**Tender Notice: Bells Field Soft Landscape Maintenance Contract**

Coleford Town Council are seeking a contractor to undertake a range of soft landscape maintenance tasks at Bells Field.

**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 Bells Field Soft Landscape 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**

**Bells Field Soft Landscape Maintenance**

Based on the Landscape and Ecological Management Plan (LEMP)

All the soft landscaping maintenance tasks in the Landscape and Ecological Management Plan, following the detail in the plan, excluding tree safety work but including:

* Cutting of the amenity grass area across the growing season, to maintain a length of grass in accordance with the LEMP, with no or very little arisings.
* Cutting of grass and hedge on the access path bordering houses behind Lords Hill
* Cutting a pathway through the wildlife area
* All obstacles, edges, etc to be strimmed at the same time, as part of the grass cutting procedure
* Front areas to be hand mowed
* All paths etc to be cleaned of grass after operation
* Inspection/litter pick required before starting works. Litter can be put in site bins
* Monthly hand weeding of shrub areas across the growing season and remove arisings
* Tri-annual hand weeding and/or treatment with non-toxic, insect-friendly weed killer of the hedgerows during the growing season, and remove arisings.
* Hand weeding the area 1 metre around all standard tree bases to be carried out monthly
* Twice-yearly fertilising of amenity grass areas
* Cut and collect meadow grass twice a year, once in April before seeding, and once in August/September. Depending on amount of grass collected, by agreement with the Council, arisings will either need to be removed from site, spread around the edges of the wildlife area, or a combination of both
* Twice-yearly cut of box hedgerow, in June and August
* Hedges in wild areas to be cut back (faced) to grass edge twice yearly; once in February and once in Autumn. Arisings to be removed.
* Twice-yearly checks of tree stakes, removing as necessary
* Twice-yearly removal of leaf litter from soft landscape areas
* Annual application of slow-release fertiliser to shrubs and planting beds
* Annual inspection and trim of hedgerows, cutting back any invasive weeds
* Annual inspection and pruning of trees and shrubs
* Annual weed control of all soft landscape areas
* Watering of the ornamental shrub and groundcover areas in summer, as required
* Annual clearance of the swales
* Path edging to be trimmed and tidied every quarter

All arisings from maintenance works to be collected and removed responsibly. Proof of disposal should be available if requested.

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