



Design Brief/Specification

Installation of a Multi-Use Games Area into the Mundy Playing Fields, Thornbury

Spring/Summer 2026

1. **Background and Summary of Project**

Thornbury Town Council (“the Council”) is seeking a contractor (“the Contractor”) to design, supply and install a new Multi-Use Games Area (“MUGA”) into the Mundy Playing Fields in Thornbury. The objective is to provide an exciting new space that offers young people a facility to play a number of sports in all weathers and which includes integrated lighting which allows users to continue to enjoy the facility well into the evening, all year round. The new facility should fit well into its green and natural setting and be fully accessible and welcoming to all potential users.

The Contractor should refer to the Instructions to Tenderers document for full details on submitting a tender response.

Name of Project:	Installation of a Multi-Use Games Area (MUGA) into the Mundy Playing Fields, Thornbury
Location:	On green space, near to the car park, at the Mundy Playing Fields, off Kington Lane, Thornbury, Bristol, BS35 1NA
What3Words:	almost.brimmed.walls
Project Manager:	Wendy Sydenham, Deputy Town Clerk
Council Address:	Town Hall, 35 High Street, Thornbury, BS35 2AR
Council Telephone:	01454 412103
Council Email:	w.sydenham@thornburytowncouncil.gov.uk
Project Budget:	The Council has allocated a budget of approximately £100,000 (exclusive of VAT) for this project. This figure is provided for indicative purposes only to assist tenderers in developing proportionate and deliverable proposals. The Council does not guarantee to award a contract up to this value and reserves the right to accept a tender above or below this budget where it considers this represents best overall value.

2. **Preliminaries**

- 2.1 The Contractor should visit the site at their own expense to satisfy themselves as to any conditions on site that may affect in any manner whatsoever the execution of the works detailed.
- 2.2 The Contractor should take all precautions as are necessary to comply with all appropriate health and safety legislation. A method statement and risk assessment should be submitted by the Contractor to the Council prior to works commencing on site. The planned location is set within a larger green space, including buildings, play areas, sports pitches, car park, etc, which are frequently used by children, young people and adults. It is therefore expected that the Contractor will cordon off areas that are being worked on in a safe and appropriate manner.
- 2.3 A full list of documents that are required are included in the Instructions to Tenderers. The Contractor should familiarise themselves with relevant Council Policies and Procedures. All Town Council policies are available here - [Policies and Procedures | Thornbury Town Council](#)
- 2.4 The Council is committed to reducing its impact on its natural surroundings. The Contractor should use methods and materials with a low ecological impact wherever possible.

- 2.5 The Contractor should restrict their working times to between 9.00am to 5.00pm Monday to Friday. The Contractor must obtain the approval of the Project Manager to work outside of these hours. The Contractor is required to treat members of the public courteously and with respect.
- 2.6 The Contractor should at all times employ sufficient persons of sufficient abilities and skills for the proper performance of the works detailed. The Contractor shall be expected to be aware of the accepted practices and methods used in undertaking good construction, play feature installation and refurbishment work.
- 2.7 The Contractor will be responsible for establishing the presence, location and effect on all existing utilities of the works they are carrying out. The Contractor will be responsible for informing appropriate affected bodies where works may involve the encroachment, disconnection or hazard to those utilities. The Contractor will be responsible for making good any damage to those utilities.
- 2.8 The Contractor will be responsible for ascertaining the suitability of supplies of light, power and welfare facilities on the site, for providing temporary supplies of those where necessary and all costs associated with this.
- 2.9 The Contractor will be responsible for ensuring that the site is kept in a good state of cleanliness and free from mud, debris, litter, equipment, etc, while undertaking these works. All arisings shall be removed from site at the end of each day, or secured overnight and removed as soon as practicable, and no later than the completion of the project. Damage to grassed areas should be minimised and repaired as necessary.
- 2.10 Once appointed, the Contractor will be the Principal Designer and Principal Contactor and will take on all related responsibilities*. The Contractor will ensure that the Council is informed in advance of any sub-contracting that takes place during the works. The Contractor is responsible for ensuring that any sub-contractors brought on site are bound by all agreements and conditions set out in all documents related to the project.
*(*As Principle Designer, the contractor shall be responsible for planning, managing and monitoring the pre-construction phase and for coordinating health and safety matters relating to design, including (but not limited to) the identification, elimination or control of risks arising from design decisions and the coordination of design-related health and safety matters with other designers and contractors. As Principal Contractor, the Contractor shall be responsible for planning, managing and monitoring the construction phase so that the works are carried out without risks to health and safety. The relates solely to duties under CDM 2015.)*
- 2.11 All equipment installed should meet relevant safety manufacturing and installation standards and be easy and affordable to maintain.

