paths every 2–3 weeks from April to October inclusive, with visits coordinated according to seasonal growth and ground conditions.
- Strimming around edges and obstacles where required.
- Grass cuttings to remain on site.

Village Green – Semi-Wild Areas (Blue)

- Seven scheduled cuts between April and October inclusive, approximately every 4–6 weeks.
- Collection and removal of grass arisings.
- Cutting dates arranged to accommodate seasonal growth and wildlife considerations.

Village Green – Wildflower Areas (Red)

- One annual cut in late summer.
- Collection and removal of grass arisings.
- Work undertaken with consideration for established wildflowers and wildlife habitats.

Joy Avenue – Grass Path

- Seven scheduled cuts between April and October inclusive.

- Strimming of path edges where required.
- Grass cuttings to remain on site.

Deleted:

Grounds Maintenance – 2027

Maintenance Area	Annual Price
Village Green – Maintained Paths	£375.00
Village Green – Semi-Wild Areas	£385.00
Village Green – Wildflower Areas	£130.00
Joy Avenue – Grass Path	£105.00
Annual Contract Price	**£995.00 + VAT**

Staff Safety and Professional Standards

- **PPE and Uniform:** All staff wear appropriate personal protective equipment and company uniform.
- **High Visibility:** High-visibility clothing is worn when working near roads or where required.
- **Vehicle Markings:** All company vehicles are clearly marked with our logo and contact information.
- **Training:** Staff receive ongoing training to maintain safe working practices and consistent standards.

Contract Management and Communication

- **Coordinated Scheduling:** We will liaise with the Parish Clerk regarding maintenance schedules and planned visits.
- **Flexible Arrangements:** Scheduled visits can be adjusted where necessary to accommodate parish events or operational requirements.
- **Transparent Reporting:** Our CoPilot job management system allows us to maintain accurate records of works carried out, planned visits and completed tasks.

We hope our quotation will be of interest to the council and would welcome the opportunity to maintain these areas for the local community.

Our quotation remains valid for 30 days. Should you or the councillors have any questions, or wish to discuss the proposed maintenance programme, please do not hesitate to get in touch. I would also be happy to attend a council meeting if helpful.

Yours sincerely,

Tom Duchesne
Top Garden Services