

# **Bishop's Cleeve Parish Council**



**Design Brief  
for  
The design and installation of a new secure access /  
egress to  
The Sports Field, Cheltenham Road, Bishop's Cleeve**

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# 1.0 Introduction

This project seeks a design and installation of a new secure access / egress to The Sports Field, Cheltenham Road, Bishop's Cleeve, Cheltenham

## 1.1 Project Information

**NAME OF PROJECT**

**Sports Field secure entrance / egress**

**LOCATION OF PARK**

Cheltenham Road Sports Field, Bishop's Cleeve,  
Cheltenham, GL52 8LZ

**NAME/ADDRESS OF OWNER**

Bishop's Cleeve Parish Council, Parish Office, Church  
Road, Bishop's Cleeve, Cheltenham, GL52 8LR

**PROJECT MANAGER**

Katie Danter – Facilities Manager

## **2.0 Preliminaries**

### **2.1 The Design Brief**

- a) 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 hereafter.

### **2.2 Health and Safety**

- a) The Contractor shall take all precautions as are necessary to protect the Health and Safety of all persons employed by them and shall comply with all the requirements of any Acts, Regulations, orders or directions pertaining to the health and safety of employed persons, the employees of the Council and all other persons.
- b) The Contractor shall take due note of the Council's Health & Safety Policy statement. The Contractor's own statement and safe working practices shall be to no less of a standard than that of the Council. The Project Manager reserves the right to instruct the Contractor to revise their submission in such areas as it may be considered to fall short of the Council's existing standards.
- c) The Contractor shall allow the Project Manager or their representatives such access as may be required to buildings, locations, vehicles or operations used in relation to this contract.
- d) The Contractor shall notify the Project Manager of any accident to any of the contractor's employees or member of the public happening during the duration of this contract and which causes the injured person to be absent from work for more than three working days.
- e) The Contractor shall advise the Project Manager immediately of any notifiable occurrences as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation (1985).
- f) A method statement of works and a risk assessment must be submitted and agreed with the Project Manager or their nominated representative prior to work commencing on site.

### **2.3 Working Times**

The Contractor shall restrict their operation to working times of between 8.00am to 5.00pm Monday to Friday, unless it is a prescribed requirement within the Specification. The Contractor must obtain the approval of the Project Manager prior to working outside of these times.

### **2.4 Manner of Performance**

The Contractor will at all times during the Contract period employ sufficient persons of sufficient abilities and skills that have the required training for the proper performance of the works detailed hereafter.

In addition to their statutory obligation, the Contractor shall be expected to be aware of the accepted practices and methods used in undertaking good construction. Where there is any doubt in the interpretation of any method or practice this should be clarified with the Project Manager in advance of work commencing.

## **2.5 Statutory Undertakings, Drains and Services**

It is the Contractor's own responsibility to establish the presence and precise location of, and ramifications of the presence of all services and statutory undertakings on site when carrying out works in accordance with the Contract. The Contractor will be responsible for informing those bodies responsible for services, etc, where damage is caused and will bear the subsequent cost of making good such damage.

The Contractor will also be responsible for informing such bodies where works may involve the encroachment, disconnection or hazard to those services, etc. Where appropriate the Contractor will take adequate measures for the protection of all pipes, ducts, sewers, service mains, overhead cables and the like during the execution of the works.

The Contractor must not interfere with the operation of existing services such as Gas, Water, Electricity, Telephones, buried cables or sewers, drains and roadside ditches without the permission of the Project Manager, statutory authority or private owner as appropriate. In all instances of damage/interference, the Project Manager must be notified.

## **2.6 Light and Power**

The Contractor is to ascertain the suitability of supplies and provide any artificial lighting and electrical power required for the use on the works, including providing all temporary connections, distributing leads, fittings etc. and to clear away on completion. The Contractor will pay all fees for electrical supply.

## **2.7 Meetings**

The Contractor will be required to attend such meetings as the Project Manager or their nominated representative may require for the administration and successful completion of this Contract.

## **2.8 Site Cleanliness**

The Contractor will be responsible for ensuring that all hard surfaces are kept free of litter, debris, mud and glass, etc, whilst undertaking works associated with this Contract. All arisings shall be picked up and removed from the site, approach roads and entrance ways and disposed of at the end of each working day and upon completion as directed. Sweeping shall be carried out by hand or by approved mechanical sweeper or sucker. Damage to grassed areas should be minimised and repaired.

## **2.9 Sub-Contractors**

The Contractor must ensure that the Project Manager and / or their nominated representative are made aware of any sub-contracting that takes place on each project and the work they are to carry out.

## **3.0 Specification**

**This project is to provide for the design and installation of secure access / egress to The Sports Field, Cheltenham Road, Bishop's Cleeve.**

### **3.1 Description**

The design of a new secure access / egress to the Sports Field, Cheltenham Road, Bishop's Cleeve, to provide access to authorised users of the Sports Field, members and contractors of the Bowls Club, which utilises the same entrance / exit and managed authorised larger vehicle access / egress whilst maintaining security of the site to prevent unauthorised vehicles accessing the site.

### **3.2 Location**

The site is located on the Council's Sports Field, Cheltenham Road, Bishop's Cleeve, Cheltenham, GL52 8LZ

### **3.3 Overall Requirements**

The provision of an access that safely allows authorised access to both cars and managed access to larger vehicles, whilst maintaining the security of this site.

### **3.4 Materials Specifications**

Materials that are strong, secure and reliable.

### **3.5 Installation**

The Contractor shall secure the site, in accordance with H&S guidelines, for the duration of the work.

All rubbish and any excess spoil is to be removed from site by the Contractor at the end of the construction works, to include reinstatement as agreed with the Project Manager, to existing surfaces.

All works arising from a post installation inspection carried out by, or on behalf of the Project Manager, must be rectified by the Contractor at their own expense before the site is handed over.

### **3.6 Maintenance and Aftercare**

A schedule of maintenance requirements is to be provided on completion. This should include a breakdown of maintenance requirements to assist with the future site management and maintenance.

Copies of all relevant warranties and guarantees should be provided with the application.

### **3.7 Budget**

The anticipated budget available for the project is a maximum of £55,000 to cover:

- All design costs and associated fees
- Supply of materials
- Purchase of all installation equipment including if applicable, but not exclusively –  
Overhead barrier(s)  
Bollards
- Delivery costs
- Storage of materials during contract period
- Temporary safety fencing, site security and any other security measures as required during completion of the project
- All installation costs including any necessary ground works and removal and disposal of surplus existing equipment
- Any remedial work identified as part of the PII report or as part of a reasonable request from the Project Manager.

The access / egress specification must be available for the cost quoted for a minimum of 90 days from the date that the application is received by Bishop's Cleeve Parish Council.

### **3.8 Payment**

Payment will be made upon completion of the project, (although staged payments will be considered).

### **3.9 Timescale**

All tenders should be returned by 3.00pm on Monday 18<sup>th</sup> December 2023. Interviews with short listed tenderers will be held on Thursday 18<sup>th</sup> January 2024. The contract will be awarded following the Council meeting on the 7<sup>th</sup> February 2024. The Council would like the installation to begin as soon as possible and be completed by 30<sup>th</sup> April 2024 at the latest.

### 3.10 Site Location Plan



Cheltenham Road Sports Field Entrance

