

Charlbury Town Council

Invitation to Tender

Contract: Grass Cutting of Highway Verges, Recreation Areas, Mill Field and Town Cemetery – 3 Years

Tender Submission Deadline: 12 midday on 31 December 2025

Contract Start Date: 1 April 2026

To: Charlbury Town Council, The Corner House, Market Street, Charlbury, OX7 3PN

Instructions to Tenderers

1. General

Charlbury Town Council invites tenders for the contract of Grass Cutting of Highway Verges, Recreation Areas, Mill Field and Town Cemetery for a period of three years, commencing on 1 April 2026. The works are to be carried out in accordance with the Specification and Conditions of Contract contained within this Tender Pack.

Contractors can choose to tender for:

- Nine Acres Recreation Ground on its own;
- 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.

2. Submission of Tenders

- Completed tenders must be submitted using the Form of Tender provided.
- Tenders must be received no later than 12 midday on 31 December 2025.
- Submissions may be delivered by hand in a sealed envelope marked "Tender Submission – Grass Cutting" or by email with the same title to the Town Clerk at charlburytownclerk@gmail.com

3. Evaluation of Tenders

Tenders will be assessed against the following criteria:

- 40% price and value for money.
- 60% quality, including:
 - Relevant experience and references
 - Environmental management and awareness of biodiversity considerations
 - Ability to deliver the work to the required specification and timescales
 - Compliance with insurance and health & safety requirements

The contract will be awarded on the basis of the most advantageous tender, not necessarily the lowest price. The decision of the Council will be final.

4. Queries

Any queries regarding this tender must be submitted in writing to the Town Clerk no later than 14 December 2025 at clerk@charlbury-tc.gov.uk. **(Please note the email address is different to the one to which tenders are to be submitted).**

5. Award of Contract

The successful contractor will be notified in writing in February 2026. The contract will commence on 1 April 2026.

Specification

Important Notes

- Contractors may tender for Nine Acres grass and headlands separately.
- Contractors may tender for all other areas excluding Nine Acres.
- The football pitches at Nine Acres are excluded from this contract, as they are maintained by Charlbury Football Club.
- Contractors must take particular care when strimming around fence posts, gate posts, play equipment supports, and other stakes to avoid damage.

Nine Acres Recreation Ground

- **Playground:** mow fortnightly between April and September. Care must be taken to avoid damage to the wooden posts of the play equipment during strimming.
- **Headlands/Edges:** managed primarily for biodiversity. Cut edges alongside the stone walls, the banks, and the lower dell walkway along Nine Acres Lane once a year after the cow parsley has finished flowering and before the Charlbury Youth Football Tournament in late June.
 - The dell is developing well as tussocky grassland providing overwintering habitat for invertebrates and small mammals; however, the path through the dell must be cut wide enough so grass does not flop across the pathway after rain.
 - The bank below the hard surface area by the kissing gate is shallow soil seeded with local wildflowers; some areas support species such as toadflax and hedgerow cranesbill and must be managed sensitively.
 - In some years, nettles in sunny spots near the dell have been used by small tortoiseshell butterflies for breeding. These nettles must not be cut back until after the butterflies emerge in July.
 - Boundaries have been planted with native shrubs to provide habitat and reduce nettles; these, along with dogwood near the kissing gate, must be cut back annually to maintain access.
- Entrance (Nine Acres Lane kissing gate): cut back overhanging trees/shrubs annually or as required to maintain access.

Ticknell Piece Playground

- Mow monthly except for the small wildflower area in the south-west corner and a strip under the boundary fence in the north-west corner (marked in yellow), which should only be cut in April and October (not July).



Hixet Wood to Dancers Hill

- Marlborough Place flat area – mow monthly.
- Sloping area (marked in yellow) – mow only in April, July and October. However, mow monthly the diagonal path and a mower-width along edges to prevent vegetation obstructing paths or windows.



- Narrow Lane path – mow monthly.
- Dancers Hill bench – mow around the bench monthly.

Bottom of Pound Hill

- Access to permissive path – mow monthly.
- Grass triangle with trees and bench – mow monthly a roughly circular shape around the entrance, bin, tree, and bench; leave other areas long, cutting only in April, July, October.
- Area next to Mill Cut with bench – mow monthly.

Town Cemetery

- Managed sensitively for both wildlife and visitors. Meadow saxifrage near the entrance must be protected. Leave a larger uncut area to the right of the entrance between May and September, with a possible July cut if grass is strong. Ensure edges are kept cut (one mower width) to keep paths clear. Allow flowering plants to flower and only cut once they have finished.

Out of town benches

- Mow around benches monthly.

The Green

- Cut long grass by substation annually.

