

## Invitation to Tender: Fabian's Park

Fabian's Park is a small area with a few items of play equipment, located adjacent to Colne Road in Coggeshall, Essex. Please see the site location in the appendices.

It is not frequently used, has equipment that is old and tired and it is not seen as an attractive place to play or meet by anyone of any age.

Coggeshall Parish Council owns this piece of land and is seeking quotes for creative ideas with the space. Responsible officer is Philippa Potter, Clerk to the Parish Council ([clerk@coggeshall-pc.gov.uk](mailto:clerk@coggeshall-pc.gov.uk)).

It is anticipated that construction work will be carried out in early 2024. A timescale for commencing this project will be agreed between Coggeshall Parish Council and the chosen Contractor. 1

### **Audience**

Fabian's is one of three playgrounds owned and managed by Coggeshall Parish Council. The Village Green Playground is aimed at toddlers, the recreation ground Big Park playground is aimed at Junior school children, children under the age of 12. We would like Fabian's to address, primarily, the needs of older children and adults.

### **Consultation**

Three consultation events were held:

- At St Peter's School focusing on years 5 and 6;
- At Honywood School focusing on years 7 and above; and
- At the Parish Assembly.

Responses from St Peter's and Honywood School were collected via four, separate "mini" questionnaires headed:

- Where do you spend your spare time?
- When you were young
- Now that you're older
- Your wish list

No names were recorded and there was no requirement to complete all four questionnaires.

Display boards provided food for thought and illustrations of designs and equipment that might be considered suitable.

The questions were constructed to draw together a picture of the way in which younger children spend their time and what they enjoy doing and how older children spend their time and what they enjoy doing, as well as gathering information about what both groups would like to be able to do in the park.

The answers showed that:

- the favourite place to spend spare time was “in my bedroom”;
- enthusiasm for visiting the park waned with age;
- younger children enjoyed more active pursuits;
- climbing and trampolining were favoured activities;
- older students showed more enthusiasm for static equipment; and
- the most popular piece of equipment overall was the swings.

We see this as reflecting a shift in the use of the park from a place to play to a place for meeting and talking as the users grow older. This was reinforced by the choice of “favourite equipment”. Equipment offering seating – either simple group seating or equipment that can be used for sitting such as swings and hammocks and static bikes were popular along with equipment that both tests and developed physical skills such as climbing.

The final forum where the approach to Fabians was discussed was the Parish Assembly. This was attended by many who live in the vicinity of the playground. Topmost of their concerns was antisocial behaviour. They expressed a preference for turning the park in to a nature reserve. This preference must be acknowledged and respected but is unlikely to have the desired effect of alienating those who are intent on disruptive and anti social behaviour. These concerns were also expressed by some of the children and young people. Discouraging anti social behaviour must therefore be a priority.

It seems likely that the position and state of the playground has contributed much to the problems that were identified. The playground is situated on the edge of a 1970s housing estate and at the end of a terrace of older houses. It is secluded, badly lit and the neighbouring properties provide little natural surveillance. It is a space that is separate from the community it is intended to serve. We need to integrate it back in to that community by increasing the use of the space and the range of visitors so that the site is not dominated by one group and the element of seclusion is lost. We must make the area welcoming to all generations and encourage people to see it as both a destination and a place to pass through by choice.

### **Guiding principles:**

The responses of the various stake holders including the preferences expressed by the residents suggest the overall aim should be to:

- preserve the character of the area by favouring natural materials and integrating equipment into the surroundings;
- make the area welcoming to all generations; and
- offer all generations a reason to pass through as well as space to pause, meet and mingle.

To achieve this we need:

- Equipment that will appeal to older children – equipment that is not bright and colourful but sophisticated and “cool”.

- Equipment that offers seating that is attractive to all generations and is conducive to talking and collaborating.
- Equipment that has multiple functions, creating spaces which can be used to relax by groups of older users and more actively by younger visitors.
- Paths with a dual purpose, perhaps offering obstacles and an undulating surface to challenge the older visitors and a more challenging route for younger people to use with bikes, roller skates and scooters.

