



Colden Common Parish Council
Parish Office
Colden Common Community Centre,
St Vigor Way, Colden Common,
Winchester, Hants, SO21 1UU

Project Design Brief / Specification

Tender 2 **Colden Common** **The Green – MUGA**

Tender 1 **Colden Common** **The Green** **Skatepark Replacement** **(see separate tender documents)**

Deadline for quotes to be received by NOON
Wednesday, 14th January 2026

Award planned for March 2026
Works starting from Wednesday, 1st April 2026
Works to be completed by Friday, 10th July 2026

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1.0 Introduction

Colden Common MUGA is located at St Vigor Way, Colden Common SO21 1UU (see addendum 1 Location Maps). **What three words location ///wished.lazy.fades**

This is a key destination play space due to its position opposite the primary school and its proximity to key facilities, including the shop and Community Centre. A high-quality design is sought as reflected in the Tender Evaluation Criteria (see addendum 5)

The age of the equipment and surfacing is now such that a new scheme is required to bring it into line with current safety requirements and to enhance the general appearance of the location.

The purpose of this brief is to obtain **fixed price quotations and illustrated layouts** for the installation of a new MUGA. Quotes should include

- Removal of existing equipment, benches, hoops, wooden kick wall, key clamp railings and MUGA end panel.
- Supply and installation of new fencing and equipment and tarmac surfacing, if applicable

The area should be accessible to children of all abilities, from primary school through to early teens and adults.

2.0 Budget and retention

The **maximum** budget for this opportunity is £35,000 plus VAT. The council reserves the right to disqualify the tenderer from the process if a submitted fee exceeds the maximum budget.

The contract will include a provision to retain 2.5% of the total contract sum as a holdback against any defects for a 12-month defects liability period following the issue of the Certificate of Practical Completion.

An independent final inspection of the entire project will be conducted, which should be arranged and funded by the successful contractor to ensure that all work has been completed to an acceptable standard.

The council will pay the submitted contract fee (minus the retention as set out above) upon receipt of the independent inspection report.

3.0 Site Visit

A visit to the site to see the location, current equipment, and facilities firsthand, and assess general logistics, is a mandatory requirement before submitting a tender. A tenderer can be accompanied by a member of Colden Common Parish Council if desired by arranging a time for the visit.

The site is (see Addendum 1 – Location Maps): MUGA, The Green, St Vigor Way, Colden Common, Winchester, Hants, SO21 1UU. Parking is available in the Community Centre Car Park.

What three words ///plus.could.dots

Contact: Debbie Harding

Email: clerk@coldencommon-pc.gov.uk

Tel: 07775 627131

4.0 General Aspirations

- To improve the usability of the MUGA with a range of different options for a wide variety of games
- To make a universal area that includes space for football, basketball as a minimum and netball/hockey as a preferred
- To provide high fencing all around the MUGA to ensure games are kept safely inside the area, as it will be situated next to a skatepark
- To provide appropriate surfaces or improve the surface to stop puddles forming.
- The Council is particularly concerned about durability in relation to the structures and fittings becoming loose through ball vibration.
- The suitability of the flood lighting needs to be assessed in any design and fully costed in the tender.

5.0 Requirement and specification

- Safety: The MUGA should be designed with safety as a top priority. This includes ensuring that all equipment meets current safety standards and that the area is designed to minimise the risk of accidents.
- Powder-coated finish to the MUGA structure is preferred for aesthetic reasons with gates in a contrasting colour.

- Equipment should be spaced appropriately, as current standards dictate, and meet the following standards as a minimum
 - BS EN 1176/77 (Playground equipment)
 - BS EN 15312 (Multi-use sports equipment)

Please note that the area south (adjacent to the MUGA) will be refurbished as a Skatepark (see separate tender documents). High fencing must be part of this refurbishment design to minimise the risk of balls entering the skatepark.