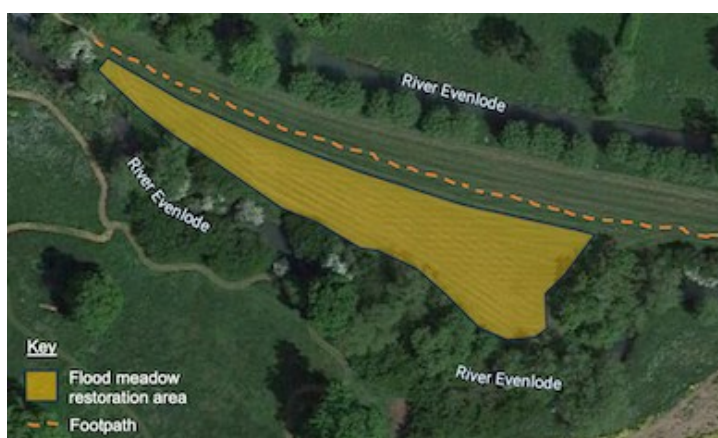
Mill Field

- Maintain a 3m uncut margin along waterside edges, with existing access points left open. Remove blackthorn suckers annually in winter.
- Zones 1 & 2 – mow monthly March to October
- Zone 3 – mow monthly a 4m-wide path alongside the mill cut; manage adjacent areas as flood plain meadow with early spring cut and hay cuts in July and Sept/Oct.

Zones 1 & 2



Zone 3



- Strim Mill Lane vegetation to keep clear of lane but only cut flowering plants after flowering.

Town areas

PREVIOUSLY OXFORDSHIRE COUNTY COUNCIL (OCC) GRASS AREAS IN CHARLBURY. From 2025 these verges have been taken over by CTC.

Fiveways, Sturt Road, The Slade, Nine Acres Lane: CTC contractor to cut these verges and collect the arisings in April, July and October, **mowing margins and junction sight lines monthly**.

Other OCC areas: cut once yearly in late July/August or Autumn

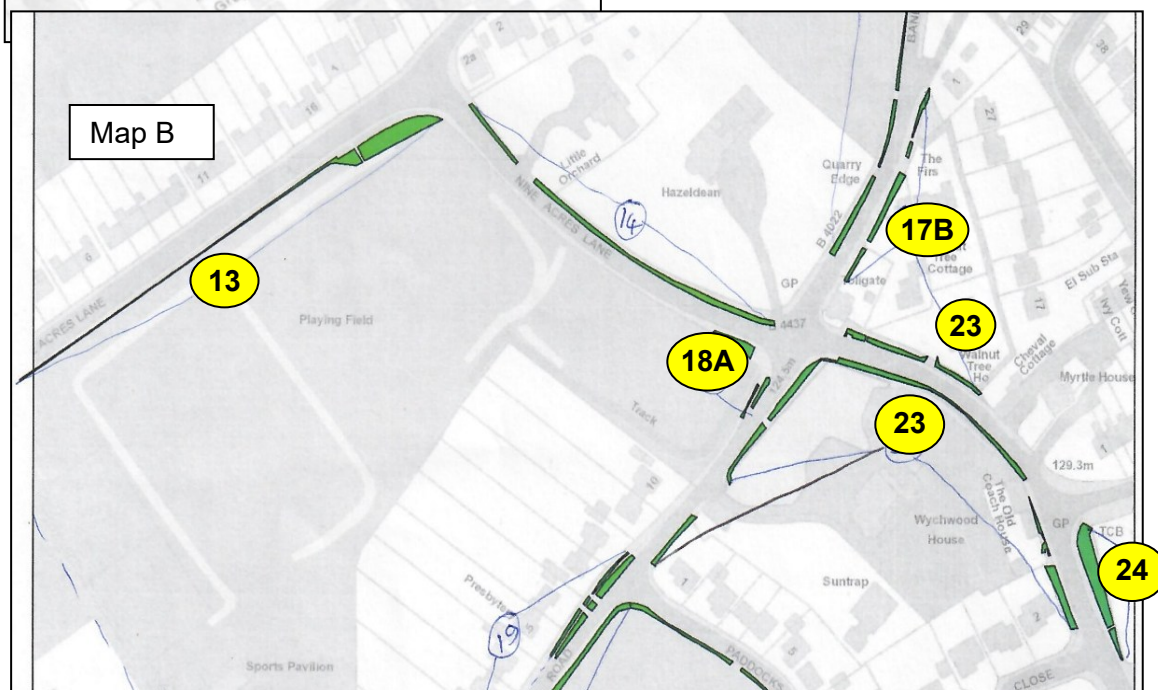
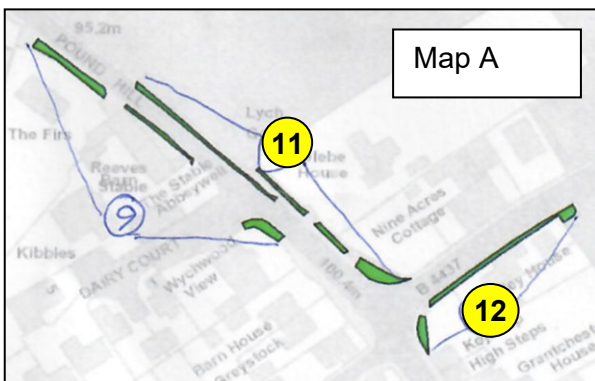
April Cut: As a rule, the intention of the April cut is to mow and remove the lush spring growth of GRASS so that the wildflowers emerging later are not swamped by the grass. However, any areas with spring flowers such as daffodils, primroses, cowslips, lady's smock, grape hyacinths, bluebells are left uncut in April but are cut in July after they have died down. The April cut **MUST** be before the cow parsley and yellow rattle start to emerge. **Please confirm with CTC before the April cut:** it **MIGHT** need to be omitted if the weather has been cold and dry and the grass has not grown.

