



HORNCASTLE
TOWN COUNCIL

Invitation to Tender: Enhancement to Prospect Street Recreation ground, Horncastle

Essential Information:

- Tender submission deadline: 9am 20/01/2025
- Tender submission method: To be posted in sealed envelope with 'Tender' notated on envelope, to: Horncastle Town Council, The Stanhope Hall, Boston Rd, Horncastle Lincs LN9 6NF or emailed to tenders@horncastletowncouncil.co.uk
- Total Budget: No maximum budget. Each element of the design to be itemised
- Client: Horncastle Town Council
- Site address: Prospect St, Horncastle, LN9 5BA (nearest postcode)
- Contact for all tender questions:
recarea@horncastletowncouncil.co.uk (please note this is different to the email address for submitting tenders)
- The selection of the contractor will be on 'best value' basis
- Please indicate timescales for the delivery of your proposals.

Horncastle Town Council has a minimum of £50,000 earmarked for this project to use as match funding.

Introduction

Horncastle Town Council seeks to improve the recreation space at Prospect Street to make it into an attractive, welcoming and safe community space for families. Consultation has taken place with the community and the survey results are shown at Appendix A. The final design must incorporate some of the facilities identified at Question 2.

Background and Objectives

Horncastle is a small market town with a vibrant town centre and a growing population.

The Town supports 4 schools, 2 of which are secondary schools, attended by pupils from not only Horncastle, but many of the surrounding villages. The town has several play areas for younger children, but has nowhere for older children and young adults to meet and 'hang out'.

An objective of the Horncastle Town Council Strategic Plan 2023-27 is to renovate and upgrade Prospect Street Recreation ground, a key recreational area for residents

Our core objectives for this project are:

- create an intergenerational space
- family focussed
- create a safe and inclusive space

Site Information

The proposed site is a rectangle and measures approximately 70 meters wide and 90m deep giving a potential useable area of over 6,500m². The site currently houses a small children's play area. The intention is for this area to remain.

The site is accessed by foot from Prospect St, or from Tesco Car Park crossing via a pedestrian footbridge.

The site consists of several large mature trees and Horncastle Town Council does not wish to remove any of these trees.

The site is a designated flood plain and will be under water for several days when heavy rainfall occurs.

There are two street lighting columns along the current footpath through the recreation ground and these belong to Lincolnshire County Council. This is the only source of electricity on this site.

A site visit is essential although will not be accompanied as the site is always open and accessible. One day has been set aside for accompanied site visits. The date is Monday 6th January and anyone wishing to have an accompanied visit must book an appointment in advance. Please contact the Town Clerk to make an appointment – Tel: 01507 522957 or email info@horncastletowncouncil.co.uk.

The whole site may be used for development. However, your design may use as much or as little as you feel is necessary to enhance the area.



The site can be seen via Google maps:

<https://www.google.co.uk/maps/place/Prospect+St,+Horncastle/@53.2108828,-0.1192812,213m/data=!3m1!1e3!4m5!3m4!1s0x487870a3ede569a1:0x9e80c3fd0d2f74cf!8m2!3d53.2113431!4d-0.1195222>

Planning advice

Initial guidance from the East Lindsey District Council Planning team is that changes to the area to enhance it as a recreation space would be allowed under General Permitted Development Order (GPDO) 2015 parts 12A & B subject to the proposals meeting certain criteria. This is because the land is already approved for recreation use.

Please note that any structure above 4m in height will require planning permission.

Horncastle Town Council would like the proposed enhancements to be delivered under GPDO. If any proposed enhancement would require Planning Permission, then this must be considered in the timescales for delivery of the project.

CCTV

Your designs must incorporate a suitable location for CCTV coverage of the entire site. Horncastle Town Council is part of the East Lindsey CCTV Partnership so you will have to work with the appointed CCTV contractor for delivery of this aspect of the scheme.

