



New Play Area in Queen Elizabeth II  
Recreation Ground - Whartons Lane, Ashurst

27 August 2025

**Invitation to tender**

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# Invitation to tender

## 1 Background

- 1.1 The Queen Elizabeth II recreation ground in the village of Ashurst is the main open area within the village. It is located close to the infant and junior schools in Foxhills and is within walking distance of the whole village. It is a popular location for parents and children of all ages to meet and play as well as being used by dog walkers. There is a variety of play equipment in the park but this project is only looking to replace the existing equipment within one area of the park as detailed in section 3 of this document.
- 1.2 Ashurst & Colbury Parish Council have set up a working party to look at what options are available for the equipment replacement. The working party has liaised with several play equipment providers to elicit ideas and layouts of what can be achieved in the area in question. These outline proposals were exhibited to residents prior to the Annual Parish Meeting in April in 2024 to gauge what parents and children liked and disliked. In addition, the working party have consulted with the local school to assess the views of the children on what they would like to be provided. The results of these consultation exercises have been used to inform the requirements detailed in this document.
- 1.3 The new play area shall provide for children between the ages of 2 and 10 years old. The Parish Council are looking to provide new equipment to provide benefits to residents as follows:
  - **Social** – the provision of new equipment will bring together residents from across the social spectrum by providing play equipment for everyone's use.
  - **Inclusive** – inclusive play equipment will be provided as part of the project to provide play facilities for children with disabilities and/or learning difficulties.
  - **Educational** – the project will look to provide equipment that will stimulate children mentally whilst they play.
  - **Physical** - the provision of new equipment will attract children to play outside which will have positive effects on their physical development.

## 2 Project Cost

- 2.1 The total project cost shall not exceed £100,000. If during the tender stage the Contractor believes this cannot be achieved, they shall immediately raise this with the Parish Council so that the scope of the works can be reviewed to determine what can be achieved within this constraint.

## 3 Site Description

- 3.1 A plan of the recreation ground showing the access points and area of the project is shown in figure 1. It is located between Whartons Lane to the east and Lakewood Road to the west. Vehicle and pedestrian access is provided off Whartons Lane (figure 2) whilst pedestrian only access is provided off Lakewood Road (figure 3).
- 3.2 The area of the recreation ground and associated play equipment relevant to these works is shown in figure 4.



Figure 1. Plan of Recreation Ground

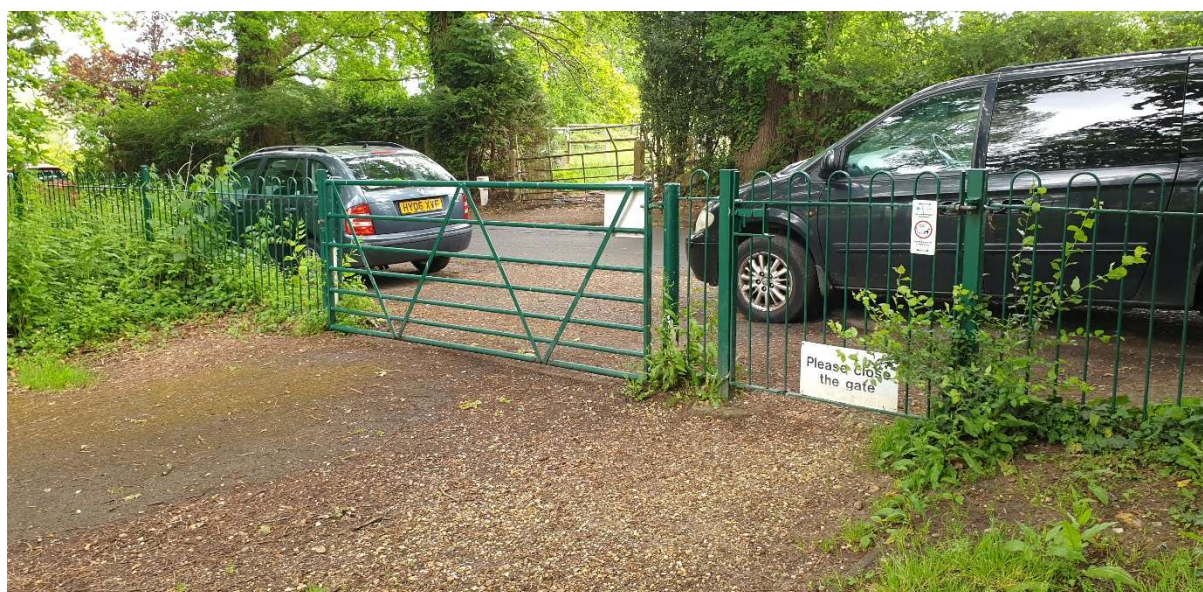


Figure 2. Vehicle & Pedestrian Access Gates – Whartons Lane





*Figure 3. Pedestrian Access Gate – Lakewood Road*



*Figure 4. Area of Works*

## 4 Site Visits

- 4.1 Contractors are strongly encouraged to visit the site before submitting their tender. Please contact the clerk of the Parish Council to arrange this.