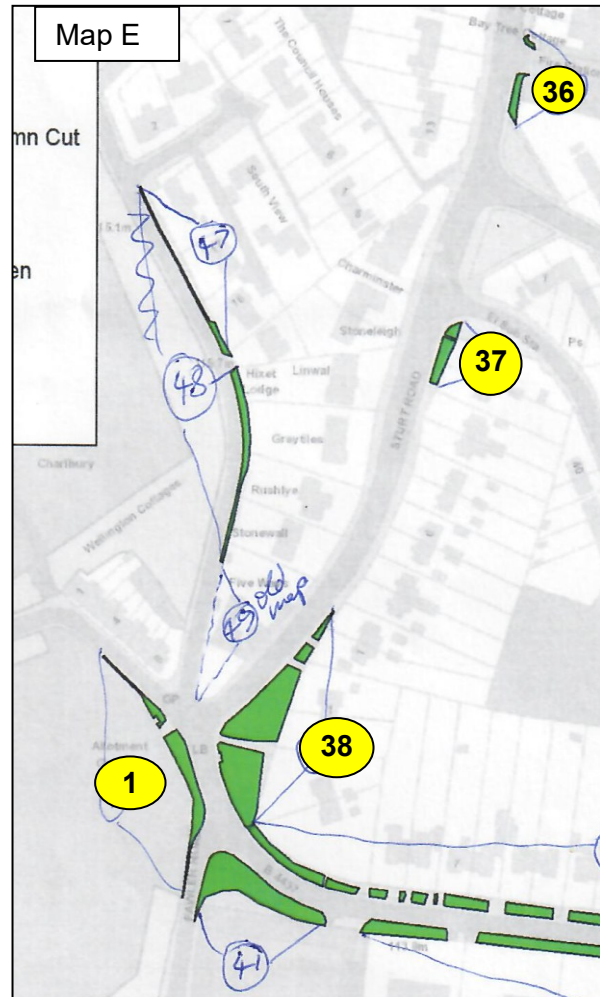
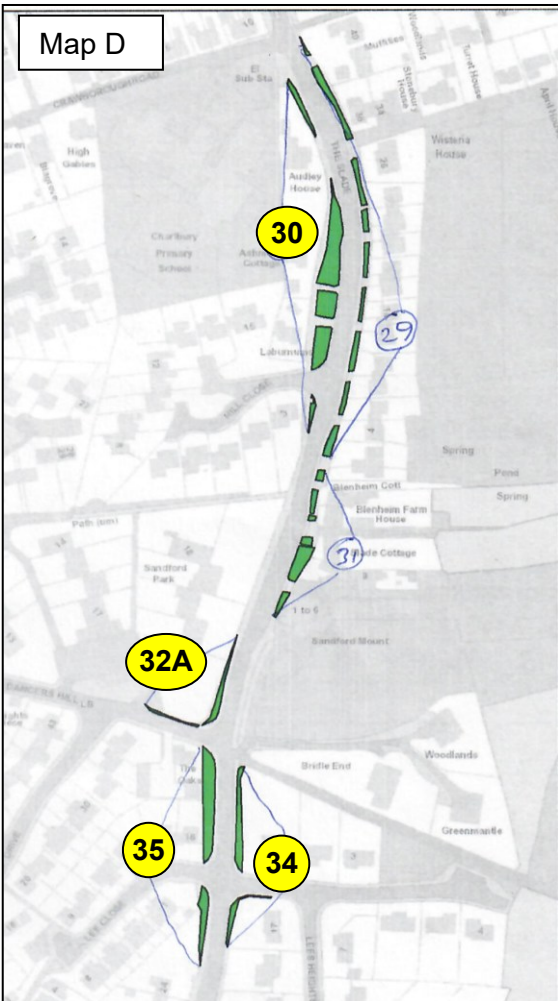
July Cut: As a rule, the intention of the July cut is to mow and remove the mature grass, cow parsley, green alkanet (blue flowers), and nettle vegetation so that the later summer wildflowers emerging are not swamped. Generally, smaller wildflowers mown in July will re-flower, but orchids and larger plants such as hollyhocks, teasels, valerian, mallow, mignonette, meadow cranesbill, knapweed, meadow sweet, wild carrot, chicory and sanfoin should be left uncut. **Please confirm with CTC before the July cut:** it **MIGHT** need to be omitted if the weather has been hot and dry and the grass has not grown.