Tender Deliverables

Tenderers are asked to provide:

- a) details of previous projects of a comparable nature showing the breadth of your portfolio
- b) Details of professional warrantees and any guarantees offered
- c) Potential start date for work
- d) Estimated duration of proposed work

Horncastle Town Council holds ultimate responsibility for appointing a contractor, however, in determining the correct provider, may seek input from the local community.

Interviews with shortlisted contractors may be offered. These will be an informal opportunity for the Council to meet your company representatives as we feel the relationship that can be built with the preferred contractor is crucial.

Details to note

Delivery of this project is dependent on grant funding. If you could assist in this process, please indicate this in your tender submission.

Selection timetable

Due to internal and fundraising deadlines, the timeline is tight and requests for extensions will not be considered. The proposed timeline for the initial stages of this project will be as follows:

- Friday 13th December – Tender issued by email
- Monday 6th January – Accompanied site visits taking place (appointments only)
- Monday 20th January at 9am – Tender response deadline: to be posted in a sealed envelope with 'Tender' notated on the envelope, to Horncastle Town Council, The Stanhope Hall, Boston Rd, Horncastle, Lincolnshire, LN9 6NF or by e-mail to tenders@horncastletowncouncil.co.uk
- W/C 20th January – Tenders will be considered by the Recreation Area Working group and 3 designs shall be shortlisted.
- Tuesday 11th February – Full Council to approve the shortlisted tenders
- Monday 17th February for 3 weeks – Consultation with community on shortlisted design to take place
- Tuesday 11th March – Full Council approves chosen design and company
- Wednesday 12th March – Successful contractor notified
- Thursday 13th March onwards – Grant applications submitted for funding

The Council will carry out due diligence on tender firms and before entering into any contract will ask for H&S documentation, insurance and any other documents required by our team.

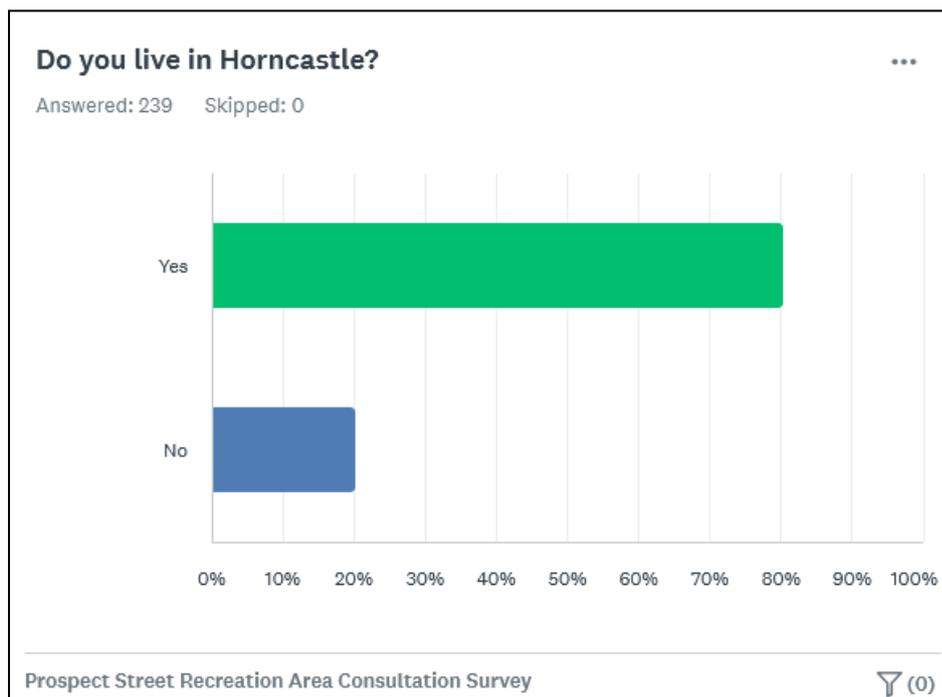
Appendix A

PROSPECT STREET RECREATION AREA CONSULTATION SURVEY

- The survey was run from 5th October through to the 1st November.
- It was available in paper form from 6 locations in Horncastle:
 - Sir Joseph Banks Centre
 - Community Centre
 - Post Office
 - Library
 - St Mary's Church
 - Shine Lincolnshire drop-in centre
- The survey was also available on-line via a web link or QR code
- It was promoted on Facebook and was boosted through targeted adverts
- We received the following number of responses:
 - Online: 162
 - Paper: 77
 - Total: 239
- The survey and project were also promoted at the Council's Market Place surgery held on the 5th October.