- The scheme will require the complete removal of existing equipment, benches, hoops, wooden kick wall, key clamp railings, and MUGA end panel.
- Supply and installation of new fencing and equipment, and tarmac surfacing, if applicable
- Addendum 1 includes a plan to illustrate the available area.
- The area should be accessible to children of all abilities, from primary school through to early teens and adults.
- Making good and finishing the site to a high standard is essential. This must include but not be limited to:-
 - Finishing edges neatly and properly, as required.
 - Litter picking and clearing arisings and detritus that have either resulted from the work or other sources. See the specification in Addendum 4 for details.
 - Leaving no unresolved areas – each part of the site within the contractor's boundary must be designed and finished to a high standard.
 - Leaving the site in a well-finished, clean, and tidy condition.
 - Materials that require disposal should be recycled, or if not possible, they must be disposed of in authorised facilities.
 - The available funding is for capital build only. No extra funding has been secured for the maintenance of the equipment. Therefore, the contractor should consider the maintenance requirements of their proposals within their design long term.
 - Specialist tools required for the maintenance of fixings must be provided for the client's use.
 - An equipment inventory and specification must be provided.

- Equipment, diagrams, as built drawings and layouts must be provided.
- Manufacturers' operation details and maintenance schedules for each item of equipment must be provided.
- The Contractor must arrange and pay for the MUGA to be inspected by RoSPA (and/or an appropriately accredited inspector) and any remedial works carried out by the contractor at the contractor's cost. The site must remain fenced off with safety fencing until this inspection has been completed and the report received.
- The Council will conduct a final inspection of the entire project in conjunction with the contractor to ensure that all work has been completed to an acceptable standard.

6.0 Project brief

The aim is to provide a new MUGA that offers a safe and controlled environment for practicing, learning, and improving skills. It must be easy to maintain. It should provide space for football, basketball, as a minimum, with netball and hockey as preferred.

- Equipment range from primary school, to early teens and adults
- **Maximum** budget of £35,000 plus VAT
- Please provide a plan as the scheme will go out to public consultation to consider residents' feedback before awarding the contractor.

Deadline for quotes to be received by NOON Wednesday, 14th January 2026

Award planned for March 2026, with works commencing from April 2026.

The tender process is being conducted in accordance with the following indicative timescale:

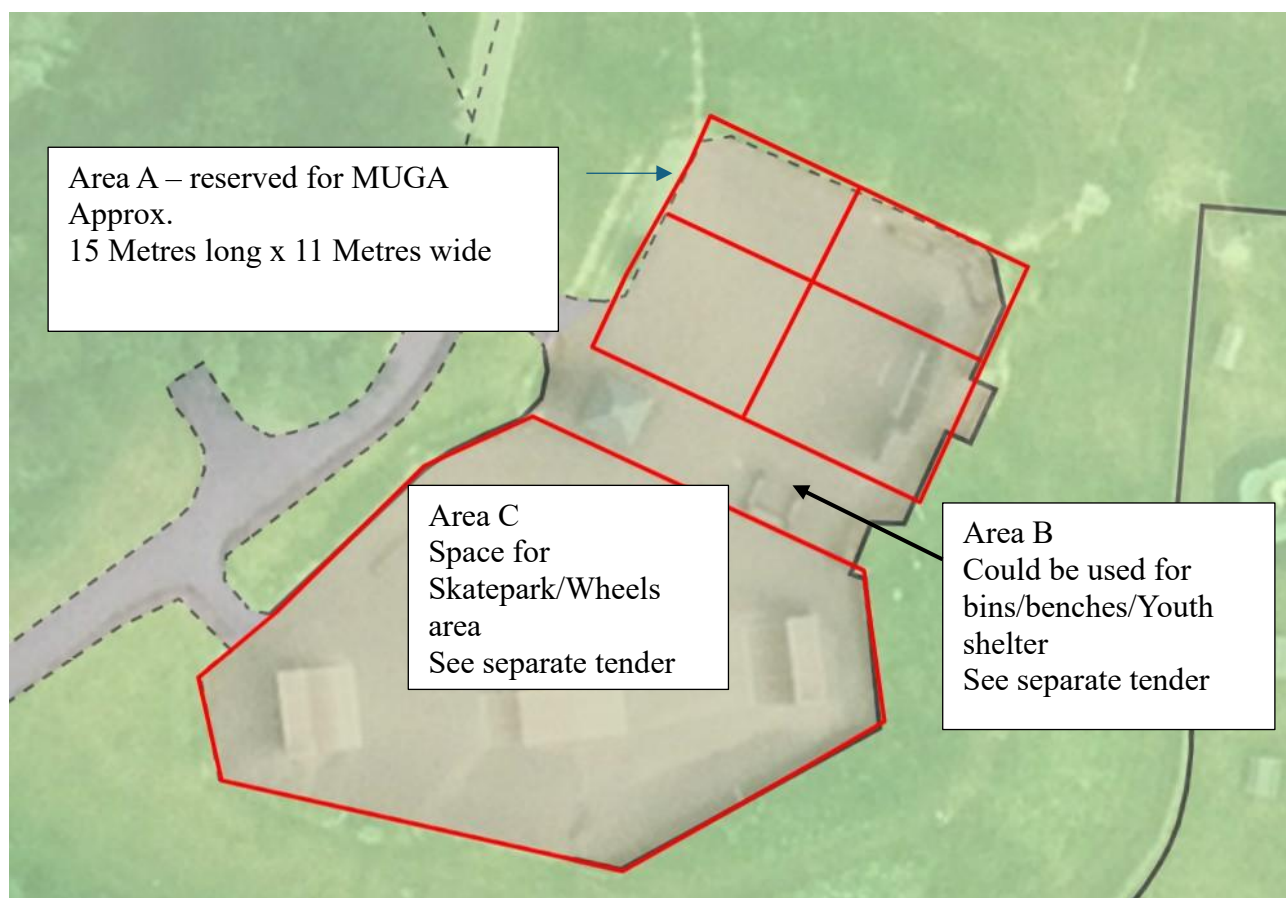
- Tender issued Thursday, 6th November 2025
- Closing date for clarification questions: Wednesday, 17th December 2025
- Closing date for submission of tender 12 noon Wednesday, 14th January 2026
- Award of the contract no later than Wednesday, 18th March 2026
- Project to start no earlier than Wednesday, 1st April 2026
- Project to finish no later than Friday, 10th July 2026

7.0 Addendum 1 – Location maps

MUGA, The Green, St Vigor Way, Colden Common, Winchester, Hampshire, SO21 1UU.
What three words ///wished.lazy.fades

Area A - MUGA location and available area

Areas B and C are separate facilities for a skatepark and possible provision of a youth shelter, benches, and bins – please refer to the separate tender.



8.0 Addendum 2 – Frequently asked questions and current equipment

Frequently asked questions

Q. Does the facility have access to employee welfare facilities?

A toilet is available in Colden Common Community Centre, a 2-minute walk from the site. A convenience store is adjacent to the Community Centre.

Q. Is there parking?

Parking is available in the Community Centre Car Park

- Q. What facilities are there for a compound area?**
A compound can be on-site and can be discussed on the award of the contract.
It would be a requirement to make good any damage to grassed areas.
- Q. What access is there for heavy-duty machinery?**
An access road is available to the site from the Community Centre Car Park.
- Q. How big is the area?**
It is approx. 15m long and 11m wide
- Q. What equipment is currently at the site**
A wooden bench, a wooden kick wall, key clamp fencing and an MUGA end panel with a basketball hoop.

9.0 Addendum 3 – Statutory authority services.

Drawings on pages 9 and 10 are from statutory service providers but show approximate locations only. Other services may not have been captured; therefore, a site investigation by the appointed contractor will be required before work commences.



