**Tender Notice: Coleford Parish Grass Cutting**

**and Landscape Management Maintenance Contract**

Coleford Town Council manages several sites within and around the town and are looking to appoint a contractor to undertake Parish Grass Cutting and Landscape Management Maintenance.

**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 Coleford Parish Grass Cutting

and Landscape Management Maintenance 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**

Based on the Landscape and Ecological Management Plan (LEMP)

and Landscape Management and Maintenance Plan (LMMP)

**Grass cutting**

Cutting across the growing season, to maintain a length of grass in accordance with the LMMP, strimming grass in front of fences and around trees prior to mowing, removal of arisings and clearing of pathways of arisings, plus annual weed control using a non-toxic, insect-friendly weed killer at 6 sites:

• Copley Drive

• Forest Road

• Foxglove Way

• Old Station Way

• Sylvan Close

• Walnut Close

Make fortnightly site inspections of all 6 sites for any damage, or changes in condition of vegetation, reporting any issues to the council office. Annually reseed any damaged areas of grass using appropriate grass seed.

**Playing field management**

Care of the King George V playing field, Victoria Road GL16 8DS, including:

• Weekly site inspection for any damage, or changes in condition of vegetation, reporting any issues to the council office

• Cutting across the growing season, to maintain a length of grass in accordance with the LMMP, strimming grass around the trees and in front of the fence, and removing all arisings

• Treatment of the playing field to allow year-round sports use, including aeration, scarifying, slitting, fertilising, and reseeding with appropriate seed

• Spot treatment of any invasive weeds with a non-toxic, insect-friendly weed killer

• Annual cut of two sides and top of the boundary hedge

• Annual removal of woody weeds such as brambles from within the boundary shrub planting.

**Hedge Trimming & Shrub Pruning**

Twice yearly maintenance of soft landscaping at 4 sites, pruning according to species and removing woody weeds such as brambles, and removal of arisings:

• Copley Drive

• Forest Road

• Foxglove Way

• Sylvan Close

**Footpath verges and hedge management**

Cut back the grass verges at six footpaths annually in the autumn, together with any overgrowing hedges:

9. Fryers Walk – joins up with footpath no.1 Mary’s Lane

17. Behind Coombs Park – joins footpath no. 6.

26. Whitecliff House to Rock Lane

28. Path from Whitecliff lime kilns to Buchanan fields

29. Buchanan fields to end of Scowles Road

30. Joins with footpath no. 28 at Lime Kilns to behind Galder

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