The following pages provide a copy of the survey and a breakdown of the questions, responses and comments that we received.

QUESTION 1.



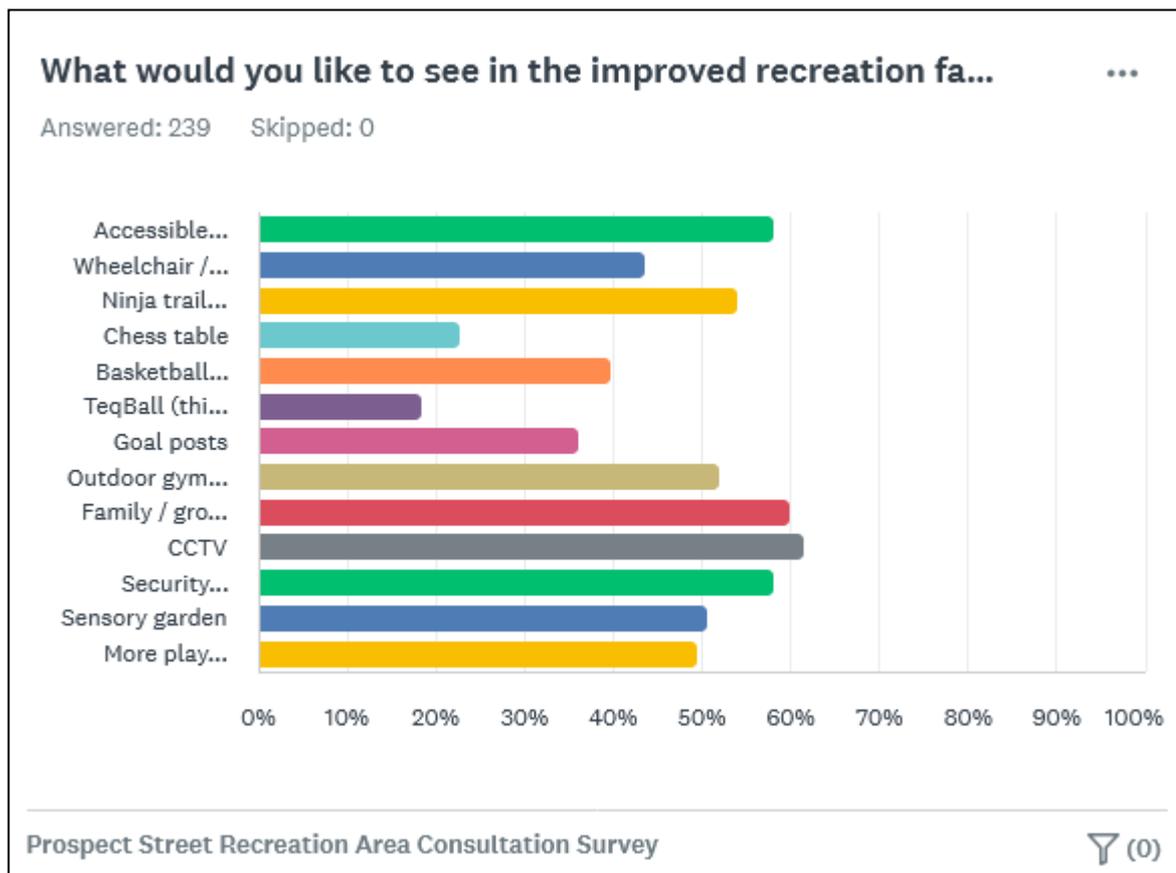
Answer Choices	No. of Responses	% Responses
YES	191	80
NO	48	20

Follow-up question:

If no, how many times per week do you visit Horncastle?