Warning: PDF designed for A4 colour print only with no page scaling

020m Dig Sites Area: Line:

Date Requested: 17/09/2025
Job Reference: 38740060
Site Location: 447794 122102
Requested by: Mrs Debbie Harding
Your Scheme/Reference: Skateboard Park

Voltages (V)				
LV (Low Voltage) and Services	Up to 1,000V			
HV (High Voltage)	Over 1,000V to 11,000V			
EHV (Extra High Voltage)	22,000V to 132,000V			
Transmission	275,000V and 400,000V			

NORMAL DEPTH TO THE TOP OF THE CABLE WHEN LAID				
	Services	LV	HV	EHV
Footpath/Unmade	0.45m	0.45m	0.6m	0.8m
Road Crossing	0.6m	0.6m	0.75m	0.9m
Agricultural	1m	1m	1m	1.1m

Legend

Service Cable

LV Mains

2-3.3kV

6.6kV

11kV

22kV

33kV

66kV

132kV

275kV

400kV

Fibre Optic

Pilot Cable

Distribution Structures [Electric]

Pole, Existing Location

Pole, Existing Location - Single

Pole, Existing Location - H

Duct Route

Cross Section Route

WARNING

There may have been subsequent alteration to the surface levels. Trial holes must be undertaken to determine position and depths of cables. HS (G) 47 Booklet from the Health and Safety Executive - Avoiding Danger from Buried Cables - should be consulted before commencing excavation work.

WHEN WORKING IN THE VICINITY OF OVERHEAD LINES THE HEALTH AND SAFETY GUIDANCE NOTES (SSGPH) SHOULD BE CONSULTED (AVAILABLE FROM THE HSE WEBSITE)

Scale: 1:500 (When plotted at A4)

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01256 337 294

Asset Data@sse.com

Scottish & Southern Electricity Networks

Southern Electric Power Distribution plc

Registered Office: No.1 Forbury Place
43 Forbury Road Reading RG1 3JH
Registered In England & Wales No.04094290

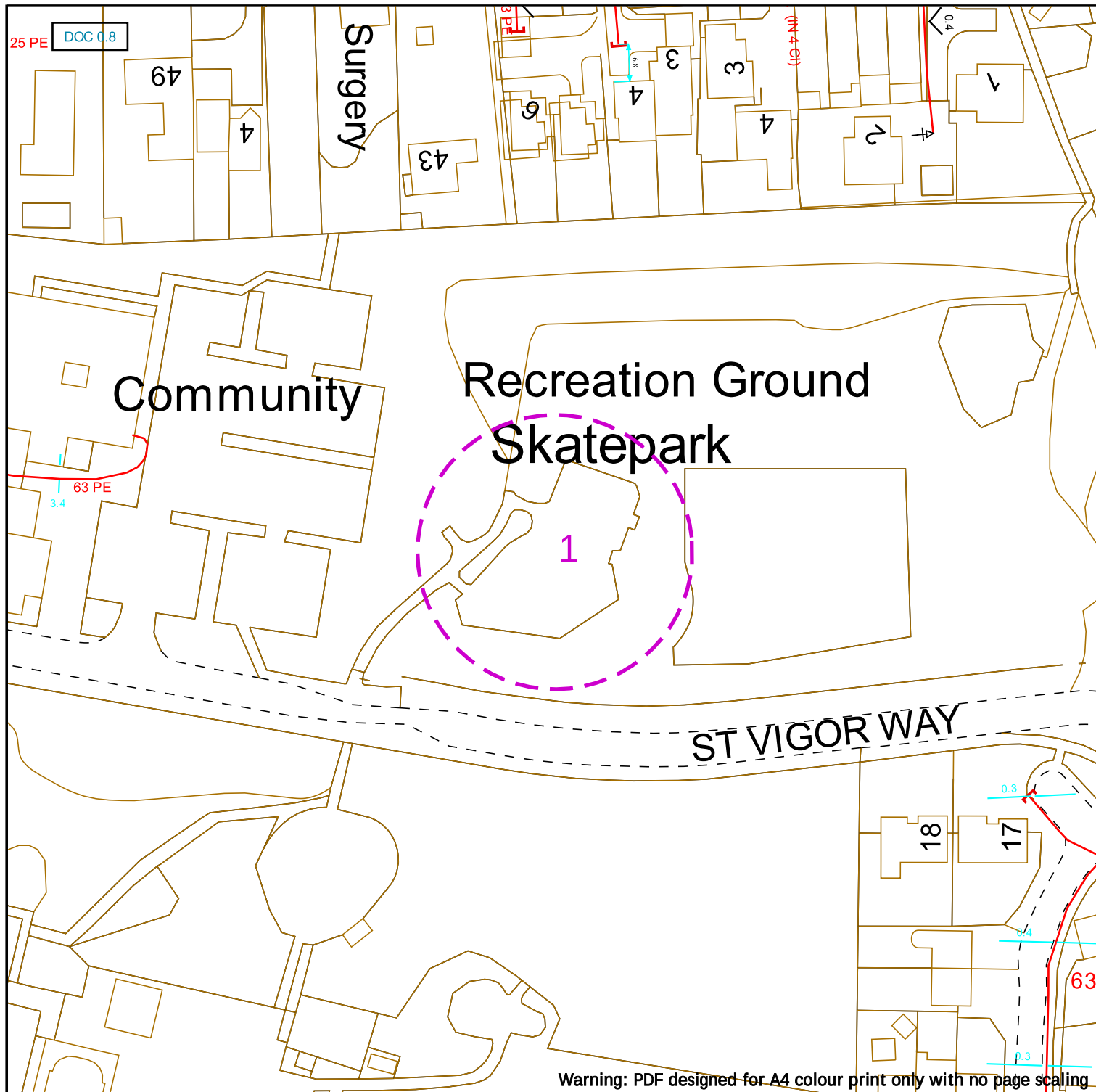
If you're unsure & need to seek advice before commencing excavations, please contact:

