

UCKFIELD TOWN COUNCIL



Preliminaries

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 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, and splinter risk.

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

2.0 General requirements

The Contractor shall be responsible for the complete design, supply and installation of an inclusive play area at Victoria Pleasure Ground, in accordance with the Project Brief.

The Contractor shall provide all necessary labour, materials, tools, and equipment required for the successful completion of the project.

Uckfield Town Council shall be notified of any site constraints or conditions that may affect the successful completion of the project.

3.0 Key requirements

We expect the design to reflect the feedback received by members of the public, and users of the play area. Any quotations or inclusion of a splash pad within the design, would need to be additional to the package proposed, as the Town Council does not currently have the resource to maintain this.

- **At least one climbing frame/unit with or without netting;**
- **At least one multi-play structure;**
- **At least one slide, integrated or separate, from the above;**
- **At least one set of swings, with consideration for inclusivity and accessibility;**
- **Consideration of a basket swing, if space and budget allows;**
- **At least one roundabout or spinner, with consideration for inclusivity and accessibility;**
- **At least one rocker/seesaw;**
- **Consideration for toddlers;**
- **Interactive play such as a small obstacle course, or play panels;**

Please take into account the height of the above equipment. We would prefer not to obtain planning permission for the upgrade.

4.0 Site preparation

Uckfield Town Council is not aware of any services running under or above the existing play area. The contractor is responsible for making the necessary checks to establish if there are any utilities and/or watercourses affecting the site and to ensure that no damage to any services occurs during the course of the works. Any such damage will be rectified at the contractor's expense.

All necessary excavation and ground preparation works shall be undertaken to ensure a level and stable base for the play area installation.

5.0 Security

For the duration of the project, the contractor must take all reasonable measures to ensure that the work area is secure both during the working day and when the contractor is not on site. All parts of the boundary that are accessible must be secured with Heras fencing, or similar provided by the contractor in order to prevent public access. Appropriate signage should be displayed to discourage entry into the work area.

Allow for the Heras fencing or similar to remain until the post installation inspection has been carried out by ROSPA and any significant issues raised have been rectified.

6.0 Storage

Items can be stored within Victoria Pleasure Ground, within either the car parking bays or the play area. Any damage to grassed areas caused as a result of storage of materials etc. must be rectified at the contractor's expense. Any materials stored should be fenced off and inaccessible to the general public (as above).

7.0 Welfare facilities

There is a public toilet on the ground floor of Victoria Pavilion, at Victoria Pleasure Ground, which is accessible to the public, and can therefore be opened by the Town Council's Grounds team, for the working hours of the contractors.

If works are required to be carried out, out of hours, the contractor should provide the necessary welfare facilities as required under current CDM regulations.

8.0 CDM & Health and Safety

Construction (Design and Management) Regulations 2015 (CDM 2015) must be complied with including the submission of a construction phase plan before works commence. A method statement, risk assessment and insurance will also be required.

The contractor's quotation submission must confirm in writing whether or not it is necessary to notify the HSE of the work as required under CDM regulations i.e. whether the work will last longer than 30 days, involve more than 20 workers working at the same time or involve 500 person days of work. If the HSE needs to be notified, the contractor should confirm that they will be undertaking this.

Uckfield Town Council is working together with the Health and Safety Executive to comply with Health and Safety working practices in relation to contractors carrying out work on behalf of the council. Contractors registered with Constructionline need to provide a copy of their Constructionline and insurance certification.

To reiterate, BSEN 1176 and BSEN 1177 must be complied with.

9.0 Health and Safety in relation to play equipment, surfacing and materials

Play equipment must be certified as proof of compliance with the European Playground Safety Standard EN 1176.

Safety surfacing must be certified as having been tested in accordance with the requirements set out in BS EN 1177.

Installation must comply with the European Standards EN 1176 and 1177.

Paint must be lead and cadmium free.

10.0 Location of existing equipment, surfacing and fencing

It is expected that contractors will carry out their own site survey prior to submitting a quotation.

11.0 Fencing, gates and foot paths

The current bow top fencing needs to be replaced with new bow top fencing to the north and eastern sides of the play area. The rear high-level fencing will remain in situ adjacent to the cricket pitch and tennis courts.

Existing gates are to be replaced with:

- Self-closing pedestrian gates, top and bottom of the play area
- A double, lockable, maintenance gates in a suitable location

12.0 Existing equipment and surfacing

All of the existing equipment is to be removed and disposed of at the contractor's expense. Certain areas of existing surfacing may be used as a sub base for the new surface and equipment but the contractor must confirm this is suitable at initial quote stages. Areas of existing surface not included in the new layout are to be made good and returned to turf, i.e. bottom section of the old play area, which will not be included in new design.

13.0 New safety surfacing

Quotations are to be submitted for with the current options available for safety surface. Previously we have requested quotes for two options including:

- 1) Bonded rubber mulch system e.g. Tiger mulch or named equivalent with sub base.
- 2) Wet Pour rubber surfacing system with stone base

We recognise however that there may be newer materials on the market, and more sustainable products available.