### Equipment type and location

The ground in the space is largely made up of heavy clay soil with no drainage. While we would like equipment that can be used all-year round, we may not be able to afford any surfacing other than grass and wooden bark. This would be acceptable dependent on the equipment being installed, but any design should consider and explain the choice for proposed surfacing.

The site is on a slope. We need to utilise the slope and keep excavation to a minimum. Terracing would create interest and variety and an impression of privacy and seclusion without actually offering seclusion and by staggering the levels the element of danger that comes with height could be managed more effectively.



This piece of equipment (shared by Make Space for Girls) was the most popular. The structure offers climbing, sitting, hanging along with swings and hammocks to relax. See appendices for ideas around a central structure, which takes its lead from this illustration but could be adapted to terracing, expanded and planted so as to be absorbed into the landscape. Please note, these are just ideas and we are open to designs of different types.

Outdoor gym equipment could be incorporated into the space. It must blend into the natural environment and offer a range of exercises with difficulty levels to challenge all generations and abilities. Seating around the equipment would give parents and carers somewhere to sit when watching children playing on the gym equipment and offer a place for young people to gather other than on the equipment. We feel it is important to stop one activity and/or one group from dominating the space or equipment, excluding others and preventing use of equipment.

Paths should serve a number of purposes:

- encouraging through traffic to discourage anti social behaviour;
- offering clear routes to the exits and entrances to the space to inspire confidence; and
- acting as equipment in their own right.

By introducing undulations, balance beams and stepping stones to a path, a simple walk could be turned into a challenge for the elderly, an adventure for the very young and fun for those on roller skates, bikes, scooters and in prams, pushchairs and wheelchairs. Such a path would add interest to a journey through the space without encouraging groups to form within the space.

Planting will need to add interest, provide a sanctuary for nature and provide screening without creating opportunities for anti social behaviour.

The design of all elements must reflect the overall aim - to turn this space into a community space, a space that offers something for all members of the community, old, young, the fit and active and the not so fit and active.

### **Phasing of the development - requirement for this tender**

The project will need to be broken down into phases due to the funding currently available.

We want to focus on a large central structure in the middle of the location for the first phase but the design and positioning of this item needs to take into consideration what we have in mind for the paths and gym equipment that will be part of the second phase. We have therefore included in the appendices a site plan for the whole development demonstrating what we hope will go where.

**For the purposes of this tender please only provide designs and a quotation for Phase 1 – the central structure.**

### **Budget**

The total budget for the equipment, including any removal of existing items, delivery, groundworks, surfacing, installation and ancillary items, is £37,000. This is the set final figure so any submission has to be inclusive of all costs. The figure quoted must be valid for six months to ensure the Council is able to schedule the works at an appropriate time.

Please identify the price within the Tender for any necessary grass reinstatement works that may be required following completion of works.

There are no welfare toilet facilities at the site, so these need to be taken into account as part of the quote if required.

## **Regulations and requirements**

The submissions put forward for the project must adhere to all appropriate regulations and these should be detailed in any response.

The installation works shall provide the changes to the playground in a finished state, suitable for use on completion. The site shall be left clean and tidy at the end of the contract and must be handed over in a pristine condition. Damage to surrounding areas shall be minimised and any damage within or outside of the completed site shall be reinstated to the satisfaction of Coggeshall Parish Council.

Contractors shall at all times adhere to the requirements of the Disability Discrimination Act 2005. The supply and installation of all play equipment and safety surface shall comply with BSEN1176 and BSEN1177. Contractors that do not conform to these standards will be rejected so evidence should be included in submissions to demonstrate that these can be met. Guarantee periods should clearly be given for all items of equipment, safety surfacing and any other items. The equipment must also comply with the Equalities Act 2010 and provide fully inclusive play and accessibility.

Products used for surface coating and maintenance purposes should not contain hazardous substances.

The contractor is to arrange for competent site supervision at all times to ensure high standards of workmanship and the safeguarding of the Council property. Generally, the contractor will be supervised indirectly by representatives of the Council by way of random site visits and checks, giving the contractor additional guidance and instructions as is necessary and to monitor the progress of the work. However, the Council reserves the right to exercise direct supervision of the contractor, if deemed necessary.