<mailto:parishclerk@ashurstandcolbury-pc.gov.uk>

Tel: 07510 371440

## 5 Contractor Site Works Responsibilities

- 5.1 Where the term “Contractor” is used in this document, this shall also encompass any subcontractors employed the Contractor.
- 5.2 Confirmation of work hours, storage of materials, access, location of skips, location of secure works compound and welfare facilities, final programme of works, method statements, and risk assessments shall be agreed with the Parish Council before work begins.
- 5.3 The Contractor shall make every effort not to cause damage the existing field, trees, and paths during the works. Where access for heavy vehicles is required, the Contractor shall use ground protection mats.
- 5.4 During installation, the Contractor shall provide a secure works compound for the build along with all required welfare facilities. It should be noted that no water or electricity is available in the recreation ground. The Contractor shall ensure that the public cannot gain access to the work site by erecting suitable fencing and safety notices around the construction site. The Contractor shall take all reasonable action to ensure that newly installed apparatus is not used until practical completion is confirmed.
- 5.5 Any machinery left on site overnight shall, where possible, be immobilised. The Parish Council shall not be held responsible for: any damage caused to machinery/materials left on site, any damage caused by this machinery/materials, and any vandalism to the same. The Contractor shall be held responsible for and shall make good any damage caused by these works to existing park equipment (excluding the equipment to be removed), roads, paths, grassed areas, trees, fences, drains, sewers, service mains, landscaping, etc. Before the project’s completion, any area that has been damaged during the installation shall be made good and returned to new or as a minimum returned to the original condition at the Contractor’s expense. Where grassed areas require repair, this shall be in the form of new turf rather than seeding.
- 5.6 The Contractor shall protect the whole recreation ground against unauthorised persons, vehicles, and encampments by ensuring the vehicle 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.
- 5.7 All waste shall be stored safely while on site and removed from site by the Contractor. Submissions must include evidence that the Contractor has an applicable waste carrier licence.
- 5.8 Upon completion of the project, the Contractor shall dismantle the work site and carry out any making good as detailed in this section. The Contractor shall leave the areas of the recreation ground outside the scope of these works in the same condition as they were prior to works commencing.

## 6 Removal of Existing Play Equipment & Ground Preparations

- 6.1 The existing play equipment shall be removed by the Contractor and disposed of in an approved manner.
- 6.2 The Contractor shall carry out all ground preparation works required to enable the installation of the new play surface material and fencing installation.

## 7 Project Timescales

- 7.1 The Parish Council shall be seeking funding for these works via various grants available to it. As such, the actual timescales for this project will be dependent upon securing that funding.
- 7.2 The Contractor shall provide a detailed programme of works showing timescales for all elements of the project from contract award to completion and handover.

## 8 Equipment Warranties and Maintenance

- 8.1 The contracts submission shall include full details of guarantees/warranties for the equipment supplied as part of these works. As a minimum, the Parish Council would expect at least 15 years warranty.
- 8.2 The submission shall also include a separate schedule for the expected maintenance costs for the first 15 years for each item of equipment. The schedule should be laid out as follows:

Item	Annual maintenance costs					Total maintenance cost for 15 years
	Year 1	Year 2	Year 3	Year 4, etc...	Year 15	
...	£...	£...	£...	£...	£...	£...

## 9 Scoring and evaluation

- 9.1 Tender submissions will be assessed on whether and to what extent they meet the criteria below.
- 9.2 The following requirements shall be scored as either MET or NOT MET. Submissions which fail to meet any of these requirements shall be rejected.

Requirement	
Total project cost not exceeded (see 2.1 above)	MET / NOT MET
Satisfactory references	MET / NOT MET
Satisfactory company and financial checks	MET / NOT MET
Business provides evidence of insurance cover (see 13.1 below)	MET / NOT MET

- 9.3 The following criteria shall be scored on a scale of 0 to 5. Scores for each criterion shall then be weighted using the following calculation:

$$\text{weighted score} = \text{criterion score} \times \text{criterion weighting \%}$$

The scale of 0 to 5 is explained as follows:

Score	Basis for award of score
5	Meets and exceeds the criterion
4	Meets the criterion
3	Meets the criterion in most aspects, but fails in some
2	Fails to meet the criterion in most aspects, but meets it in some
1	Significantly fails to meet the criterion
0	Completely fails to meet the criterion

