



Project Brief

Victoria Play Area

Victoria Pleasure Ground

(via Old Timbers Lane)

Uckfield, East Sussex, TN22 5DJ

**To dispose of old equipment and fencing,
design, supply & install new play equipment,
safety surfacing, fencing and gates**

April 2025

Uckfield Town Council
Council Offices
Civic Centre
Uckfield
TN22 1AE

1.0 Project overview

Uckfield Town Council is seeking to commission the required expertise to:

Victoria Play Area

- (i) remove all items of existing equipment within Victoria Play Area;
- (ii) design a high-quality and inclusive play area for children aged up to 12 years;
- (iii) supply and install new equipment, safety surfacing, fencing (*to two sides – northern and eastern*) and gates.

Hempstead Play Area

- (i) remove the remnants of the zip wire, and;
- (ii) replace, supply and install an alternative piece of equipment such as a viper swing in place of the zip-wire on a suitable surface;

The design of Victoria Play Area should incorporate inclusive play principles, safety, durability and environmental sustainability. Our preference of materials would be metal or composite rather than wood due to the risk of vandalism, risk of splintering, and any susceptibility from rotting/pests.

And on the success of delivering these works, the supplier may also be awarded the replacement of play area equipment at other sites within the town.

2.0 Main site address – Upgrade of Victoria Play Area

Victoria Pleasure Ground
(via Old Timbers Lane)
Uckfield
East Sussex, TN22 5DJ

Hempstead Play Area - Replacement of one piece of equipment

Hempstead Recreation Ground
(via Hempstead Lane)
Uckfield
East Sussex, TN22 1DZ

3.0 Lead Officers

Liaison during and post submission:

Name: James Hollingdale
Position: Estates & Facilities Manager
Organisation: Uckfield Town Council
Address: Civic Centre, Uckfield, East Sussex, TN22 1AE
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Contact for receipt of tender documents:

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Position: Town Clerk
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Telephone: 01825 747793
Email: townclerk@uckfieldtc.gov.uk

4.0 Budget

Main site address (Victoria Play Area) – all items

For which the contractor is responsible, must be delivered within a maximum budget of £80,000-£90,000. This excludes VAT.

Replacement of one piece of equipment (Hempstead Play Area)

For the removal of the zip-wire, supply and installation of a replacement piece of equipment at Hempstead Recreation Ground, there is a maximum budget of £20,000. This excludes VAT.

Therefore for the project in total, Uckfield Town Council has a maximum budget of £110,000, excluding VAT.

The Tender is accepted on a “Fixed Price” basis and the Contractor will not be entitled to claim and the Council will not allow any increase in the price of the services and/or cost of, or incidental to, the employment of labour, and the prices included in the Tender shall be the maximum payable by the Council, once the full design has been agreed with the selected company.

We do expect the final design and associated costs to change marginally in response to feedback from play area users and Town Councillors, between the first submission and final and approved design in July.

5.0 Time-scales

Date	Action
Monday 14 April	Invitation to tender placed online at ‘Find a Tender’
Sunday 18 May	Deadline for play area companies to provide formal designs and associated quotations
Monday 19 May	Formal opening of tenders by relevant Town Councillors and Senior Management
Wk beg 19 May	Selected members of E&L Committee to review designs in detail with Senior Management Team. The top 3 or 4 companies to be selected, and invited to the Public Consultation on Saturday 31 May 2025
Tuesday 27 May	Members of E&L Committee to fully review designs and feedback from local residents. These will be laid out prior to the meeting.
Saturday 31 May	Public Consultation Drop-in: 10.00am – 1.30pm Ashdown Room, Civic Centre
Wk beg 2 June	Analysis of resident feedback, and feedback from members.
Wednesday 25 June	Present findings and analysis of feedback to Full Council
Thursday 26 June	Notification of award to successful company, and confirmation of any finer details required.
Monday 7 July	Presentation of final design and company response to finer details.
Tuesday 8 July	Project given go ahead.

6.0 Site information - contractor's access

(i) Main site address – Victoria Play Area

The play area is located at Victoria Pleasure Ground.

The contractor can access the site at the western end of the car park. The contractor will be responsible for any damage caused as a result including gates etc.