3. Specification

General Principles

- 3.1 This project seeks to design, supply and install a new MUGA into the Mundy Playing Fields in Thornbury in accordance with the specification set out in detail below.

3.2 The Contractor should consider the following overarching aims within the design:

- appealing and accessible to users with additional needs
- appealing to all ages, but with a focus on children and young adults
- appealing to all genders, but with a focus on helping female users feel comfortable and safe using it
- appealing to all minority groups
- sitting sympathetically within the green and natural surroundings
- easy and affordable to maintain

3.3 The Council has declared a climate emergency and is committed to reducing the impact its activities have on the environment. All decision making within the Council is carried out with this in mind and therefore, where possible, materials and working practices should reflect the urgent need to reduce our impact on climate change and carbon emissions.

Location and Site Access

3.4 The specific location of the MUGA is detailed in the planning documents supplied with this tender. In general terms, it will be located within a large green space to the southeast of the car park of the Mundy Playing Fields.

3.5 The area can be accessed from Kington Lane, through “Mundy Lane”, and then through the Mundy Playing Fields Car Park. There is a gate at the far end of the car park into the area to be used for the MUGA. Once through the car park gate, there is direct access onto the green space to be used for the MUGA, with no barriers in between.

3.6 The car park gate will usually be kept locked with access controlled by prior agreement with the Project Manager or onsite staff, e.g. communication of delivery times, etc.

3.7 To the other side of the car park gate, there is a narrow road leading to a Pavilion building. Access to and from the Pavilion building along this narrow road would need to be maintained throughout the duration of the works, and therefore the MUGA installation works cannot block this road for any significant length of time. Very short-term blocking can be permitted with the Project Manager’s prior approval.

3.8 The public’s use of the car park should not be significantly affected by the works, including the use of any spaces. Any exceptions to this will need to be agreed in advance with the Project Manager.

3.9 The site and the width of the lanes leading to the site should be checked by the Contractor in advance of tendering to ensure they would be suitable for their required vehicle access, although very large vehicles do use the lanes leading to the site.

Discharging of Planning Conditions

3.10 The Council has secured planning permission (with conditions) from the local planning authority for the installation of the MUGA. The Contractor should familiarise themselves with all relevant planning documents relating to the project (South Gloucestershire Council, Planning Application No P25/02282/F). The most pertinent planning documents are supplied with the tender documents, but the Contractor would be expected to have considered all relevant planning matters when producing their design and for the duration of the works.

3.11 The planning documents supplied with this tender document are:

- Notice of Decision dated 07.01.26, including all conditions to be discharged
- Design and Access Statement
- Existing Block Plan
- Proposed Block Plan
- Proposed Block Plan including Surface Water Route to Outfall
- Proposed Plans and Elevations Plan
- Site Constraints Plan
- Preliminary Ecological Appraisal (Noctua Ecology)
- Lighting Design and Horizontal Illuminance Levels (Abacus Lighting Ltd)

3.12 The Contractor will be required to take the lead in discharging a number of the planning conditions outlined in the Notice of Decision dated 07.01.26. These are:

Condition No. 2 – Sustainable Urban Drainage

Submit and obtain approval from the local planning authority **before the development can commence** – full details included in the Notice of Decision. This should also cover item no. 4 of the Additional Information in the Notice of Decision in relation to the PROW.