- The new surface must not create any trip hazards or places where water will pond;
- There should not be a significant difference in the finished surface level and the surrounding grass. Edges should be tapered in to the existing grass. Where appropriate, the ground level immediately around the surfacing can be made up by first removing the existing grass then making up the level with a good quality loam over which turf should be laid;
- Any excavations in the existing surfacing created through the removal of existing equipment must be filled as appropriate prior to the new surfacing being laid;

- Wear pads should be laid in high impact areas i.e. under the swing seats;
- Any existing base not used to accommodate new equipment and surfacing must be excavated to a depth of 150mm and removed from site;
- Minimum warranty: 5 years. Please state length of warranty in your quotation.

14.0 Issues during construction phase

Any vandalism or other issues arising during the construction phase should be reported immediately to the Lead Officers for the project.

15.0 Reinstatement

The contractor should take all reasonable care to minimise damage to the existing grass and boards or similar should be used if necessary if the ground conditions are wet.

Topsoil excavated during the course of the work may be used to make up levels to excavated and damaged areas where necessary. Any large stones or other debris must be removed. Sub-soil should not be used. Topsoil excavated during the course of the works may be set aside for this purpose. Excess material must be removed from site. Area not included in the new design to be returned back to turf.

16.0 Post installation inspection

A post installation inspection conducted by RoSPA will be arranged and paid for by Uckfield Town Council. The contractor should keep the Lead Officers advised of the expected completion date in order that the necessary arrangements can be made. The contractor will be required to address the issues raised in the inspection within 10 working days of notification unless RoSPA deem action to be urgent.

17.0 Communications and Meetings

- (i) A pre-start site meeting will be held no less than two weeks before work commences at which the contractor must provide the Lead Officers with contact details of the site foreman;
- (ii) The location of equipment and surfacing should be confirmed well in advance of the commencement date of works being agreed and installation begins;
- (iii) A progress report should be submitted by e-mail to the Lead Officers on each Friday during the course of the works and should include any changes in the original work programme and the anticipated completion date;
- (iv) Practical completion will be agreed on site subject to a satisfactory outcome to the post installation inspection.

18.0 Documentation to be provided at the time of quotation

A covering letter should be provided with a named contact, stating the quotation value and confirming full compliance with this brief.

19.0 Documentation to be provided prior to commencing work

- Construction phase plan/work programme;
- Risk assessment and method statement;
- Management plan;

20.0 Documentation to be provided upon practical completion

- Maintenance instructions;
- Guarantee certificate for each product;

- Invoice to the value of 95% of the total cost;

21.0 Payment

Payment will be in 2 parts; 95% upon practical completions and the remaining 5% upon completion to Uckfield Town Council's satisfaction of any works identified through the post installation inspection.

22.0 Quotation instructions and validity

- Uckfield Town Council's will work to its Financial Regulations to review and open tenders;
- Quotations must be received in hard copy although it would be helpful if an electronic copy could also be sent **by the return deadline of 11.59pm on Friday 16 May 2025**;
- The hard copy should be marked for the attention of the Town Clerk and must include the following text; 'Quotation for Victoria Play Area,' by **11.59pm, Sunday 18 May 2025**.
- Quotes will not be valid unless completed in full as requested.
- Quoting contractors will be deemed to have visited the site as no claim at a later date will be considered in the grounds of lack of knowledge of the site conditions, access, the existing equipment etc.
- If any items are not priced, the quoting contractor will be deemed to have made due allowance for these items in their prices for other items.
- Emailed quotations received after **11.59pm on Friday 16 May 2025** will not be considered.

23.0 Quotation assessment

The assessment will be a two stage process:

Stage 1:

To be undertaken by Uckfield Town Council and covering:

- Submission of all requested documentation;
- Compliance with brief;
- Delivery within budget;

Stage 2:

A public vote for the preferred proposal will be held. Prior to this, all those companies (contractors) that complete Stage 1 to the satisfaction of Uckfield Town Council will be required to present their proposal at a public exhibition at Uckfield Civic Centre on Saturday 31 May 2025 between 10.00am and 1.30pm.

The presentation will show the proposals of a maximum of eight contractors. Attendance is essential.

The Town Council reserves the right not to assess quotations on cost only and may not award the contract to the lowest quotation in accordance with 11.9. of its Financial Regulations, but whether the design meets the project brief, and recommended play area equipment within the space available.

24.0 Presentation

The following should be provided at the time of quotation: -

- a) Scale plan of layout: 1x hard copy and pdf suitable for printing at A3;

- b) Colour pictorial presentation: 3 x hard copies A2 size and pdf suitable for printing at A3;
- c) Colour, labelled presentation of the individual items of equipment: 3 x hard copies at A2 size and pdf suitable for printing A3.

25.0 Project Timeline & Completion

The project must be completed within the following timeline:

- (i) Contract Award: July 2025
- (ii) Installation Start: No later than December 2025
- (iii) Completion & Handover: No later than March 2026

26.0 Environmental and Sustainability Requirements

The Contractor shall use environmentally sustainable materials wherever possible.

Waste disposal shall be conducted in accordance with current environmental regulations.

Information on the materials used within the play area surfacing should be readily available, to assist in answering questions from elected members.

The Contractor should consider their carbon footprint.

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