**Tender Notice: Parish Maintenance, and**

**Litter and Waste Management Contract**

Coleford Town Council are seeking a contractor to undertake a range of Parish Maintenance, and litter and waste management tasks across several public areas in and around the town.

**Contract Duration:** 1st April 2025 – 31st March 2027  
**Submission Deadline:** Noon, Wednesday 5th of March 2025

**Overview:** Coleford Town Council invites tenders for a two-year Parish Maintenance, and Litter and Waste Management Contract, starting 1st April 2025. The contract will be reviewed annually, with no changes to rate, without prior Council approval.

A possible extension of the contract may be agreed upon by mutual consent, subject to performance.

**Submission Requirements:**

All submissions should be in paper format to Coleford Town Council office at:

4, Mushet Walk, Coleford, Glos GL16 8BQ

The tender notice and any related documentation can be found at:

<https://www.gov.uk/contracts-finder>

**Accompanying Documents:**

* Public Liability Insurance
* Certification and training information
* Equipment details
* Breakdown of costs per scheduled task, including hourly rate
* Two references (preferably local authority based)
* Any recommendations or comments on the schedule

**Contractor Responsibilities:**

* Compliance with all relevant legislation (Health and Safety at Work Act, COSHH Regulations, etc.)
* Use of appropriate and PAT-tested equipment
* Provision of suitable PPE for employees
* Protection measures for staff, public, and property
* Submission of a written Risk Assessment and Method Statement (RAMS) to the Town Council

**Contact Information:** For further details, please see the below information:

🌐 Website: [Contracts Finder - GOV.UK (www.gov.uk)](https://www.gov.uk/contracts-finder) or

<https://www.colefordtowncouncil.gov.uk/>

📞 Phone: 01594 832103

📧 Email: [ctcoffice@colefordtowncouncil.gov.uk](mailto:ctcoffice@colefordtowncouncil.gov.uk)

**Office opening hours: Monday – Thursday 9:30am – 5:00pm / Friday 9:30am – 3:00pm**

**Schedule of Tasks**

**Parish Maintenance**

Based on the Landscape and Ecological Management Plan (LEMP)

and Landscape Management and Maintenance Plan (LMMP)

**Bells Field, Lords Hill**

All the hard landscaping maintenance tasks in the Landscape and Ecological Management Plan (LEMP) including:

• Opening the vehicle gates at 7 am each morning and closing at dusk.

• Daily litter picking the site, removing any leaves, rubbish or debris

• Daily check of the buoyancy aid and signage at the pond

• Daily visual safety checks of the Skate Park, Multi-Use Games Area (MUGA), Pump Track, Trim and Balance Trails, removing any leaf litter and graffiti • Weekly recorded and documented safety inspection of play areas, with monthly operational inspections, reporting any issues to the council office

• Monthly inspection and clearance of the cattle grid, inspection chambers, manholes and swales

• Monthly weed control by applicator (not spray) of all hard landscape areas in the summer months

• Quarterly inspections of railings, fencing and stone walls, steps, permeable areas, street furniture and lighting, and habitat features, reporting any issues

• Quarterly inspections and clearance of sustainable drainage system inlets and outlets, including the pond, and cleaning all seats

• Six-monthly inspection and clearance of hydrobrake chamber and catchpits

• Annual removal of leaf fall from paved areas

• Annual jet-wash of paved areas

• Annual safety inspection of the whole site, and after any extreme weather

**Play Areas**

Weekly recorded and documented safety inspection and report to the council office of the play areas at:

• Angel Vale (two areas)

• Bale Memorial Ground, Worcester Walk

• Foxglove Way

• Sylvan Close

**Fence & Gate Maintenance**

As required, call-off repairs and maintenance to public area fencing at:

• Angel Vale

• Bells Field

• Cemetery, Victoria Road GL16 8DS

• Copley Drive

• Forest Road

• Foxglove Way

• King George V playing field, Victoria Road GL16 8DS

• Sylvan Close

• Walnut Close

**Other Call-Off Tasks**

From past experience these can include:

• Grass cutting, strimming and weed control at sites around the town

• Cleaning public signs

• Clearing play areas and making play area matting safe

• Pressure washing the pavilion at King George V playing field

• Removing fallen trees and storm debris

• Salt spreading in winter conditions

**Litter and Waste Management**

**LOT 1 – Dog waste management**

Weekly clearance of 13 dog waste bins, plus monthly washing of each bin at:

• Angel Vale

• Angus Buchanan VC Recreation Ground (2 bins) Victoria Road GL16 8DS

• Bells Field (4 bins)

• Bixhead Walk

• Forest Road

• Foxglove Way

• King George V playing field, Victoria Road GL16 8DS

• M Tech (off Tufthorn Avenue)

• Worcester Walk (Bale Memorial Ground)

**LOT 2 – Litter bin clearance**

Weekly clearance of 24 ordinary litter bins at:

• Angel Vale (4 bins)

• Angus Buchanan VC Recreation Ground, Victoria Road GL16 8DS

(twice weekly)

• Bale Memorial Ground, Worcester Walk (2 bins)

• Bells Field, Lords Hill (4 bins)

• Cemetery (4 bins) Victoria Road GL16 8DS

• Coalway Recreation Ground (2 bins) Coalway Road GL16 7HL

• Copley Drive

• Foxglove Way (2 bins)

• King George V playing field (3 bins) Victoria Road GL16 8DS

• Sylvan Close

Putting the wheelie bins at Bells Field out for weekly collection, and the green waste bins at the Cemetery out for fortnightly collection.

**LOT 3 – Litter picking**

Weekly litter picking at 10 sites, removing any litter and debris from paths, benches, grass, trees and hedges.

• Angel Vale

• Bale Memorial Ground, Worcester Walk

• Cemetery Victoria Road GL16 8DS

• Copley Drive

• Forest Road

• Foxglove Way

• King George V playing field, Victoria Road GL16 8DS

• Old Station Way

• Sylvan Close

• Walnut Close

***Coleford Town Council Making a Difference***