Answers	No. of Responses	% Responses
1 – 2	15	30
3 – 4	4	11
5	14	29
6 – 7	15	30

QUESTION 2.



Answer Choices	No. of Responses	% Responses
Accessible Seating Areas	139	58.16
Wheelchair /	104	43.51

pushchair access over the majority of the site		
Ninja Trail (this is a range of small activity structures to work along in sequence)	129	53.97
Chess Table	54	22.59
Basketball Hoops	95	39.75
TeqBall (this is a ball sport played on a curved table, can be used with footballs or as a table tennis table)	44	18.41
Goal Posts	86	35.98
Outdoor gym equipment	124	51.88
Family / group seating	143	59.83
CCTV	147	61.51
Security Lighting	139	58.16
Sensory Garden	121	50.63
More play equipment	118	49.37

Follow-up question:

Other (please specify – we are genuinely looking for you ideas)

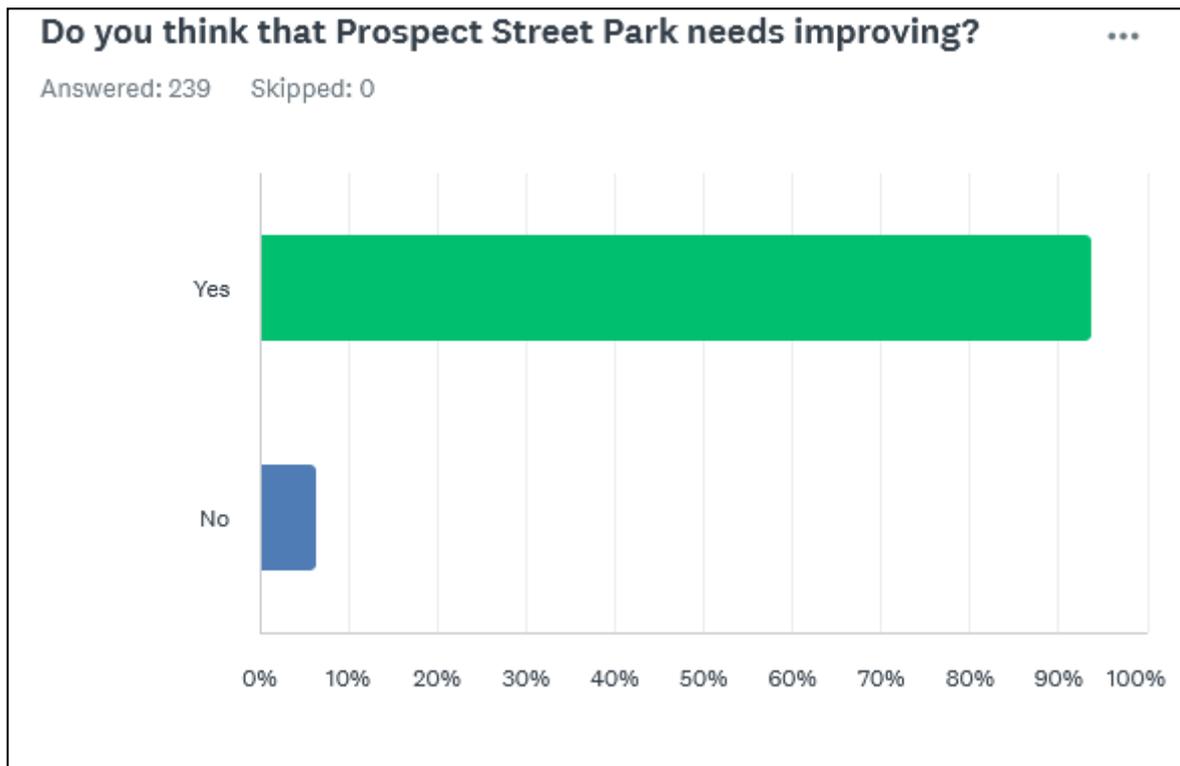
- A place for all ages
- Lock it up every night
- It's a mess, footpaths rubbish. Maintenance of trees, bushes and everything. Nothing to be proud of.
- Sadly, whatever is there will be a target for mindless vandalism. Hence the need for security / CCTV
- Snack stand, Shelter for when it rains
- Large climbing net, these are made of metal rope so pretty vandal proof. Teenagers like to climb too!
- The main issue around recreational issues in Horncastle is the amount of dog fouling. Perhaps more bins and free bags? The Bain park site has gotten progressively worse over the past 3 years - cannot take children onto the grassy areas, similar in the Prospect St grassy areas.
- Skate park equipment
- Secure dog area
- The park area should be a safe area for all ages therefore we need to be mindful of activities available so that nobody gets injured or hurt by ball