Map	Ref	Location	Comments
		Nine Acres Lane	
A	11	Nine Acres Lane corner to frontage of stone boundary wall of the Cemetery	Avoid hollyhocks on corner of Nine Acres Lane in July.
A	12	South side from Thames Street corner to Jeffs Terrace corner	Daffodils in narrow strip at foot of stone wall can't be cut in April.
B	13	South side foot of the wall around Nine Acres to the bend	Daffodils in narrow strip at foot of stone wall can't be cut in April.
B	18A	West of vehicle gate into Nine Acres recreation ground	Avoid blue meadow cranesbill in July.
		The Slade	
B	23A	Wychwood Paddocks corner on Enstone Road along to the crossroads	Avoid bluebells and daffodils in April.
B	23B	South side of The Slade from crossroads to Wychwood Close	Verge nearest Wychwood Close - avoid mallow and mignonette in July.
B	17B	North side of The Slade from Tollgate Cottage to the alleyway	Avoid blue flowered green alkanet in April.
B	24	East side from Ditchley Road corner to Highfield House driveway	
D	30	West side from Crawborough down the hill to just beyond Hill Close	Wide verge down to Hill Close (shown in yellow) – avoid teasels in July. Mow 1m margins monthly. Don't cut narrow border at base of wall - managed by local resident for wildflowers.
D	32A	West side up the hill on corner of Dancers Hill	



		Sturt Road	
D	34	East side from Woody Lane to verge beyond Lees Heights	
D	35	West side from Dancers Hill to verge beyond Lee Close	
E	36	East side on both sides of the entrance to the Fire Station	
E	37	East side south of Hughes Close	
E	38	East side of Five Ways junction large verge on slope	Avoid patch of primroses opposite Fowler Road in April.
E	41	South side of Five Ways junction	
E	1	West side of Five Ways junction along to opposite Wellington Cottages	





See full OCC grass cutting maps in Appendix 1

Conditions of Contract

- 1.** The work shall be undertaken according to the Specification.
- 2.** Where the representative of the Council is satisfied that the Contractor has not undertaken the work according to the Specification, no payment will be made for work undertaken unsatisfactorily, unless it is done again satisfactorily within five working days.
- 3.** If, in the opinion of the representative of the Council, work not carried out or unsatisfactorily carried out, needs to be carried out immediately, the authorised officer may make other arrangements for the work to be carried out, having informed the Contractor of the intention to do so. The cost of such work may be deducted from any money due, or which may become due to the Contractor.
- 4.** The Council reserves the right to modify areas to be cut and frequency with the agreement of the Contractor.
- 5.** The Contractor shall not mention the Council's name in connection with obtaining other work or for any publicity material without the Council's prior consent in writing.
- 6.** The Contractor shall at all times comply with the requirements of the Health and Safety at Work Act 1974 and of any other Acts, Regulations or orders pertaining to the health and safety of employees and the public.
- 7.** The representative of the Council shall be empowered to suspend work in the event of non-compliance by the Contractor in health and safety matters.
- 8.** The Contractor shall be responsible for compliance with all applicable statutory requirements relating to the construction, use, operation, maintenance and licensing of vehicles and plant.
- 9.** The Contractor shall ensure that all persons permitted by them to drive or control any vehicle are competent and fit to do so.
- 10.** In the event of a Contractor's vehicle or item of plant being involved in an accident, he/she shall inform the Council and be responsible under the Road Traffic Acts for reporting any notifiable accident to the relevant authorities.
- 11.** All equipment used for cutting grass shall be fitted with guards and protectors as provided by the manufacturer to prevent stones and other debris from being thrown on to adjoining areas.
- 12.** All mechanical plant used shall minimise flying debris from the grass cutting operation. Any debris, including grass, falling onto the highway or other paved surfaces shall be removed immediately.
- 13.** Working hours for the purpose of the contract shall be between 0730 hours and 1700 hours, Monday to Friday or otherwise as agreed with the Council.
- 14.** After the first year commencing 1 April 2026, the unit prices may be increased for the following year by an amount equivalent to the Retail Price Index for the twelve months ending 31 December 2026 and on the same basis for subsequent years using the appropriate inflation factor.
- 15.** Accounts for work undertaken monthly will be paid following the Council meeting usually held on the fourth Wednesday of the month. Accounts not received on time will not be paid until the following month.
- 16.** The Contractor shall indemnify the Council against any claims arising from the contract and shall provide the Council with a copy of a current insurance certificate demonstrating the existence of

Public Liability Insurance cover in the Contractor's name to the value of £10,000,000 for any one claim or a series of claims arising out of one occurrence.