(ii) Hempstead Play Area - Replacement of one piece of equipment

The play area/recreation ground is located at Hempstead Recreation Ground.

The remnants of the zip-wire which is due to be replaced is accessible by the adjacent car park in Hempstead Recreation ground (adjacent to Guide Hut – Osborn Hall).

Access to public car parking spaces

Car parking spaces should remain accessible to the public throughout the works. If it is necessary to restrict public access in a specific area of the car park either at Victoria Pleasure Ground or Hempstead Recreation Ground, for vehicles, equipment or plant etc., appropriate measures must be taken to ensure the safety of the public, and early notice should be given to the lead officers at Uckfield Town Council, to enable the Council to cordon off the necessary area, and inform service users by notices on site, and social media announcements.

Both Victoria Pleasure Ground, and Hempstead Recreation Ground are owned by Uckfield Town Council. There is therefore no requirement to seek permission to park from another landowner or parking enforcement company.

See attached maps and photographs in appendix A of this report.

7.0 Feedback from service users

An online survey was created on Google forms and opened up to the users of the existing Victoria Play area and local residents for approximately three weeks, to understand what they wanted to see from a new play area. The deadline for feedback, fell on 19 March 2025.

A total of 211 responses were received. Many residents had used the facility in the past, but as many of the pieces of equipment had now been removed or reached end of life, local residents tended to visit other newer play areas within the town.

The summary of results from the survey can be found in appendix B of this report.



Appendix A

(A) Site locations

Main site address – Upgrade of Victoria Play Area

Victoria Play Area is located to the north western corner of Victoria Pleasure Ground. Victoria Pleasure Ground falls under the responsibility and maintenance of Uckfield Town Council, and was gifted on a long-term lease by the Streatfeild family in 1897 for 999 years (which would take the Town Council until 2876 before a renewal would be required).

The full pleasure ground is approximately 3.37 hectares, with the play area comprising 0.09 hectares. The full site is a hub for sport and recreation, with a children's play area, three tennis courts, a cricket wicket, and outfield, practice cricket nets, artificial cricket wicket, croquet area, and football pitch. Adjacent to Victoria Pleasure Ground is New Barn football pitch, to the south east, which also encompasses a community orchard, skate park and multi-use games area.

The existing play area is located in the north western corner, adjacent to three tennis courts, to its west, car parking spaces to the east, and the cricket outfield to the south.

There is a footpath to the north of the children's play area which provides a connection for residents living in Forge Rise and Forge Close with the pleasure ground, and provides those on foot with a circuit of the pleasure ground. This footpath is due to be improved with developer contributions once an adjacent large development is built out over the next five or so years. The adjacent development is known as Seghers Place, and due to see 750 homes built, (the second phase, of a 1,000 home development).

To the east of Victoria Pleasure Ground is St. Philips Catholic Primary School. This primary school provides education for boys and girls aged between 3 years and 11 years. You will often find these students playing at Victoria, prior to and after school, along with friends and family members.

The existing children's play area, has reached the end of its life. Much of the play area has had to be removed to ensure the safety of users, and we have been saving to upgrade this facility, since the pandemic.

This play area has not been upgraded for some years and received repairs to the surfacing in 2017. The most recent play area to be upgraded in Uckfield, and owned by the Town Council is that of Luxfords Play Area (TN22 1AL). This was opened in September 2020.



Figure. 1 – Google Maps Extract – North Western Corner of Victoria Pleasure Ground. Existing play area outlined in red.



Figure. 2 – Google Maps Extract – Full bird's eye view of Victoria Pleasure Ground.



Figure. 3 – Photo of existing Victoria Play Area looking west



Figure. 4 – Closer perspective of existing Victoria Play Area, looking west from the fenceline.