games we also need to consider the gardens that back on to the park More beaches and tables so people can eat and children play in a safe environment

- Something for skateboards or bmx
- Outdoor gym equipment of a good mixed range. Signed for adult use only
- Adult/teenage size swings
- Trash bins to keep area clean
- Adult swing
- Communal area for families of all ages
- Wildlife garden, more for nature
- Wildflower / habitat areas
- Tables where games could be played or picnics shared
- Older children need a space to hang out so that they don't destroy the toddler play equipment. If more seating is decided on - more bins are needed.
- Keep it quiet, it is in a residential area. The small play park is adequate. Just keep the area well maintained for all to enjoy.
- None - the area will flood time and time again (waste of money)
- Community garden
- Cycle track for trikes, men's shed, sensory garden should include percussion play, play equipment should be accessible for disabilities, chess should be under cover so all-weather, wheelchair accessible picnic tables
- Outdoor theatre area
- Lighting so people can walk there late
- a dog park?
- A skatepark is missing from the area in general and would include a huge age range and be all inclusive
- Gym equipment that can be used by elderly people
- As long as doesn't encroach on houses
- Nothing to attract groups gathering
- More picnic tables
- Better pavements
- Dog poo
- More picnic tables
- Table tennis
- Teenage space - safe space
- Wild flower meadow, also planters within seating area
- Set bbq areas so family's can enjoy it. Music events (day time) maybe a paddle area
- more swings.
- Wood course outside the park
- Skateboarding equipment
- more places for teenagers
- All wheel park.... Pointless questionnaire as nothing will ever get done AGAIN!.. just box ticking to say you've thought about something
- Football and basketball court
- Skatepark
- More swings, big roundabout
- Scooter park. Flood drainage system.
- More Swings
- New swing
- Skate park
- The ducks would eat a sensory garden; we like the ducks