17. The Council or the Contractor can terminate the contract prior to the completion date by giving nine months' notice served on the first day of April of any year.

Note: - The representative of the Town Council shall mean the Town Clerk, the Chair, the Vice Chair or other named member of the Town Council.

October 2025

Form of Tender

***To be completed and returned with your tender submission. ***

Contract: Grass Cutting of Highway Verges, Recreation Areas, Mill Field and Town Cemetery – 3 Years

Tender Submission Deadline: 12 midday on 31 December 2025

To: Charlbury Town Council, The Corner House, Market Street, Charlbury, OX7 3PN

I/We, the undersigned, having read and understood the Specification and Conditions of Contract, hereby offer to carry out the works described for the rates and terms set out below.

1. Tenderer Details

Business Name:

Contact Name:

Address:

Telephone:

Email:

Company Registration No. (if applicable):

VAT Registration No. (if applicable):

2. Pricing

Please provide your prices per cut and annual totals for each area listed below:

Location	Price per cut (ex VAT)	Price per cut (inc VAT)	No. of cuts per year	Total annual cost
Nine Acres Recreation Ground				
Nine Acres Headlands/Edges				
Cemetery				

Highway Verges
(prev OCC)

Ticknell Piece
Playground

Hixet Wood /
Dancers Hill
paths

Pound Hill areas

Mill Field (zones)

Out of town
benches

The Green

Other (please
specify)

Please also provide a total contract sum:

3. Experience & References

Please provide details of up to three similar contracts carried out in the past five years:

Client Name	Description of Works	Contact Name	Contact Phone/Email
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4. Insurance

Please confirm your insurance cover and attach copies of current certificates:

Type of Insurance	Minimum Required	Your Cover Level	Expiry Date
Public Liability	£10m		
Employer's Liability	£10m		

5. Health & Safety

Please confirm:

- You have a written Health & Safety Policy (Yes / No)
- Your staff have relevant training and qualifications (Yes / No – provide details)
- You will comply with all relevant health, safety, and environmental legislation (Yes / No)

6. Declaration

I/We understand that the Council is not bound to accept the lowest or any tender, and that this tender remains open for acceptance for 90 days from the submission deadline.

Signed: _____

Name: _____

Position: _____

Date: _____

Form of Agreement

***To be signed by the successful contractor and the Council after award of contract. ***

This AGREEMENT made theday of20... between Charlbury Town Council c/o The Corner House, Market Street, Charlbury, OX7 3PN ("the council") on the one part and.....

.....

.....in the county of..... ("the contractor")

of the other part. Whereas the Council is desirous that grass and vegetation cutting shall be undertaken and has accepted a tender by the contractor for the cutting of the Highway Verges, Recreation Areas, Mill Field and Town Cemetery for a period of three years commencing no later than the first day of April 2026, subject to the first year's work being completed satisfactorily.

NOW THIS DEED WITNESSETH as follows:-

1. The following documents shall be deemed to form and be read and construed as part of this deed viz:-

- (a) The said Tender
- (b) The Conditions of Contract
- (d) The Specification

2. In consideration of the payments made by the Council to the Contractor as hereinafter mentioned the Contractor covenants with the Council to undertake the works in conformity in all respects with the provisions of the Contract.

3. The Council hereby covenants to pay to the Contractor in consideration of the works at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have authorised their respective representatives to set their hands by or on the day and year first above written.

EXECUTED AS A DEED BY.....

Name and Position

For:-.....

In the presence of

Address

.....

AND

BY.....

