

New outdoor gym area at the Morgan Recreation Ground, Crowthorne



Invitation to tender May 2025

Deadline for submissions Noon Wednesday 2nd July 2025

1.0 Background

1.1 Crowthorne Village

Crowthorne village is located south of Bracknell and Wokingham, between the M4 and M3. It is a vibrant, healthy and desirable place to live and work. It has 5 primary schools and one secondary school and is home to two famous institutions, Broadmoor Hospital and Wellington College.

A significant proportion of Crowthorne Parish falls within a Special Protected Area, or its buffer zone, which protects ground nesting birds in the forested area. This means that Crowthorne is less affected by urban sprawl than other villages in south east England and has kept its village feel and leafy, green status.

1.2 Crowthorne Parish Council

The Morgan Recreation Ground (MRG) is owned by a charitable trust but managed and funded by Crowthorne Parish Council (CPC). CPC has committed to:

- promote and represent the community's views and aspirations.
- provide high standard, cost-effective services and amenities.
- to help create a socially inclusive and caring community which embraces all its residents, irrespective of age, culture, income, race, sexual orientation or religion, and which seeks to develop their emotional and physical wellbeing.
- support the move to a healthier, active community.



The Morgan Recreation Ground at its busiest – carnival 2022.

1.3 Morgan Recreation Ground (MRG)

The MRG is the main freely accessible park in Crowthorne, serving a population of approximately 7000. It has a fenced toddler play area and assorted play equipment for different ages for children surrounding it, picnic benches, benches, banked area with specimen trees and large grassed area containing a lined football pitch with permanent goals. In 2023 a new games area was installed to the east of the site. It is surrounded by mature trees and contains a football and basketball pitch, a netball area, calisthenics workout equipment and a Ninja trail all suitable for older children and adults. A track was also installed in 2023. At 2m wide and more than 300m round, it has proved very popular with all ages and abilities for running, walking, cycling and scooting.



Aerial view of the Morgan Recreation Ground before the track and games area installation.

There has been a recreation ground on the site of the current Morgan Recreation Ground for over 100 years. The views over the recreation ground are protected under the Crowthorne Neighbourhood Plan. The area subject to tender is not overlooked by any houses and is next to the car park, which also affords good access to the High Street and public toilets.

The park is well used by families, school children, dog walkers, sports enthusiasts, a Tai Chi club and weekly by three 'home' football teams – 2 adult teams and one U13s.

Edgbarrow School is the local secondary and is close to the park. It has more than 1500 students, many of which walk past or through, the MRG on their way to and from school.

2.0 The project

2.1 Cost

The total project cost shall not exceed £40,000. Note that council are not obliged to accept the lowest tender but are bound to assess 'best value'.

2.2 Vision

CPC would like to create an inspirational adult gym area for in order to:

- Enhance this popular village facility, generating more footfall both in the Morgan Rec and therefore the High Street.
- Support the government's Better Health campaign and BFC's Get Active Project.
- Benefit all ages and demographics of Crowthorne residents.
- Deliver commitments in the Neighbourhood and the Three Year Strategy Plan.
- Provide free sports facilities as all others in the area require pre-booking and a charge.

And ultimately:

- Encourage and inspire all members of the community to get outside and get moving!

2.3 Timeline

Contract published on Contracts Finder government portal	Mid May
Deadline for submissions (see Format of submissions 6.2)	noon, Wednesday 2nd July
Open bids, tender evaluation initiated	10am, Thursday 3 rd July
Tenders reviewed and contract awarded at Council meeting	7.30pm, Tuesday 2 nd September
Contract starts, conditional of satisfactory RAMS	Monday 8 th September
Project completed, including inspection	Thursday 23 rd October

For CPC – recommendation sent to agenda pack by 19th August. Council meeting on 2nd September.

2.4 Planning permission

The proposed gym area will not require planning permission as it is replacing an existing gym area.

2.5 Pricing and payment schedule

All pricing should be listed exclusive of VAT and valid for 5 months from the date of submission.

Payment will be made upon completion and the RPII report, less 5% snagging. Once the snagging is complete and CPC is satisfied that there are no ongoing issues, the last 5% will be settled.

For the full CPC Financial Regulations, see Appendix 1.

