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Tender

Grass Cutting of Highway Verges, Recreation Areas, Mill Field and Town Cemetery 2026-2029

Charlbury Town Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-062585

Procurement identifier (OCID): ocds-h6vhtk-05a8e5

Published 6 October 2025, 3:19pm

Scope

Reference

CTC-GRASS-2026

Description

Charlbury Town Council invites tenders for a three-year contract (1 April 2026 - 31 March 2029) for the grass cutting of highway verges, recreation areas, Mill Field, and the town cemetery within Charlbury, Oxfordshire.

Contractors may tender for:

- Nine Acres Recreation Ground (including headlands) separately;
- All other sites excluding Nine Acres; or
- Both Nine Acres and the other sites together.

The football pitches at Nine Acres are excluded from this contract, as they are maintained

separately by Charlbury Football Club.

The contract will involve regular mowing, strimming and vegetation control across multiple areas of the town, with sensitivity to biodiversity and wildflower areas as detailed in the specification.

Contractors must take particular care when strimming around fence posts, gate posts, play equipment supports, and other stakes to avoid damage.

Tenders will be evaluated on price and value for money (40%) and quality factors (60%), including relevant experience and references, environmental management and awareness of biodiversity, ability to deliver to the required specification and timescales, and compliance with insurance and health and safety requirements.

Tender documents are available from the Town Clerk (clerk@charlbury-tc.gov.uk) and must be returned by 12 midday on 31 December 2025.

The contract will commence on 1 April 2026.

Total value (estimated)

- £30,000 excluding VAT
- £36,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 31 March 2029
- 3 years

Main procurement category

Services

CPV classifications

- 77314000 - Grounds maintenance services
-

Lot 1. Nine Acres Recreation Ground

Description

This lot covers grass cutting and vegetation management within the Nine Acres Recreation Ground, including the playground and surrounding headland areas, but excluding the football pitches (which are maintained separately by Charlbury Football Club).

The work includes:

Fortnightly mowing of the playground grass between April and September.

Annual cutting and management of the headlands and biodiversity areas, in accordance with the specification.

Sensitive management of tussocky and wildflower grassland areas to maintain habitat for pollinators, invertebrates, and small mammals.

Strimming around obstacles such as posts, fences, and play equipment supports with particular care to avoid damage.

Maintenance of access routes and shrub edges as described in the specification (headlands).

Biodiversity is a key consideration for this site. The contractor must carry out works in a manner that minimises disturbance to wildlife, avoids cutting areas used by butterflies and nesting birds during the breeding season, and protects the range of wildflowers established across the site.

Work must be undertaken using professional equipment and in a manner that ensures

public safety, avoids noise disruption, and upholds environmental best practice. All cuttings must be removed or spread evenly where appropriate.

The contractor must comply with all health and safety, environmental, and insurance requirements set out in the tender documents.

Lot value (estimated)

- £2,000 excluding VAT
- £2,400 including VAT

Same for all lots

CPV classifications and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 2. All Other Areas (excluding Nine Acres)

Description

This lot covers the grass cutting and associated maintenance of other Council-managed areas in Charlbury, excluding Nine Acres Recreation Ground.

The areas include:

Highway verges, recreation areas, and the Town Cemetery.

Mill Field and outlying benches.

Ticknell Piece Playground and the Green.

Areas previously managed by Oxfordshire County Council (OCC) and now maintained by Charlbury Town Council, as listed in the specification.

Work includes regular mowing, strimming, and vegetation control throughout the season

(typically March-October), with particular attention to biodiversity and the protection of wildflower areas.

Contractors must recognise the ecological value of each site and adapt cutting regimes to support species diversity and pollinator habitats.

Specific requirements include:

Avoiding cuts during key flowering periods for native species where indicated.

Retaining uncut buffer zones and margins to support wildlife corridors.

Ensuring that arisings are removed or composted appropriately to prevent nutrient enrichment.

Taking care when strimming around fence posts, gate posts, benches, and other fixtures to avoid damage.

All work must be carried out in accordance with the specification, ensuring safe working practices, respect for wildlife, and maintenance of clear sight lines on verges and public paths.

Lot value (estimated)

- £28,000 excluding VAT
- £33,600 including VAT

Same for all lots

CPV classifications and contract dates are shown in the Scope section, because they are the same for all lots.

Participation

Particular suitability

Lot 1. Nine Acres Recreation Ground

Lot 2. All Other Areas (excluding Nine Acres)

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Enquiry deadline

14 December 2025, 12:00pm

Tender submission deadline

31 December 2025, 12:00pm

Submission address and any special instructions

www.charlbury-tc.gov.uk

Submission email address: charlburytownclerk@gmail.com

Tenders may be submitted electronically

Yes

Award criteria

Name	Description	Type	Weighting
Quality	<p>Quality will be assessed on the basis of the contractor's ability to deliver reliable, safe, and environmentally responsible grass cutting services in accordance with the specification. Particular emphasis will be placed on:</p> <ul style="list-style-type: none"> • Relevant experience and references, especially experience of grass cutting or grounds maintenance contracts for parish or town councils, public bodies, or similar community settings. • Environmental management and awareness of biodiversity considerations. • Ability to deliver to the required specification and timescales. • Compliance with insurance and health & safety requirements. <p>Bidders are encouraged to demonstrate practical examples of previous work and an understanding of biodiversity-friendly grounds maintenance practices.</p>	Quality	60%

Name	Description	Type	Weighting
Price and value for money	Price will be assessed on overall cost and value for money across the duration of the contract, considering the proposed rates per cut, total annual cost, and cost-effectiveness of delivery. The lowest-priced tender will not automatically be accepted if higher-quality bids represent better value to the Council.	Price	40%

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[Charlbury_Grass_Cutting_Tender_Pack_Final.pdf](#)

Full tender pack including instructions to tenderers, specification, conditions of contract, form of tender, and form of agreement for the Grass Cutting of Highway Verges, Recreation Areas, Mill Field and Town Cemetery (2026-2029).

Contracting authority

Charlbury Town Council

- Public Procurement Organisation Number: PVPC-8862-ZJNT

The Corner House, Market Street

Charlbury

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United Kingdom

Contact name: Lisa Wilkinson

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Region: UKJ14 - Oxfordshire

Organisation type: Public authority - sub-central government