Figure. 5 – View of existing play area from footpath looking south



Figure. 6 – View of existing play area from footpath looking east

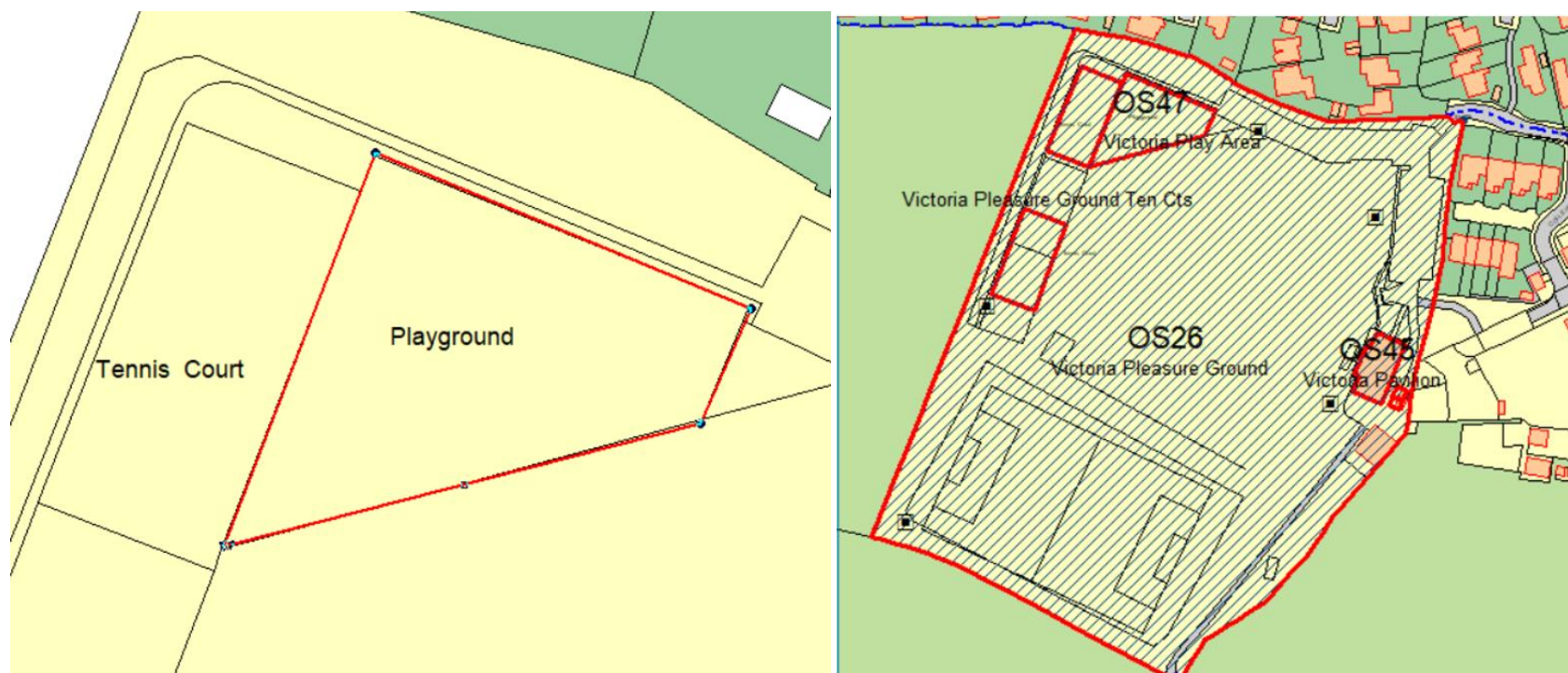


Figure. 7 – Pear Technology mapping.

(ii) Hempstead Play Area - Replacement of one piece of equipment

Hempstead Play Area is located to the north eastern corner of Hempstead Recreation Ground and accessible by vehicle via Hempstead Road/Hempstead Lane, and by foot either by this lane, or through Hempstead Meadows Local Nature Reserve.

The piece of equipment we're looking to replace is the Zip-wire which is located approximately mid-way down the slope and into the recreation ground (south of the smaller play area).



Figure. 8 – Extract from Google maps of Hempstead Play Area and Recreation ground



Figure. 9 – Photo of the current zip-wire due to be replaced mid-way down Hempstead Recreation Ground. Looking south.



Figure. 10 – Photo of the current zip-wire due to be replaced mid-way down Hempstead Recreation Ground. Looking north.



Figure. 11 – Photo of the smaller children's play area located on the left (east) as you walk into Hempstead Recreation Ground from Hempstead Lane.