2.6 Inspection

All equipment shall be inspected by an accredited inspector on completion, to the standard of BSEN16630, HSE guidelines and in accordance with equipment manufacturer's maintenance and inspection instructions. This should be arranged promptly at the expense of the contractor.

3.0 Consultation

3.1 Current gym area



A fenced toddler play area to the north is separated from the gym area by picnic benches. Less than 25m away a teen shelter lies to the east and a collection of unfenced play pieces to the north east.

What 3 Words location: [///youth.liability.stable](#)

3.2 Site visits

Bidders are encouraged to visit, or video call, site. Email projects@crowthorne-pc.gov.uk to arrange a 20 minute viewing. Video calls are encouraged to save on travel emissions which may be possible if reps have visited site previously.

3.3 Consultation

CPC held a public consultation in the summer of 2024 which registered more than 300 votes. The results of this consultation are integral in indicating the equipment and activities required at the MRG. See results in the table below.

Type of equipment	Votes
Variable resistance	119
Flexibility	21
Rigs	62
Accessible	23
Cardio	95

Variable resistance equipment for strength and cardio training are by far the most popular – see highlighted votes. CPC would like to ensure that the area is accessible from the car park and to provide some accessible equipment too.

A 'rig' element is already provided in the sports area so repetition is undesirable. CPC would like some inclusive and accessible equipment.

4.0 Specification

The work specification is not exhaustive but stipulates the minimum requirements. Bidders are encouraged to submit imaginative proposals which will inspire adult park users.

The gym area is restricted to its current location – within site of the car park, lighting and CCTV. This bid should not exceed the total stipulated cost of £40 000.

Surface	
<p>Remove and dispose of all existing tiger mulch.</p> <p>Lay suitable long-lasting SUDS surface following manufacturers guidelines to allow for uninterrupted, easy access to, and between, the equipment.</p> <p>Install regulation thickness and size fall zone areas.</p> <p>Supply an insurance backed 5 year guarantee for surface works</p>	
Equipment	
<p>Remove and dispose of existing gym equipment.</p> <p>Install a range of exercise equipment to promote exercise for adult park users which will work a range of muscle groups and have resistance options to cater for all levels of fitness. See consultation results 3.3.</p> <p>Fully galvanised – hot dipped, not just painted.</p> <p>No timber products. Fire-resistant.</p> <p>Equipment should not provide sheltering possibilities.</p> <p>Regulation thickness and size fall zone areas.</p> <p>Equipment should include manufacturer's warranty. Please quote in e-submission.</p>	
Furniture	
<p>Install a low-level barrier to the east of the gym area to distinguish the adult gym area from the children's play area. Ensure complicity with demarcation recommendations regarding its 15m proximity to the children's play area. See BS EN 16630.</p> <p>Install signage to meet safety regulations.</p>	
Other	
<p>Assist CPC in the hosting of an opening event to introduce the community to the new gym area before October half term.</p> <p>CPC has a strong commitment to the environment and sustainability and would like to see this reflected in the design and/or materials. See sustainability scoring in 6.1.</p>	

4.1 The gym area



A fenced toddler play area to the north is separated from the gym area by picnic benches. Less than 25m away a teen shelter lies to the east and a collection of unfenced play pieces to the north east.

4.2 Site visits

Bidders are encouraged to visit, or video call, site. Email projects@crowthorne-pc.gov.uk to arrange a 20 minute viewing. Video calls are encouraged to save on travel emissions which may be possible if reps have visited site previously.

5.0 Work considerations

5.1 Site works

Confirmation of working hours, storage materials, access, location of skips, final programme of works and Risk Assessment and Method Statements (RAMS) will be agreed with CPC before work starts.

Heavy vehicles should use ground protection mats in all but the driest conditions to minimise impact on the recreation ground. Vehicles must not cross or drive on the track or football pitch. A banksman in high-viz must support all vehicle movements on the recreation ground.

All trees should be protected as they are a valuable feature to the park. Materials and machinery should not be stored beneath tree canopies or over tree root zones, again to minimise root compaction.

During installation, the contractor should secure the work area for the build, ensuring that the public cannot gain entry to the construction site. Locked Heras fencing would be appropriate. The contractor should take all reasonable action to ensure the new apparatus is not used until a practical completion is confirmed.

