



EARLEY TOWN COUNCIL

**Detailed Specification for the Design
& Installation of a Children's Play
Area on Collins Drive, Earley**

January 2024

1. Summary

1.1. Introduction

- 1.1.1. You are invited to submit a formal quotation for the design and installation of a children's play area, including play equipment, surfacing, fencing, benches and bins, on Collins Drive, Earley with a budget of £57,000 plus VAT.

1.2. Background Information

- 1.2.1. The play area on Collins Drive was built in 2013 by the developer responsible for the construction of the housing development. The play area was a collection of grass mounds, tree trunks and wooden posts forming a low-level toddler play area. Over the subsequent 10 years the playground fell into disrepair.
- 1.2.2. In July 2023, Earley Town Council took ownership of the land from the housing developer.
- 1.2.3. The Town Council wishes to renovate the play area and make the area a much more enjoyable and inviting space for local residents.
- 1.2.4. The Council undertook a public consultation in October 2023, and the results of this are included in the specifications below.

1.3. Scope of Work

- 1.3.1. The work will consist of:
- Detailed designs for the playground, including drawings and specifications;
 - Working in collaboration with the Town Council on the draft designs, with potential for further public consultation prior to final amendments;
 - Obtaining all necessary permissions, licences and approvals to undertake the work;
 - Removing and disposing of the existing play equipment (if required);
 - Installing the new play equipment;
 - Installing new surfacing;
 - Installing new fencing
 - Installing benches and bins (see notes below);
 - Equipment and workmanship warranties

2. Process and Timeline

2.1. Timetable

- 2.1.1. The project stages are detailed below:

Pre-Contract Stage	Date
Invitation to quote issued	22 nd January 2024
Formal quotation return deadline	12 o'clock midday, 4 th March 2024
Evaluation of quotations	w/c 4 th March 2024
Contract Awarded	w/c 11 th March 2024

Design & Construction Stage	Date
Feedback/Adjustments to Design Agreed	To be agreed – but likely to be late March/April 2024
Date of Commencement	To be agreed – ideally May/June 2024 but please specify lead time in your submission
Date of Completion	To be agreed – please specify build time in your submission

2.1.2. The timetable set out above is intended as a guide only. The Council reserves the right to terminate, amend, or vary the procurement process at any time.

2.1.3. Please contact Jess Friend, Senior Operations Support Officer, during the quotation period to discuss the project requirements further or to arrange a site visit.

Email: jessfriend@earley-tc.gov.uk or Phone: 0118 986 8995

2.2. Quotations

2.2.1. The deadline for receipt of quotations is detailed above.

2.2.2. Quotations and supporting documents should be emailed to jessfriend@earley-tc.gov.uk.

2.2.3. Proposals will be reviewed taking into consideration the following factors:

- Design suitability
- Play value
- Durability and longevity
- Sustainability & environmental factors
- Price

3. Design & Build Specification

3.1. Site

3.1.1. The Collins Drive play area is located within a housing development surrounded by residential properties.

3.1.2. The existing play area is curved shape measuring approximately 18m x 10m. The Town Council is happy for the boundary to be slightly extended / reshaped (perpendicular to the existing pathway through the play area) if this would enhance the play area (see item 4.4). A distance of at least 2m should remain between the curb of the parking bays and the fence line. The fence line should maintain a curvature.

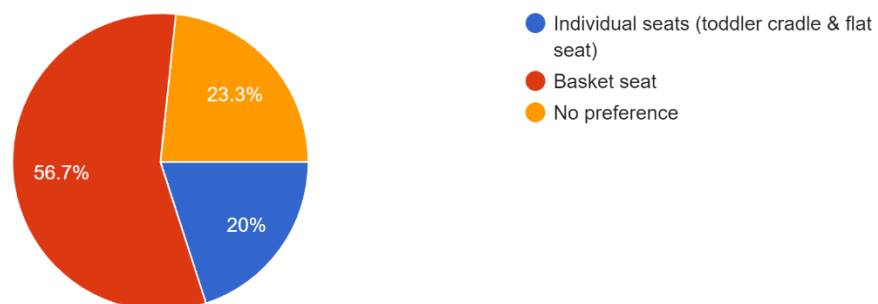
3.1.3. There is currently a path running through the play area connecting the two gates. The Town Council is happy for this to be removed/reshaped/covered over if it would enhance the opportunities within the space. The two entrance/exit points should remain.

3.2. Design Requirements

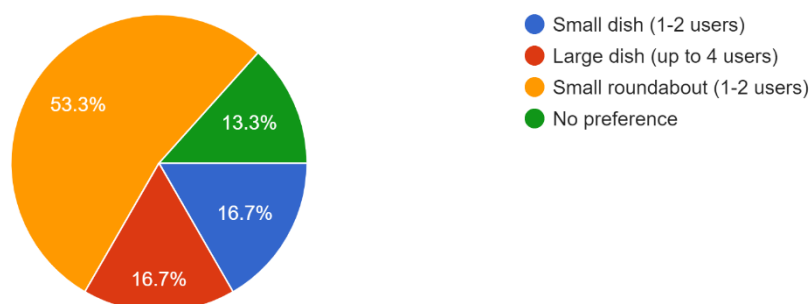
3.2.1. The Council is looking for an innovative design that incorporates into the build best use of the space available and caters for toddlers and children up to 7-8 years of age.