Condition No. 3 – Lighting

The development should be carried out in accordance with the submitted Lighting Design by Abacus Lighting Ltd, including Horizontal Illuminance Levels.

Condition No. 11 – Retaining Wall

Submit and obtain approval from the local planning authority for materials to be used **prior to the commencement of that part of the development.**

3.13 The Contractor will be required to take the lead in providing information to the Council regarding one element of planning condition no. 10 – Landscaping, specifically relating to “boundary treatments and areas of hard surfacing”. The Contractor shall provide this information to the Council in a timely manner, following the award of the contract, so it can be included in the scheme of landscaping document.

3.14 The Contractor should familiarise itself with condition no. 6 – Mitigation (Ecology) and condition no. 7 – Ecological Enhancements, and assist/comply with the Council’s discharge of these conditions. In relation to this, the Contractor should take into account all matters raised under 6.0 Recommendations of the Preliminary Ecological Appraisal that relate to the works themselves. The Contractor will also assist with the discharge of these two conditions by ensuring adherence to the prescribed lighting design.

3.15 In relation to condition no. 9 Trees (Protection), the Contractor should note that there may be a tree route zone protection put in place. Further details will be provided to the Contractor on this matter as soon as they are available.

3.16 Aside from the above, the Contractor will be expected take note of all planning conditions to be discharged and provide assistance, on request and where appropriate, with their discharge.

Specific Requirements for the MUGA

- 3.17 Size – 30m x 15m (note – the original Design and Access Statement mentions 23m x 15m, but this has been superseded and permission granted for 30m x 15m).
- 3.18 Open Access - the MUGA should be open-access at all times and will therefore not require gates or lockable entrances. It needs to be designed so that no set up is required; all equipment for play must be fixed and integrated into the design, i.e. nothing separate or detachable. Because of its open-access nature, it needs to be as vandal-proof as possible.
- 3.19 Built-In Activities – it should be set up mainly for basketball and football, including line markings and goals/hoops. The backboard for the basketball hoop should be made of metal and the net should be metal chain.
- 3.20 Fencing and Posts – the MUGA should be fenced with rebound welded mesh, similar to Pro-lite or an equivalent. It should be polyester powder-coated in green (RAL 6005). Anti-tamper fixings should be used, and the fencing should have a structural guarantee of at least 10 years. The Council has experienced some issues with corrosion to fencing posts fitted into concrete and would therefore require assurance that all measures are being taken to prevent this happening prematurely.
- 3.21 Fencing Height - behind the combination goals, the height of the fencing should be 3m reducing to 2m on the long side facing the car park and 1.2m on the side opening to the park. If possible, the design could incorporate “softening” of height changes at corners so that the height gradually increases or decreases, but this is not essential.
- 3.22 Surfacing – the proposed site is relatively flat, but part of the works will include some cut and fill with localised regrading works around the MUGA itself. An appropriate stone base and membrane should be laid and then a suitable sports tarmac laid (hard-wearing and all-weather), along with concrete kerbing. If possible, a pricing option should be included for both grey and painted-green tarmac surfacing. The surfacing should be marked for football and basketball.
- 3.23 Paths – tarmacked footways should be provided to make all access/egress points fully accessible and be wide enough for wheelchair use. These footways will be in the form of (1) a short tarmacked path linking the access point at the goal end nearest to the existing road, to that road, and (2) a long continuous footway from the goal end furthest from the existing road, along the whole length of the “front” of the MUGA, linking onto the existing road. (See planning documents for clarity on the location of footways.)
- 3.24 Access/Egress – three chicane-style entrances/exits should be included, two at the narrow ends of the MUGA, and one along the “front”. The two at the narrow ends can be incorporated into the football goals.
- 3.25 Seating and Additional Features – other recreational features would be welcomed in the design including, for example, integrated seating, bike racks, or scoreboards, along with any other sports play features that would be appropriate. Where possible, additional sports play features should be multi-directional to allow more than one game to take place at the same time.
- 3.26 Use of Spoil to Build a Natural Seating Area – in addition to any built-in formal seating, the Contractor should include within the design a natural bund or mound which could act as

informal seating. This should be made using the spoil produced during groundworks. It should be located so as not to interfere with the PROW or any regrading works around the MUGA. It is likely to be best placed in front of the “front” of the MUGA, but Contractors can make alternative suggestions.