Machinery left overnight must be immobilised. The contractor will be held responsible and liable for any damage caused by, or to, machinery and materials left on site, and any vandalism caused by, or to, machinery and materials left on site.

The contractor will be held responsible for, and must make good any damage caused to existing buildings, roads, paths, grassed areas, car parks, drives, fences, drains, sewers, service mains, landscaping etc.

Before the project's completion any area that has been damaged during the installation must be made good and returned to new, or as a minimum to the original condition, at the contractor's expense.

The contractor must protect the whole MRG against unauthorised persons, vehicles and encampments by ensuring the access point is locked when not in use. The contractor shall bear the costs incurred in the removal of unauthorised encampments due to the contractor's negligence.

5.2 Removal of existing items and waste

The existing tiger mulch and gym equipment will need removing from site.

Any ground works undertaken by the contractor, resulting in spoil/debris/rubble will need removing from site and the costs to form part of this tender.

All waste should be stored safely while on site and then removed from site by the contractor. Please supply a copy of Waste Carrier Licence.

5.2 Opening event

An opening event, before half term is a requirement - after school on 24th October would be ideal.

6.0 Making the most of your bid

6.1 Scoring and evaluation

Tender submissions will be assessed on whether they meet the following criteria – MET or NOT MET. Submissions which fail to meet these criteria will be rejected.

Criteria	Submission method*	
Total project costs not to exceed £40 000	h	MET/NOT MET
Satisfactory references wrt installation	e	MET/NOT MET
Satisfactory references wrt maintenance	e	MET/NOT MET
Evidence of insurance cover (Public, Employer's, Professional)	e	MET/NOT MET
Assurances to deliver by 23 rd October 2025	h	MET/NOT MET
Insurance backed 5 year guarantee for surface works	e	MET/NOT MET

*h = hard copy/covering letter e = electronic

The following criteria will be scored on a scale of 0-5, and each weighted as shown.

Criteria	Weighting	Maximum score*	Potential total
Exercise value <ul style="list-style-type: none"> Diversity of exercise opportunities Quality of experience Appearance Response to consultation (see 3.0) 	3	5	15
Value for money <ul style="list-style-type: none"> Projected maintenance costs (see 4.3) Warranties and guarantees (see 4.4) 	2	5	10
Adherence to work specification (see 4.0)	2	5	10
Sustainability element to the project	1	5	5
Inclusivity – options for those with physical and motor impairments. Area is wheelchair accessible.	1	5	5
Social value <ul style="list-style-type: none"> Environmental statement Equality statement Any other social value factors Assurances to use local subcontractors 	1	5	5
Maximum possible score			50

*Where 0 score = No response, 1 = Significantly below expectations, 2 = Below expectations, 3 = Meets expectations, 4 = Above expectations and 5 = Significantly above expectations

6.2 Format of submission

The bids must be submitted in line with provisions outlined in section 5 of the CPC Financial Regulations, see Appendix 1.

6.3 Electronic submission

To save on paper please submit the information listed below electronically. Label attached files clearly and provide links where needed in the body of the emails.

Use this checklist to ensure everything is included in your email/s	Tick once included
Two satisfactory references wrt installation from the last 3 years	
Two satisfactory references wrt maintenance from the last 3 years	
Evidence of Public liability insurance (minimum £10 million)	
Evidence of Employers' liability insurance (minimum £5 million)	
Evidence of Professional indemnity insurance (minimum £5 million)	
Insurance backed 5 year guarantee for surfacing works	
A table specifying equipment maintenance costs.*	
Waste carrier licence	
Health and safety policy statement	
Equality policy statement	
Environmental policy statement	
A link to Companies House for the bidding company's audited accounts.	

* *Equipment maintenance*

Submissions must include a schedule for expected annual maintenance costs for the first 12 years, laid out as follows:

Item	Year 1 costs	Year 2 costs	Year 3 costs...	...Year 12 costs	12 year total maintenance cost

6.4 Hard copy submission

The sealed bids must be posted to arrive by noon, Wednesday 2nd July. They should be marked 'Gym area – CONFIDENTIAL' and posted to:

The Clerk, Crowthorne Parish Council, Morgan Centre, Wellington Roads, Crowthorne, RG45 7LD

The prescribed date for opening bids is 10am, Thursday 3rd July, in the presence of the Clerk and a councillor.