- 3.2.2. A replacement steel fence surrounding the play area, preferably in green (existing timber fencing to be removed by the Council).
- 3.2.3. Two entrance/exit points to be maintained – it is hoped the Town Council can repaint and retain the existing gates.
- 3.2.4. The Town Council will be responsible for removing existing wooden play equipment, shrubs, benches and boulders (if not incorporated into the new design).
- 3.2.5. Predominantly the surface should remain grass with small sections of alternative surfacing (e.g. wetpour) in areas of high wear. The preference would be for the surfaced areas to be of a more natural colour or include a colour fleck.
- 3.2.6. The initial public consultation showed a preference for a natural appearance to the play area. The Town Council is keen to avoid installing timber play equipment and is instead looking for steel-framed equipment with hard-wearing panels (HPL or otherwise). Coloured panels should complement the request for a natural appearance.
- 3.2.7. Play equipment to include:
- A multiplay/climbing unit including a slide (ideally 1.2m)
 - Additional standalone items (in order of preference from the public consultation):
 - Swings*
 - Balance Trail
 - Roundabout / Spinner**
 - Springer
 - Seesaw
 - Activity Board

*Responses to public consultation show a preference for a basket seat style swing



**Responses to public consultation show a preference for a small roundabout



3.2.8. The overall design should consider:

- Provision of seating for families and carers, including a picnic bench. Due to the size of the play area, one bench could potentially be placed just outside the boundary of the play area. Please separately price for these items, but they should be shown in the overall design.
- Provision of a litter bin(s). Please separately price for these items, but they should be shown in the overall design.
- Options for providing shade.
- Limiting and discouragement of anti-social behaviour where possible.

3.3. Additional Requirements

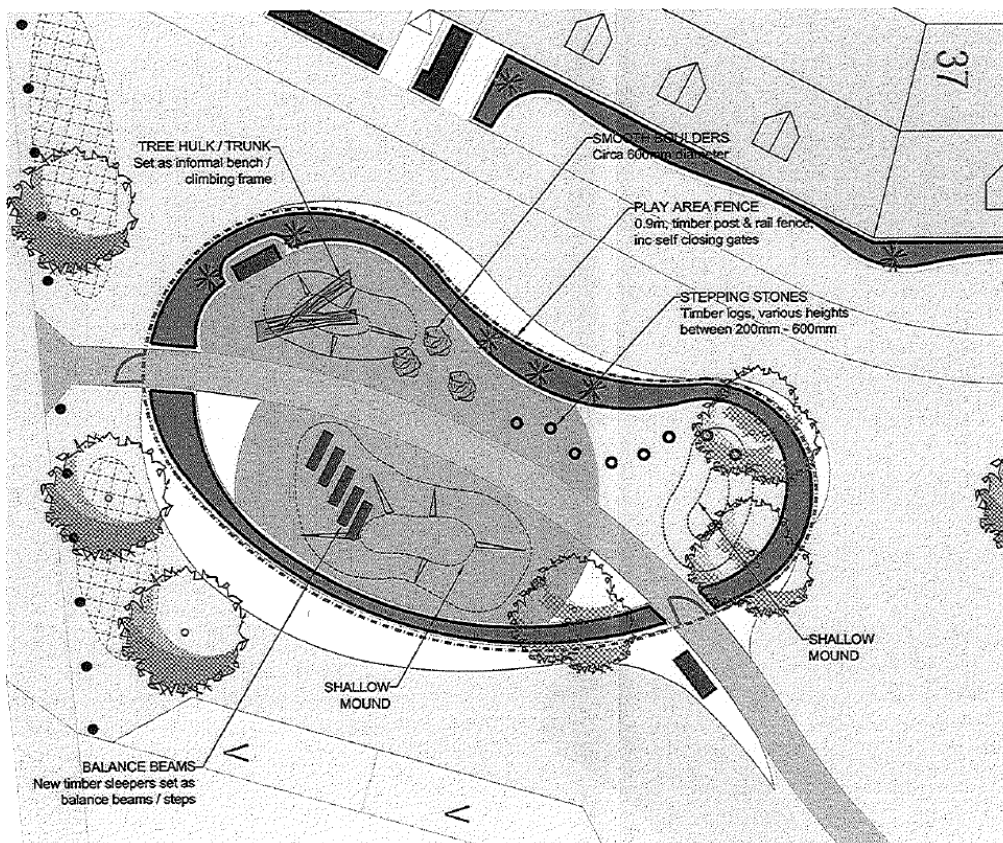
- 3.3.1. All aspects of the design must conform to the British Standard – BS EN 1176 – Playground Equipment Standard and in respect of any surfacing used – BS EN 1176 and BS EN 1177 and satisfy any applicable recommendations of RoSPA.
- 3.3.2. Any equipment shall be installed as per the manufacturer's instructions and adhere to RoSPA recommendations. A Post Installation Inspection must take place upon completion and the cost included in the quotation.
- 3.3.3. Longevity and durability are key considerations and should clearly inform the choice of materials, specification and/or design used in construction. This should be addressed in the submission.

4. Supporting Information

4.1. Satellite View



4.2. Plan of Existing Play Area



4.3. Photographs of Current Condition





4.4. Potential Changes to Play Area Fence Line