All contractors and subcontractors must make themselves aware of all Council requirements and compliance with all relevant industry standards and best practice guidelines. All works are to be carried out in accordance with the current Health and Safety at Work Act and all other relevant Acts, Regulations, Rules, and Orders pertaining to Health of Safety of Employees under the CDM Regulations.

Companies must organise for an independent post installation inspection by an appropriately qualified and registered playground inspector, which includes the safer surfacing Test Certificate of Compliance. The company shall pay for the cost of this inspection and for any remedial works whatsoever, should any defects be found. The updated playground will not become the responsibility of Coggeshall Parish Council until the whole complete site is certified compliant.

The Contractor will be required to supply the Parish Council with a copy of their site Risk Assessment, Method Statement, and a copy of their public liability insurance before a contract is signed for the project.

The Contractor shall advise the Parish Council immediately of any deficiencies in the Method Statement or Risk Assessment, or unforeseen hazards to health and safety, which may become apparent as the project proceeds. This includes notification of any RIDDOR incidents during construction.

## **Scoring**

The tenders received will be scored by a sub-committee of the Parish Council, with figures awarded out of 5 for the overall submission. There will be no weighting or any additional criteria.

The Parish Council has a set budget and is not looking for designs below this budget i.e. a design will not be looked upon more favourably because it has a lower cost.

A standard scoring system will be used and is as follows:

0 - Unacceptable: non-compliant, deficient based on the tender requirements

1 - Poor: limited response that is lacking sufficient detail or is inaccurate

2 - Below expectations: minimal achievement of requirements with weakness or omissions

3 - Adequate: Reasonable achievement of requirements with weaknesses or omissions that would be difficult to overcome

4 - Good: comprehensive response, detailed and relevant with no inconsistencies

5 - Excellent: Exceptional submission, demonstrating a high ability, understanding and experience to deliver the project to a high standard

### **Site visit and submission**

A site visit is recommended to assess access, gain detailed measurements, understand the site and view access points to and around the site. The playground is an open site and suppliers are welcome to visit the site at their own convenience.

You must submit clear, detailed, scaled colour plans, descriptions and perspective drawings of the site showing the proposed location of the equipment included within the overall site. All submissions must include a breakdown of the costs and full details of the sustainability, maintenance costs, warranties and replacement availability for all aspects of the equipment. You must also submit a copy of your certificate of public liability insurance and a copy of your company's health and safety policy. Please ensure you also take into account all requirements under the regulations section noted above. Furthermore, a maintenance regime must be provided as part of the submission.

Submissions must be sent electronically in PDF format to [clerk@coggeshall-pc.gov.uk](mailto:clerk@coggeshall-pc.gov.uk).

The deadline for providing a submission is 20th October 2023.

Should you have any questions, please submit these to the Clerk at [clerk@coggeshall-pc.gov.uk](mailto:clerk@coggeshall-pc.gov.uk) by 29th September 2023.

Any responses after this date will not be responded to. All questions and answers provided will be shared on the Parish Council website two weeks before the submission date. Should any questions provide identifiable data, this will be removed from the question and answer.

### **Timeline**

Please see below an indicative timeline for the tender process. This may be subject to change depending on any external factors, such as a meeting being moved:

Tender submission opening date: Monday 11th September 2023

Deadline to submit questions to the Parish Council: 5pm on 6 October 2023

All questions and answers shared publicly: 13th October 2023

Tender submission closing date: 27th October 2023

Full evaluation of all tenders by Parish Council Sub-Committee: 30th October 2023