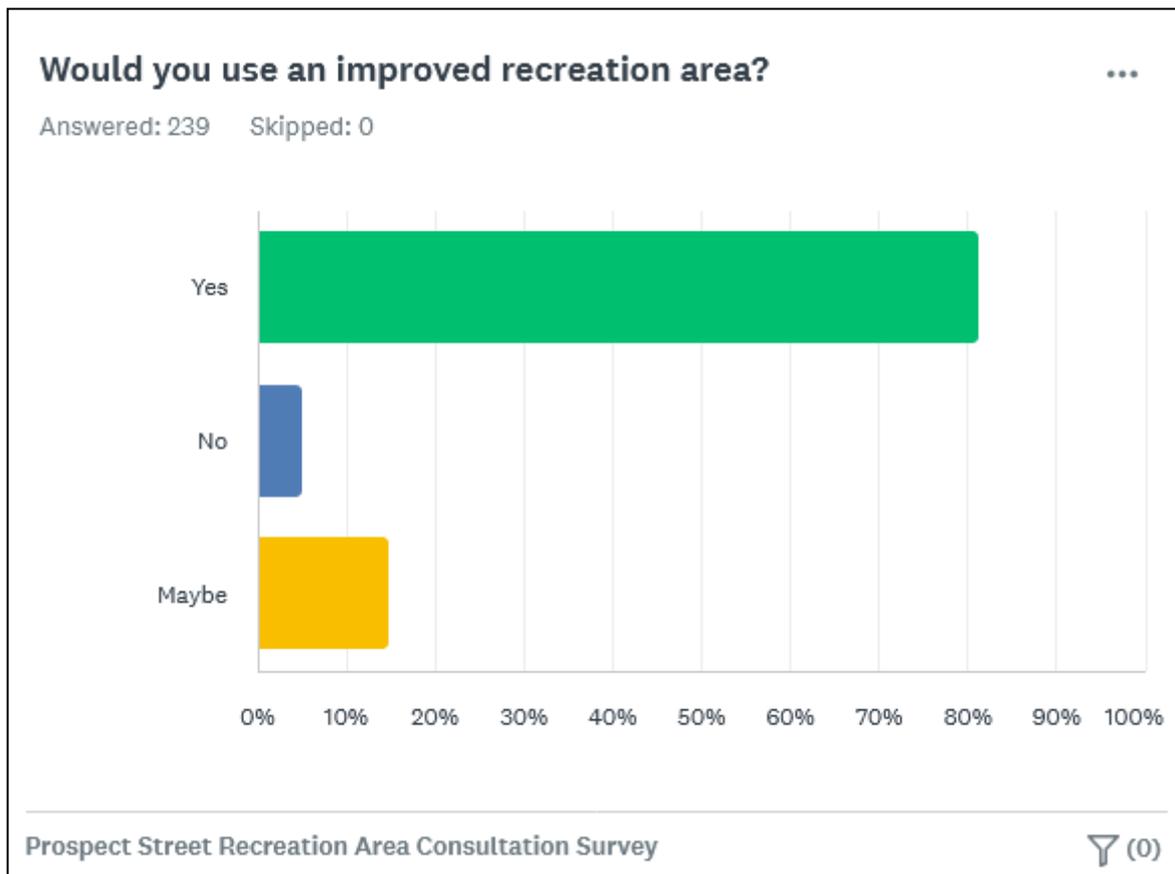
- Better play equipment and a trim trail
- Children don't go out any more, so more play area needed for socialising please
- Zip line
- Skate park
- Large slide, climbing equipment for toddlers top access
- Any improvements/additions need to be both vandal proof and also flood proof. Consideration must be given to the occupants of the residential properties backing onto the park, ie late night hooligans congregating in the park causing noise pollution. Hopefully, the idea of the installing a skate park is 'dead and buried'.
- Skate park
- Wifi
- Something for babies amd toddlers to play on..
- I would like some green space to be left as often, in more favourable weather, my family head down with friends and play rounders. It is nice to have the park for when/if the smaller children get bored.
- Cycle Pump Track
- More swings for older children
- Skate park. Constantly talked about, never achieved.
- Fenced dog exercise area
- A performance space / mini amphitheatre

QUESTION 3.



Answer Choices	No. of Responses	% Responses
YES	224	93.72
NO	15	6.28

QUESTION 4.



Answer Choices	No. of Responses	% Responses
YES	194	81.17
MAYBE	35	14.64
NO	12	5.02