Please allow plenty of time for postage/delivery. CPC recommends recorded delivery/courier and cannot promise to consider late bids if the tender process has commenced.

Use this checklist to ensure everything is included in your posted submission	Tick once included
A developed scheme with:	
3D CAD of the project area.	
Individual images, costs and warranty for each piece of proposed equipment.	
Itemised costs for the complete project including waste disposal and surfacing costs.	
Confirmation that the timetable can be met - complete by 23.10.25	
Details of any enforcement action under the Health and Safety legislation, or confirmation that there are none.	

Bidders must ensure they fully understand this document, the work requirement and specification. If you have any queries please ask - projects@crowthorne-pc.org.uk or 01344 771 251.

Appendix 1 – CPC Financial Regulations Section 5 and Appendix 1 dated April 2025.

5. Procurement

5.1. Members and officers are responsible for obtaining value for money at all times. Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made.

5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

5.6. For contracts estimated to exceed £30,000 including VAT, the Clerk shall either seek formal tenders from at least three suppliers or advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

5.7. For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.

5.8. For contracts greater than £5,000 excluding VAT the Clerk or Finance Officer shall seek at least 3 fixed-price quotes;

5.9. Where the value is between £500 and £5,000 excluding VAT, the Clerk or Finance Officer shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers, or use a regular supplier/contractor who has previously been engaged by Council.

5.10. For smaller purchases, the Clerk or Finance Officer shall try to achieve value for money.

5.11. Contracts must not be split to avoid compliance with these rules.

5.12. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below, in which case the requirement to obtain competitive prices in these regulations need not apply, and the Clerk or Finance Officer are duly authorised to determine and approve the work/contract and report to Council at the next meeting:

- i. specialist services, such as legal or other suitably qualified professionals;
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.
- v. for the supply of gas, electricity, water, sewerage, broadband and telephone services and the like;

- vi. for additional audit work of the external/internal auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of the council and report to council at its next meeting)

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- The Clerk under delegated authority, on revenue items up to the amount included for that class of expenditure in the approved budget.
- the Clerk, under delegated authority, for any items below £2500 excluding VAT.
- the Clerk, in consultation with the Chair of the Council or Vice Chair of Council in the Chair's absence, for any items between £2500 and £5000 excluding VAT.
- In respect of grants the Administration Working Group or a dedicated sub group shall review applications, recommend expenditure/awards within any limits set by council and ensure compliance with the Council's Grant Awarding Policy and statutory powers. The Administration Working Group's recommendations must be taken to council for approval/resolution and must not exceed the budget sum approved for grant payments. Subject to these provisions the Clerk is authorised to pay any grants duly approved. Occasionally unspent grant funding may remain and ad hoc approval for small community grants up to £250 may be authorised by the Clerk in consort with either the Chair or Vice Chair, any such approval shall be reported to Council at its next meeting.
- the council for all items over £5,000;

Such authorisation must be supported by a purchase order, minute (in the case of council or committee decisions), or other auditable evidence trail, which in the case delegated powers purchases, emergency or urgent matters could be a signed telephone note or an email.

5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council, or where the budget and earmarked reserve, or budget and vired budget cover the expenditure, except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety/health and safety on council premises, the Clerk, or Finance Officer in the Clerk's absence, may authorise expenditure of up to £10,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk or Finance Officer shall report such action to the Chair, or Vice Chair in the Chair's absence, as soon as possible, and to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the officer, committee or council with authority to authorise the

expenditure is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. A purchase order, letter or email shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate due to de minimis principles or petty cash type purchases. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO and Finance Officer.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council. Council should be aware that for large, technical projects, it may be best to require tender by post in order that the person or organisation tendering provides hard copies of all tender document, plans and associated papers.
- 3) Where a postal process is used, each tendering firm shall seal and clearly mark their envelope 'Tender bid for Gym area – CONFIDENTIAL'. The tender is to remain sealed until the prescribed date for opening tenders. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use the Clerk's email address and emails containing a tender must be headed 'Tender bid for Gym area – CONFIDENTIAL' to ensure that nobody inadvertently opens and accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to the relevant standing order of Council and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.
- 7) Where the tender opportunity has been advertised on the Find a Tender Portal a notice confirming the decision to award or not to award a contract as the case may be shall be uploaded to the portal within the timeframes required for public inspection.