Name and Position

For Charlbury Town Council

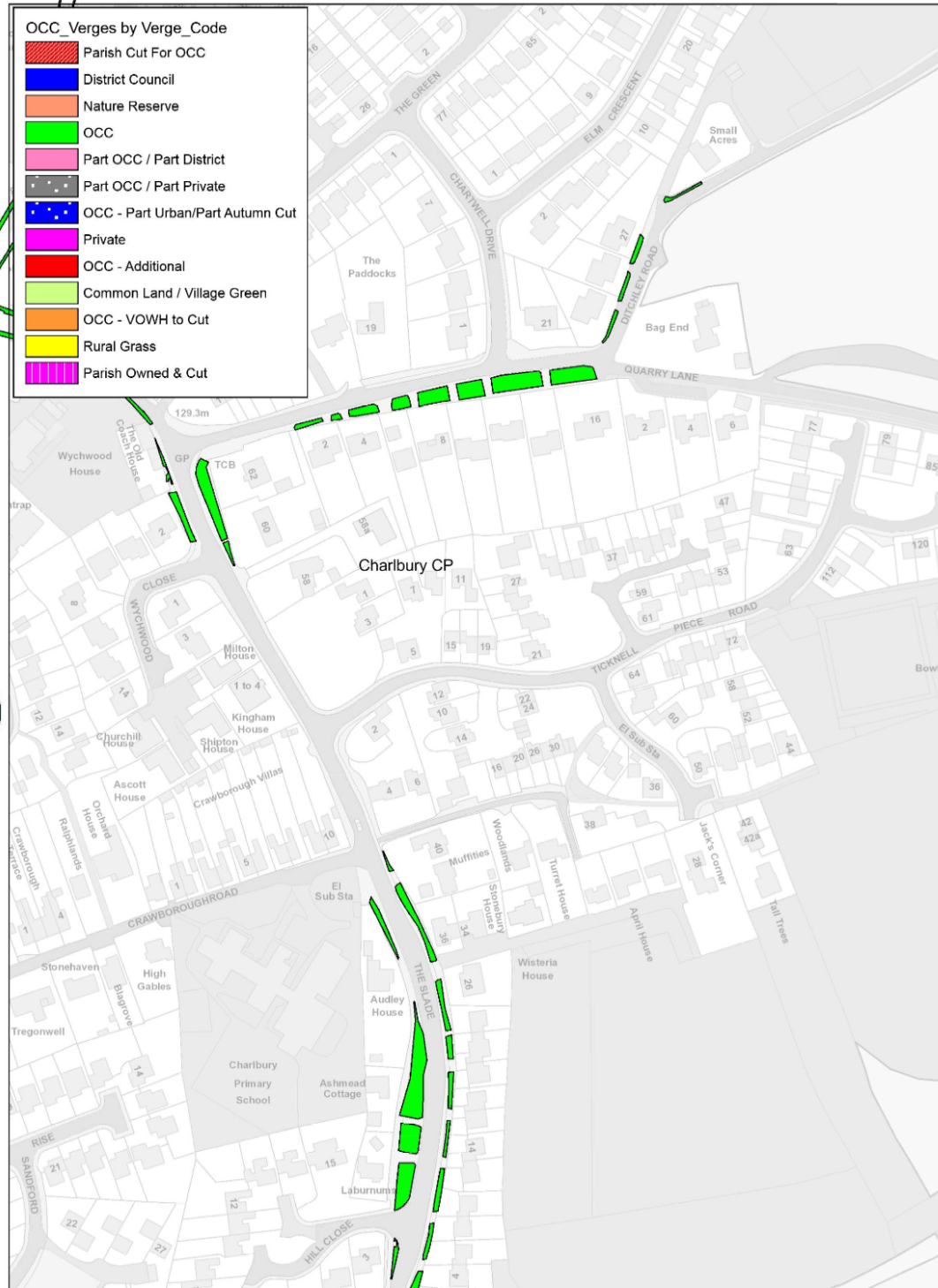
In the presence of.....

Address.....

.....

Ditchley Road and The Slade

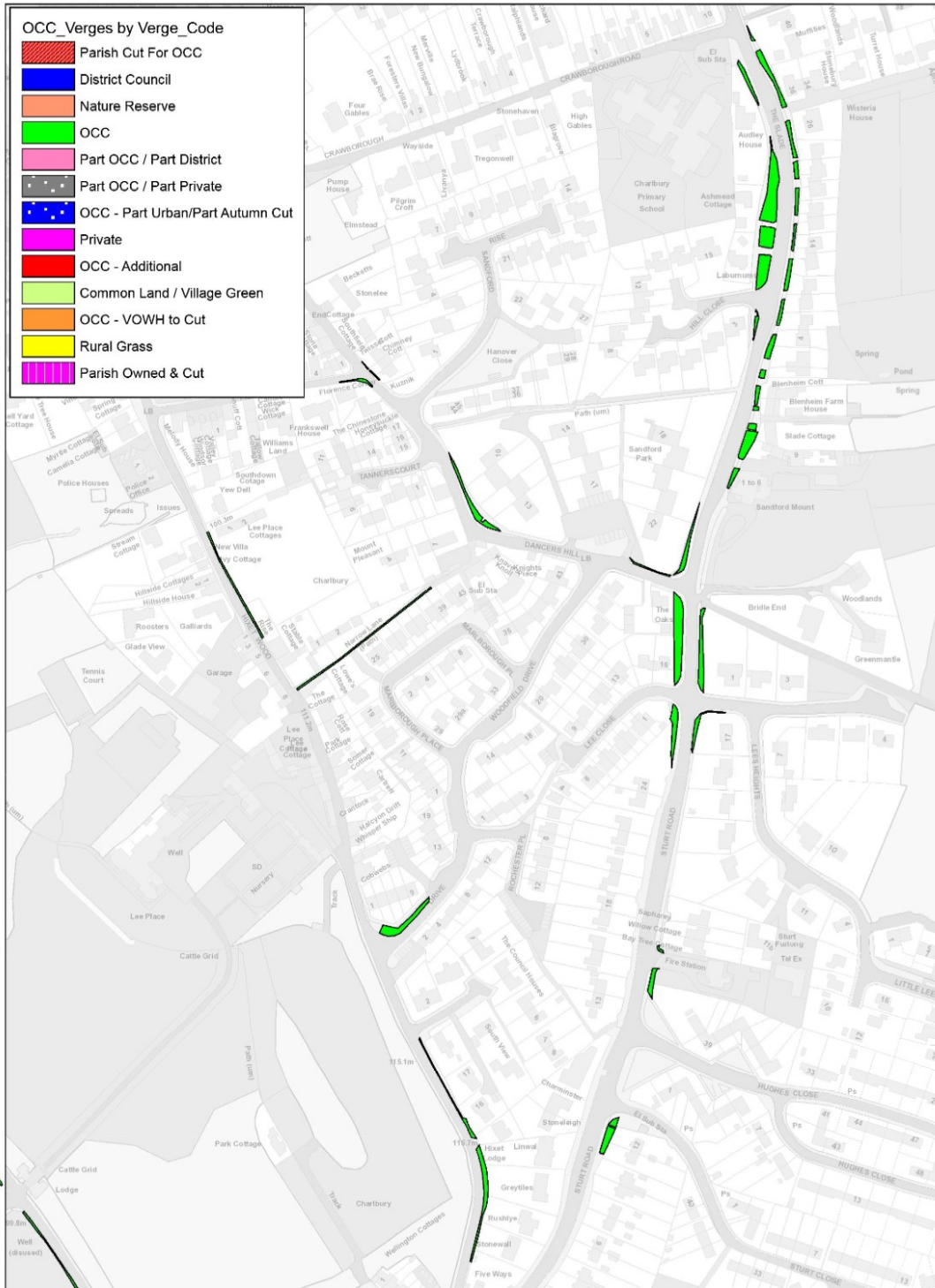
Charlbury - Grass Cutting Locations - May 2016 - C