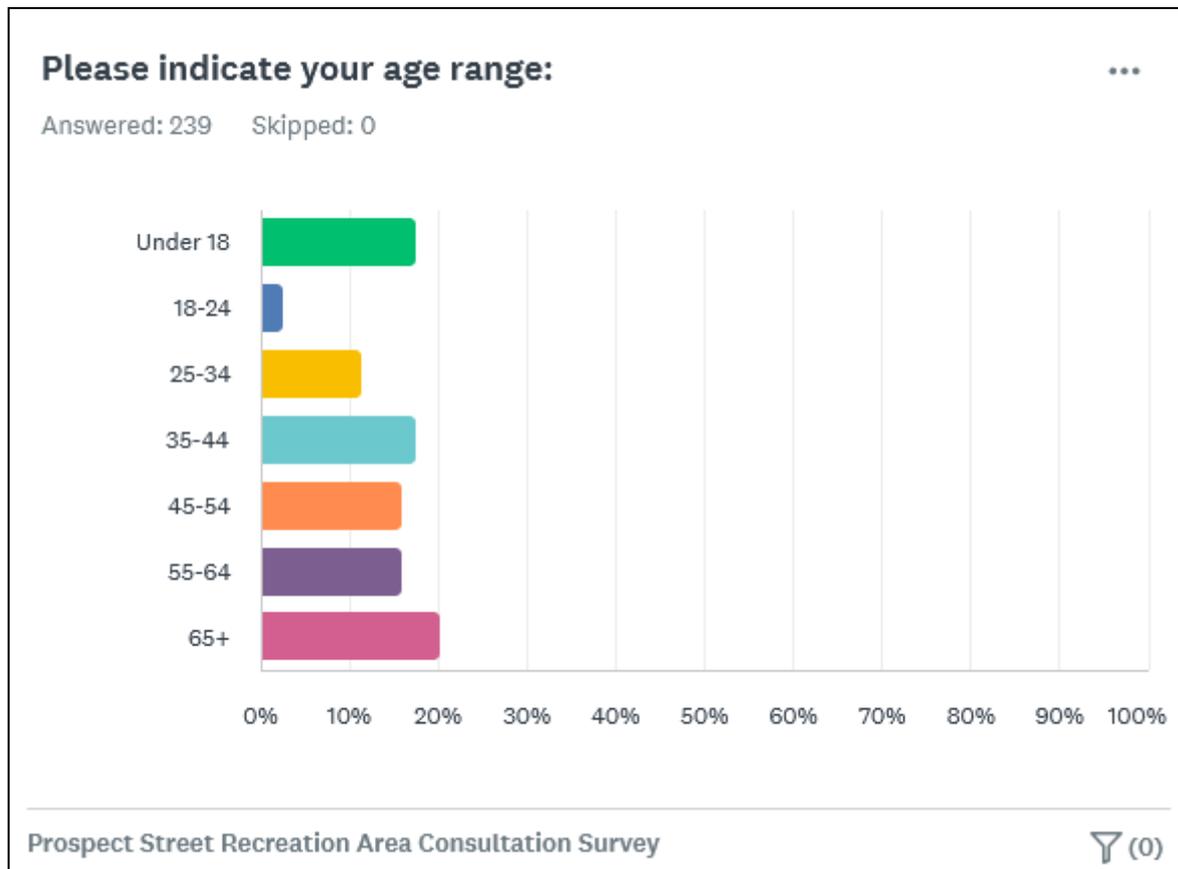
Follow-up question:

If you answered no or maybe, why not?

- I'm a pensioner, no small grandchildren now, so not really applicable to me.
- I don't know
- I am an adult but would certainly take visiting children there.
- Family based quiet area
- It depends on what facilities are available.
- I use it now and again to walk my dog. Keep the avenue of trees but give the older children something, rather than sitting in the dark on the toddler play equipment.
- with grandchildren
- Retired - have our own outdoor space. It's fine as it is.
- Not a regular user anywhere
- Too old
- only if it has the things that would draw me to it

- Flooding??
- not resident
- Already satisfactory
- But would if had a family
- But would if had a family
- Don't visit that often, but likely to soon as children at Horncastle secondary now.
- Depending on if separate area for teenagers and children. Currently don't like taking young children as usually over run by teenagers swearing and climbing on everything.
- Kids will prob be adults by time anything gets the go ahead
- I don't live in Horncastle so I probably won't use it as much as others will
- The play area is constantly being vandalised and anything else sadly could be the same
- I don't want you to mess with the ducks, but better seating to enjoy the ducks would be nice
- I'm a adult but my children would use it.
- Reside nearby and no reason to visit.
- I like it as it is. Maybe a couple more benches outside the play area.
- When we were in Australia many of the parks had outdoor BBQ facilities that families could use for group get together