General Enquiries: 0800 048 3516

Subject to revision - Master held by SSEN Asset Data Team:

Asset Data@sse.com

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Plans generated by DigSAFE Pro™ software provided by Lintasarchitectural.



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Contact Us
SGN Safety Admin Team:
 0800 912 1722
Email:
 plantlocation@sgn.co.uk

Low Pressure Mains		Digsite:		
Medium Pressure Mains		Line:		
Intermediate Pressure Mains		Area:		
High Pressure Mains		LA5		
H100 Hydrogen Network		GTs		
Some Examples Of Plant Items		SSSIs		
Valve		Depth of Cover		
Syphon		Diameter Change		
		Material Change		



This information is given as a guide only and its accuracy cannot be guaranteed.



This plan shows the location of those pipes owned by Scotia Gas Networks (SGN) by virtue of being a licensed Gas Transporter (GT). Gas pipes owned by other GTs or third parties may also be present in this area but are not shown on this plan. Information with regard to such pipes should be obtained from the relevant owners. No warranties are given with regard to the accuracy of the information shown on this plan. Service pipes, valves, siphons, sub-connections etc. are not shown but their presence should be anticipated. You should be aware that a small percentage of our pipes/assets may be undergoing review and will temporarily be highlighted in yellow. If your proposed works are close to one of these pipes, you should contact the SGN Safety Admin Team on 0800 912 1722 for advice. No liability of any kind whatsoever is accepted by SGN or its agents, servants or sub-contractors for any error or omission contained herein. Safe digging practices, in accordance with HS (G)47, must be used to verify and establish the actual position of mains, pipes, services and other apparatus on site before any mechanical plant is used. It is your responsibility to ensure that plant location information is provided to all persons (whether direct labour or sub-contractors) working for you on or near gas apparatus. Information included on this plan should not be referred to beyond a period of 28 days from the date of issue.

Report damage immediately – KEEP EVERYONE AWAY FROM THE AREA
0800 111 999

10.0 Addendum 4. –Minimum specification requirements and standards (Landscaping, safety, surfacing, litter bins, signage & benches)

The following are minimum specifications and guideline references, but construction is not limited to these.