The criteria weightings are as follows:

Criterion	Weighting %
Functionality & compliance with work specification	25
Materials/warranties/durability	15
Inclusivity	15
Play value	15
Appearance	15
Similar example projects	10



## 10 Format of submission

### 10.1 The Contractor's submissions shall include:

- a) a developed scheme with individually costed items, computer-aided designs including scaled plans and 3D representations of proposals, and visuals of each item of equipment proposed
- b) details of warranties and 15-year maintenance costs for each item of equipment
- c) the most recent set of the Contractor's audited accounts
- d) details of any enforcement action under Health & Safety legislation
- e) brief details of two projects of a similar scale undertaken by the Contractor in the last three years
- f) contact details of two referees who have contracted the Contractor to complete a project of a similar scale in the last three years
- g) details of company insurance (see 13 below)
- h) evidence of a waste carrier licence
- i) health & safety policy statement
- j) environmental policy statement
- k) detailed method statements
- l) programme of works

### 10.2 The Contractor shall ensure they have fully understood the requirements of this document. If the Contractor is unsure of any details, they must contact the Clerk to discuss these *before* submitting their proposal.

### 10.3 Submissions should be clearly marked "QEII Park Play Area Tender – CONFIDENTIAL" and sent *by post* to:

The Clerk  
Ashurst & Colbury Parish Council  
3 Kimberley Close  
Pretoria Road  
Hedge End  
SO30 0BH

## 11 Snagging & Completion

### 11.1 Following the Contractor's declaration that works are completed, a formal snagging inspection shall take place between the Parish Council and the Contractor.

### 11.2 Should the Contractor's phasing of work lend itself to phased inspections then this shall be clearly detailed in the Contractor's programme of works.

### 11.3 In either case, an agreed snagging list shall be produced by the Contractor detailing the snag identified, works required to rectify the snag, and timescales for these rectification works to be completed.

### 11.4 Upon completion of all snagging works, a final inspection shall be arranged by the Contractor with the Parish Council to demonstrate satisfactory completion. Once the Parish Council have agreed that all snags have been completed satisfactorily, the Contractor shall arrange, at their expense, an inspection of the works by an RPII (Register of Play Inspectors International) accredited inspector. Once the RPII inspector confirms the works are safe and free of any issues, the installation shall be considered completed and ready for use.

## 12 Pricing and Payment

12.1 All pricing should be listed exclusive of VAT and valid for 12 months from the date of submission.

12.2 Payment shall be made as follows:

Satisfactory completion of all snag Items	90% of total project cost
Confirmation from RPII Inspector works are safe and free of any issues	10% of Project Cost

## 13 Insurance

13.1 The Contractor shall provide confirmation of standard compliance where relevant and evidence within the submission of:

- a) public liability insurance (minimum £10 million)
- b) employers' liability insurance (minimum £5 million)
- c) professional indemnity insurance (minimum £5 million)

## 14 Work Specification

14.1 The work specification is not exhaustive, but stipulates the minimum requirements of the work. Due to the restraint on area available, the Contractor shall submit imaginative proposals which make full use of the space available, whilst addressing the specification and not exceeding the stipulated total cost (see 2.1 above).

14.2 The Contractor shall supply and install a high quality, wet pour safe surface to the play area. The Contractor shall allow for all ground work preparations within their tender to enable the installation of the wet pour surface and, where deemed necessary, allow for any drainage beneath equipment. The wet pour shall be black but if space allows, a hopscotch area shall be provided using different coloured surfacing to mark out the area.

14.2 Equipment provided shall be constructed of either fully galvanised metals or pressure treated timber to prevent rot and/or infestation. Where timber products are used, they shall be protected by metal sleeving where they interface with the ground surface. In any case, the guarantees/warranties detailed in section 8 shall be complied with.

14.3 The play area shall be enclosed within a 1200mm high hooped top metal fence. The Contractor shall provide two self-closing, wheelchair accessible, latching, swing type gates within the fencing to provide separate entrance/exit points to the play area.

14.4 Within the fenced area, the Contractor shall provide, as a minimum, the following items of equipment:

- Swing set(s)
- See-saw
- Roundabout
- Activity tower with slide
- Trampoline
- Seating for parents
- Activity Panels

Other items of equipment in addition to the above will be considered.

14.5 The equipment provided shall cater for an age range of between 2 and 10 years old and shall allow for inclusive items of equipment to ensure children of all abilities are stimulated physically and mentally. Provision shall be made for at least one wheelchair accessible item of equipment. The total height of any item of equipment shall not exceed 4 metres.

14.5 The Contractor shall provide disclaimer notices affixed to the fencing. The actual wording of these notices shall be agreed with the Parish Council.