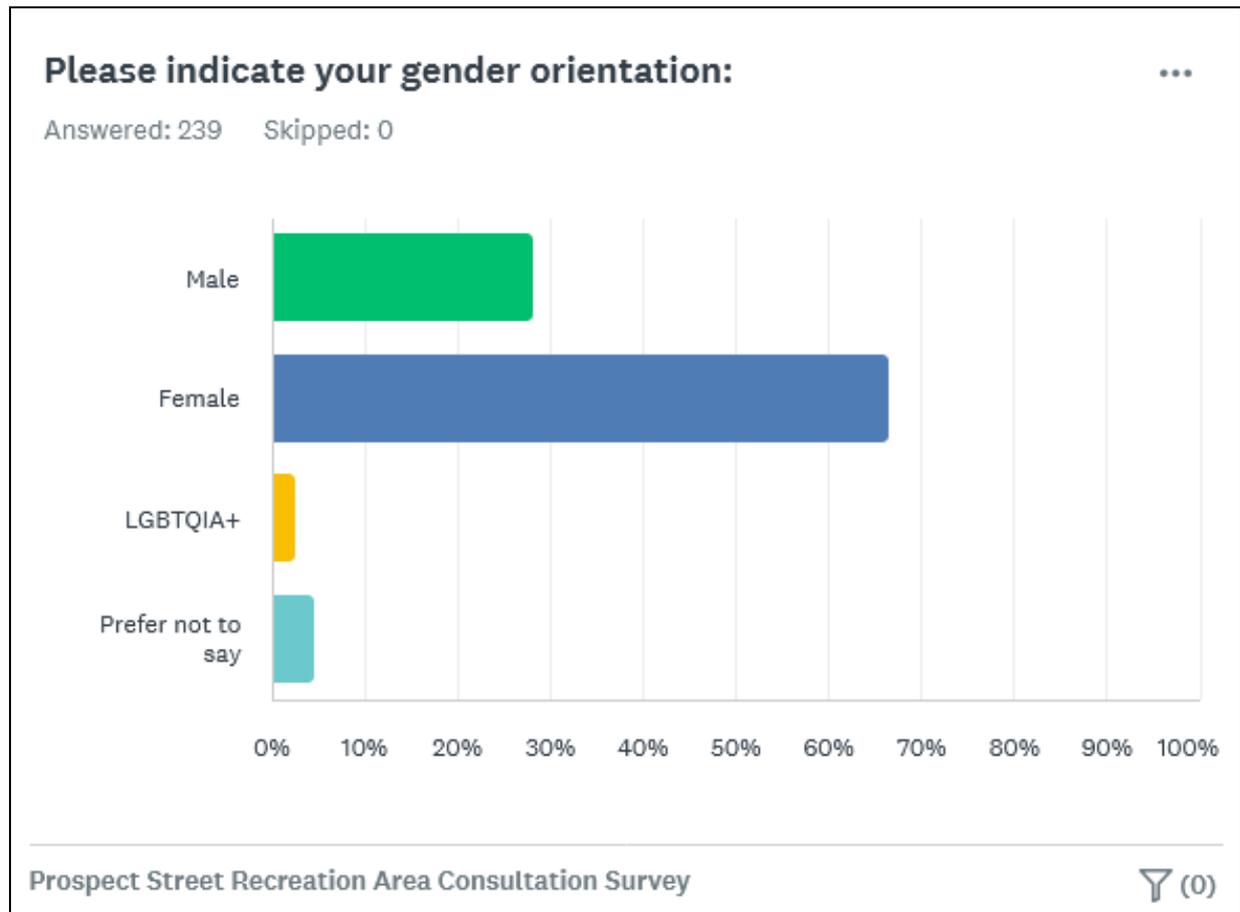
QUESTION 5.



Answer Choices	No. of Responses	% Responses
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Under 18	42	17.57
18 – 24	6	2.51
25 – 34	27	11.30
35 – 44	42	17.57
45 – 54	38	15.90
55 – 64	38	15.90
65+	48	20.08

QUESTION 6.



Answer Choices	No. of Responses	% Responses
MALE	67	28.03
FEMALE	159	66.53
LGBTQIA+	6	2.51
PREFER NOT TO SAY	11	4.60