Specifications for common landscape works in and around the MUGA – minimum requirements expected:

Code of good practice for MUGA

- Any surrounding features that are likely to constitute a danger to children using the area shall be removed or protected by appropriate safety measures.
- Consideration of the SAPCA code of Practice for the Construction of Outdoor Multi-Use Games

Design

- The design of the MUGA shall comply with BS EN 15312.
- The design of the area shall be generally appropriate for the anticipated age ranges of the users.

Equipment

- New equipment used shall conform to EN 1176.
- The equipment design shall be appropriate for the anticipated age ranges of the users.
- The manufacturer or supplier shall provide written confirmation of Standard compliance where relevant.

Surfacing

- Appropriate surfaces shall be provided.

Installation

- The installer shall provide written confirmation that the equipment has been installed in accordance with the manufacturer or designer's instructions and to the relevant Standard where appropriate.
- A post-installation inspection shall be carried out by RoSPA or other appropriate body.

Signs

- A risk assessment shall be carried out on the site.
- Signs indicating ownership, appropriate age range limitations and other management requirements shall be clearly displayed, preferably in pictographic form.

Finishing

- Any areas around the site used for compounds, access and storage shall be made good and restored to the original finish.
- Litter picking and clearing all arisings and detritus that resulted from the works or other sources must be completed prior to handover.

11.0 Addendum 5 – Tender evaluation

CATEGORY SCORING CRITERIA

0	Fails to meet the minimum requirements.
1	Basic compliance only
2	Generally, of a good standard with some reservations.
3	Good standard
4	High standard but falls just short of A.
5	Very high standard with no reservations at all about acceptability.

EVALUATION MODEL (WITH WEIGHTINGS)

EVALUATION CATEGORY	CATEGORY WEIGHTING (A)	MARKS AWARDED (B)	WEIGHTED MARKS (C) (AxB=C)
Design / play value	30%		
Quality / Specification	30%		
Approach / Delivery	10%		
Warranty / Guarantee	10%		
Residents' preferred design	10%		
Cost	10%		

Cost will be scored with the lowest tender receiving the most points and the highest receiving the fewest points.
The contractor must provide a detailed design with illustrations demonstrating the best use of the space within the desired budget.

Evaluation category	Evaluation
Design / Play value 30%	The tenderer shall demonstrate regard for the project specification in the design.
The contractor must provide a detailed design with illustrations demonstrating the best use of the space within the desired budget.	

Evaluation category	Evaluation
Quality / Specification 30%	The tenderer shall provide a method statement demonstrating knowledge of building materials, their relative costs, and their lifespans.
The Council is seeking evidence that the tenderer understands the Council's expectations for build quality within the budget. The quality of proposed construction methods must be provided and compared with the existing facilities that are to be removed. The statement should detail materials and methodologies chosen, which will result in a build quality that is durable with limited ongoing maintenance requirements.	

Evaluation category	Evaluation
Approach / Delivery 10%	The tenderer shall provide a method statement detailing how it would plan, manage and deliver the project.
The Council is seeking evidence of the tenderer's previous experience in managing and delivering projects of a similar nature, as well as how that experience will be applied during the delivery of this project. Evidence of at least two other similar schemes should be included¹, along with references that can be considered as part of the evaluation.	

Evaluation category	Evaluation
Warranty/ Guarantee 10%	The tenderer should detail any warranties and guarantees
The company should clearly list which parts of the build are subject to a guarantee and for how long. Details of the expected life span should be included, and any relevant details in relation to future repair and maintenance in the event of vandalism or wear and tear.	

¹ Within travelling distance of Colden Common preferred so sites can be visited.

Evaluation category	Evaluation
Residents preferred design 10%	The tenderer should provide the design in PDF form to be printed by the Council.
Designs will be printed and included as part of a resident survey, allowing residents to vote for their preferred design. Explanations of the design and features may also be included.	

Evaluation category	Evaluation
Cost / Value for money 10%	Tenderers must not exceed the budget given of £35,000 plus VAT.
The tenderer must provide details of the costs involved and demonstrate how the design they have presented can be delivered within the budget, including all aspects detailed in the specification. If the tenderer is offering any discounts or services free of charge, these must be highlighted.	