- 3.27 Lighting – solar powered LED floodlights should be included in the design, to allow the MUGA to be artificially lit when required. This should be strictly in line with the lighting design provided by Abacus Lighting Ltd, which has been approved by the local planning authority, full details of which are included in the planning documents.

In addition, the lighting design should include the following:

- natural light sensors, that allow it to become operational at dusk
- movement sensors, so that it remains in operation only when being used
- a control panel, that can be used by the Council to set the time that the lights will automatically turn off (this will be 10.00pm at the latest)
- a suitable built-in warning system for users e.g. slight dimming of the lights 10 minutes before they automatically turn off, or some other similar system

- 3.28 Signage – working with the Council, appropriate signage should be supplied and installed that includes – a general welcome sign, a “do’s and don’ts” sign, a safeguarding sign, and a sign informing users how/when the artificial lighting works. The Council will assist with the wording and with provision of branding artwork.

4 **Communication with Local Community**

The Contractor should provide, on request, artwork that can be used for the purposes of communicating to the local community the facilities that are being created for them. The artwork should be an accurate reflection of the intended final facility.

5 **Tender Budget and Payment**

- 5.1 The Council has allocated a budget of approximately **£100,000** (exclusive of VAT) for this project. This figure is provided for indicative purposes only to assist tenderers in developing proportionate and deliverable proposals. The Council does not guarantee to award a contract up to this value and reserves the right to accept a tender above or below this budget where it considers this represents best overall value.

- 5.2 The tender quote should cover the following:

- Design costs and associated fees
- Supply of a reasonable quantity of artwork
- Purchase of all equipment including MUGA equipment, surfacing, fencing, gates, landscaping materials
- Delivery costs
- Storage of material during the works
- Welfare facilities for Contractor’s employees or sub-contractors during the works
- Temporary safety fencing and any other security measures needed during the works
- Installation costs, including necessary ground works and removal and disposal of surplus existing equipment
- Cost of post installation inspection and cost of any remedial works from their report, or any reasonable remedial works requested by the Project Manager
- Supply of signage
- All other reasonable costs associated with the project

- 5.3 The cost quoted must be available for a period of four months.
- 5.4 Payment will be made upon satisfactory completion of the project, including post-installation inspection and any remedial works from that, although staged payments can be considered.

6 Timescales

The Council may reasonably alter the timescales in relation to the tender process and award of contract. The timescales relating to commencement of works and completion are desired dates/estimates.

w/c 02.02.26	Invitation to tender published on Government's Find a Tender website and posted on the Council's website.
30.03.26	Tenders to be returned by 9.00am.
31.03.26	Tenders to be opened by the Evaluation Panel.
w/c 06.04.26	Additional clarification sought and/or tender interviews to take place.
Mid April 2026	Extraordinary meeting of the Committee to consider recommendations from the Evaluation Panel for the award of the contract, followed by the award being made the next working day.
June 2026	Works to commence on site (expected to be approx 4-6 weeks).
Mid July 2026 (aim) OR Autumn 2026 (allowing for unforeseen delays)	Completion of contract delivery.

7 Sign Off and Aftercare

- 7.1 The Contractor should provide a comprehensive schedule of ongoing maintenance to be carried out by the Council once the works are complete. This should include a breakdown of items, specifications and maintenance requirements.
- 7.2 Copies of all relevant warranties and guarantees should be provided with the tender return.
- 7.3 The works will be subject to a post-installation inspection before the project is signed off as complete. The Contractor should undertake any remedial works identified as part of the report from this inspection and as part of the project cost. The MUGA should not be opened for public use until the works have been signed off to the satisfaction of the Project Manager.
- 7.4 All costs associated with sign off will be borne by the Contractor.