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The Slade, Sturt Rd and Hixet Wood

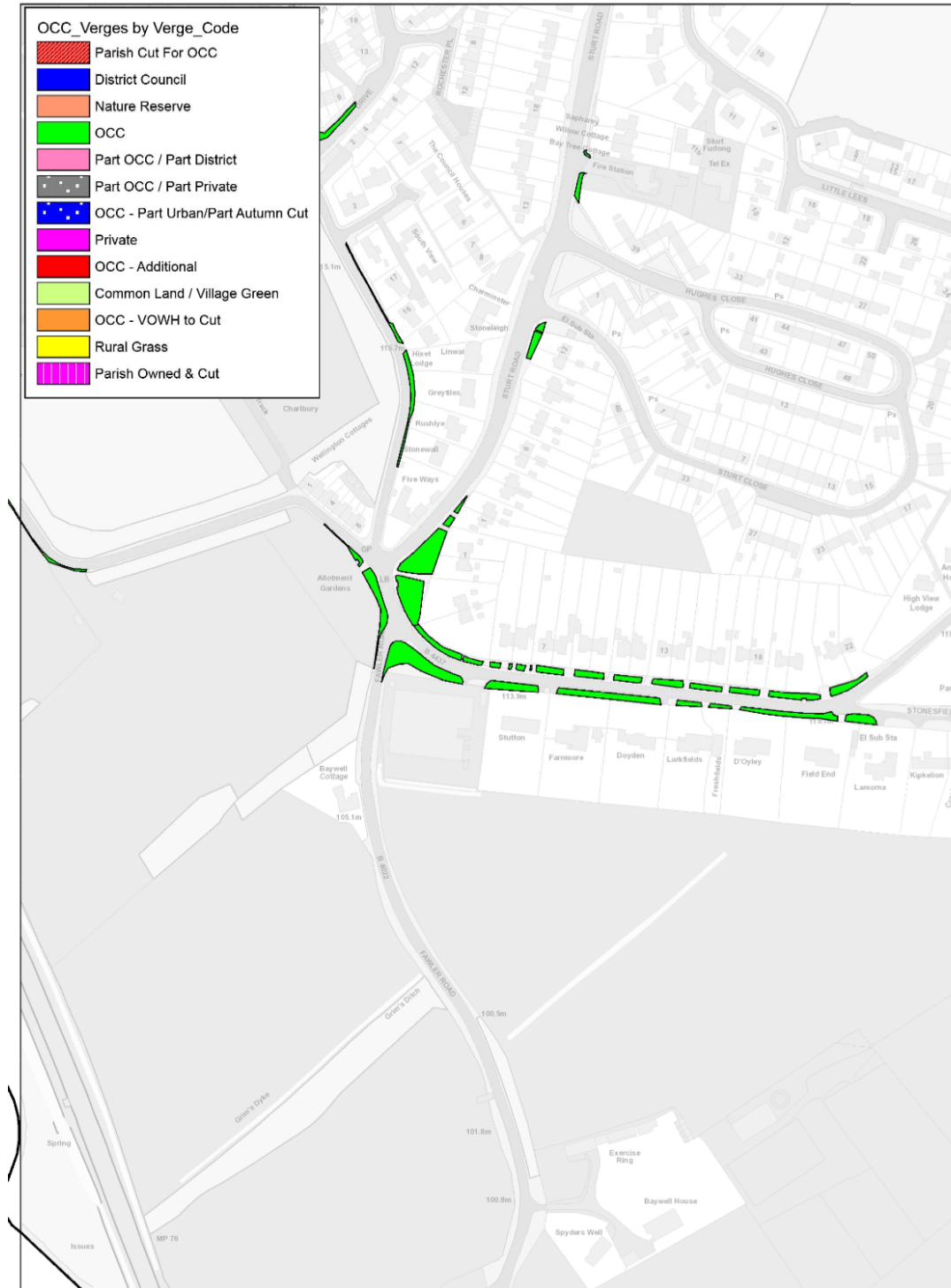
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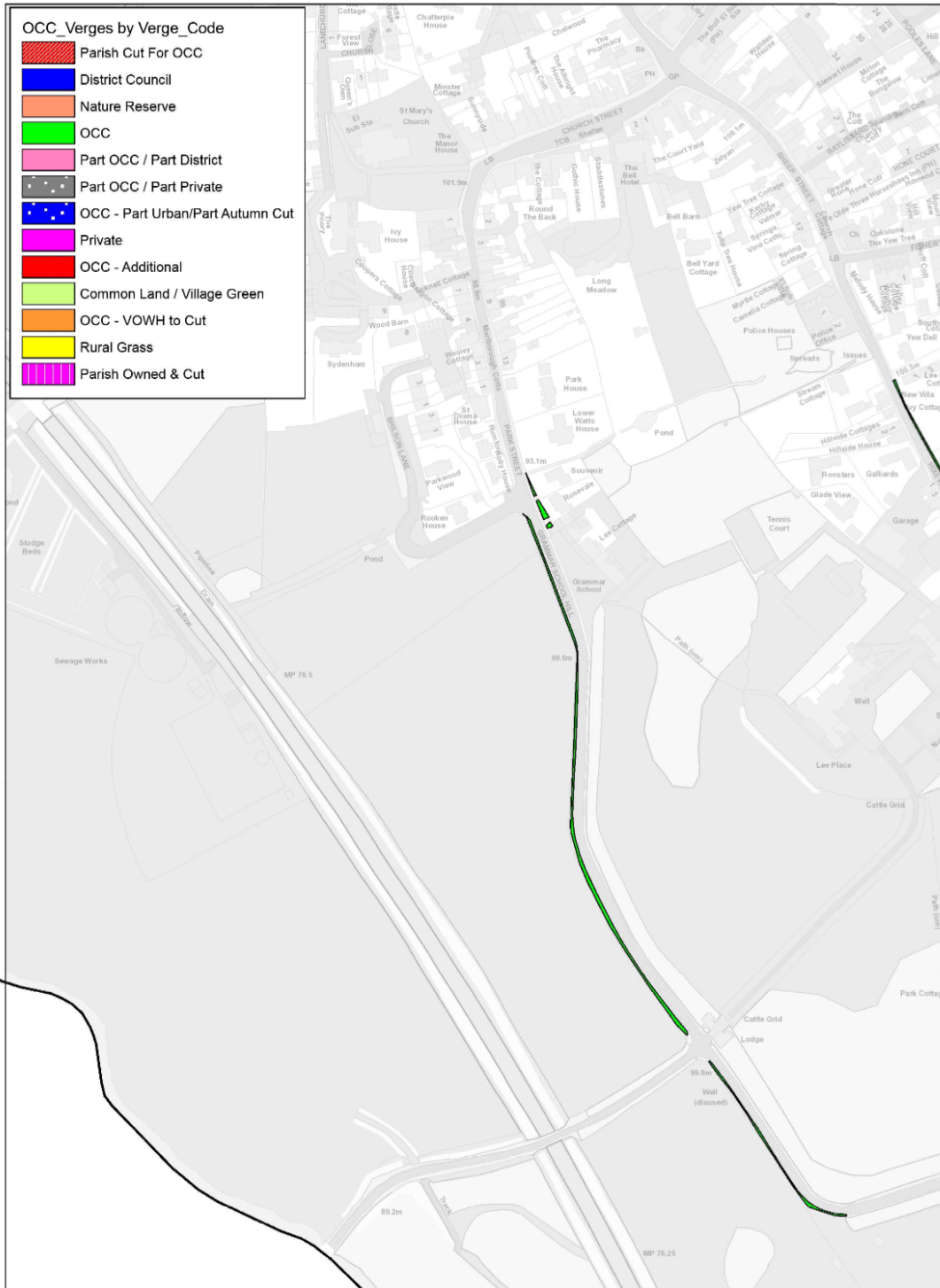
Fiveways

Charlbury - Grass Cutting Locations - May 2016 - E



Grammar School Hill

Charlbury - Grass Cutting Locations - May 2016 - F



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