Full Parish Council meeting to select a preferred supplier: 6th November 2023

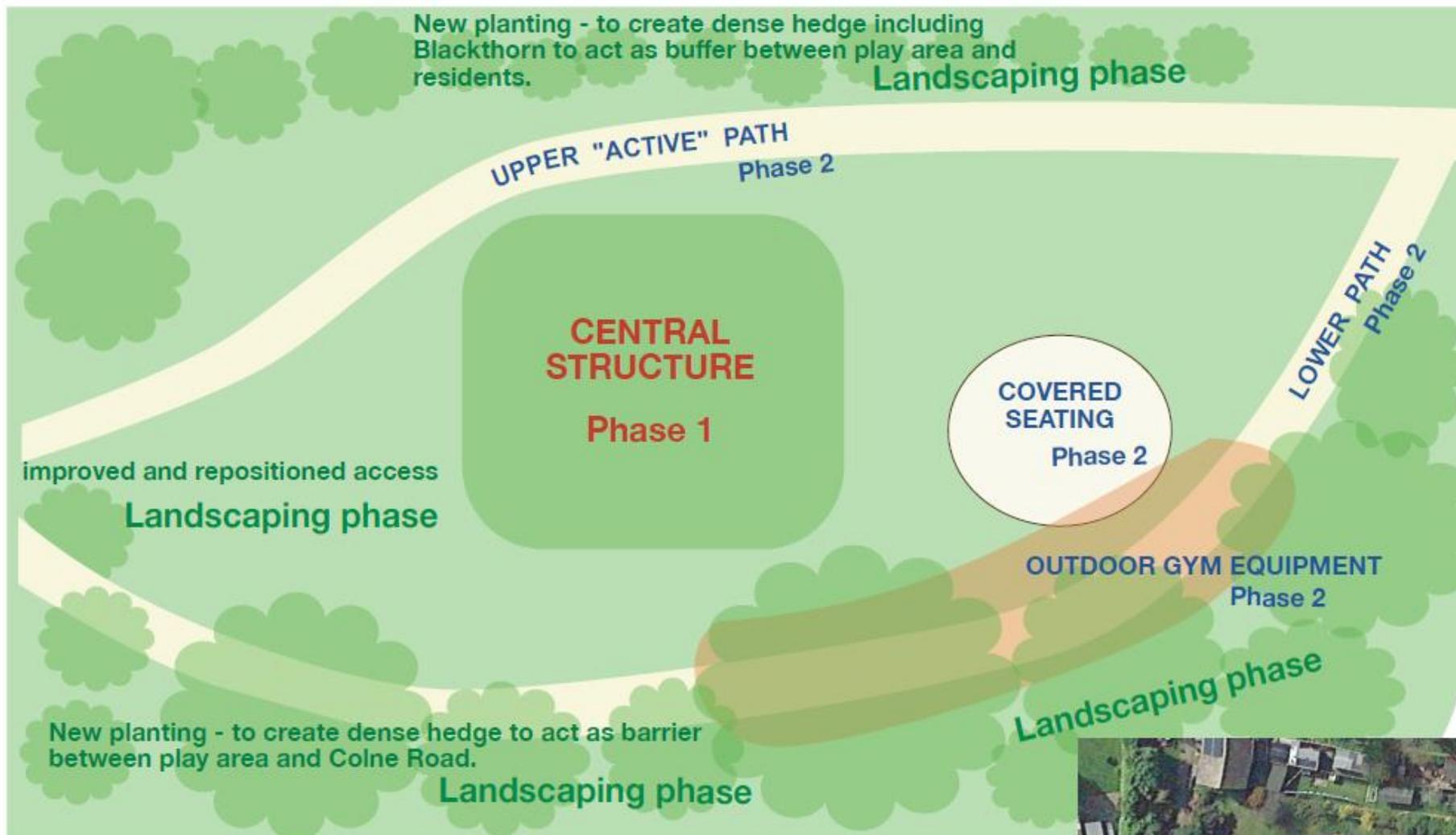
Contractor to be notified following Full Parish Council decision: 7th November 2023

**Appendices  
on following pages:**

# FABIANS PLAY AREA



## OVERVIEW (not to scale)



**PHASE 1:** Central Structure

**LANDSCAPING PHASE:** Additional planting, hedging trees, birdboxes. (To be undertaken by CPC)

**PHASE 2:** Paths, outdoor gym equipment, covered seating.



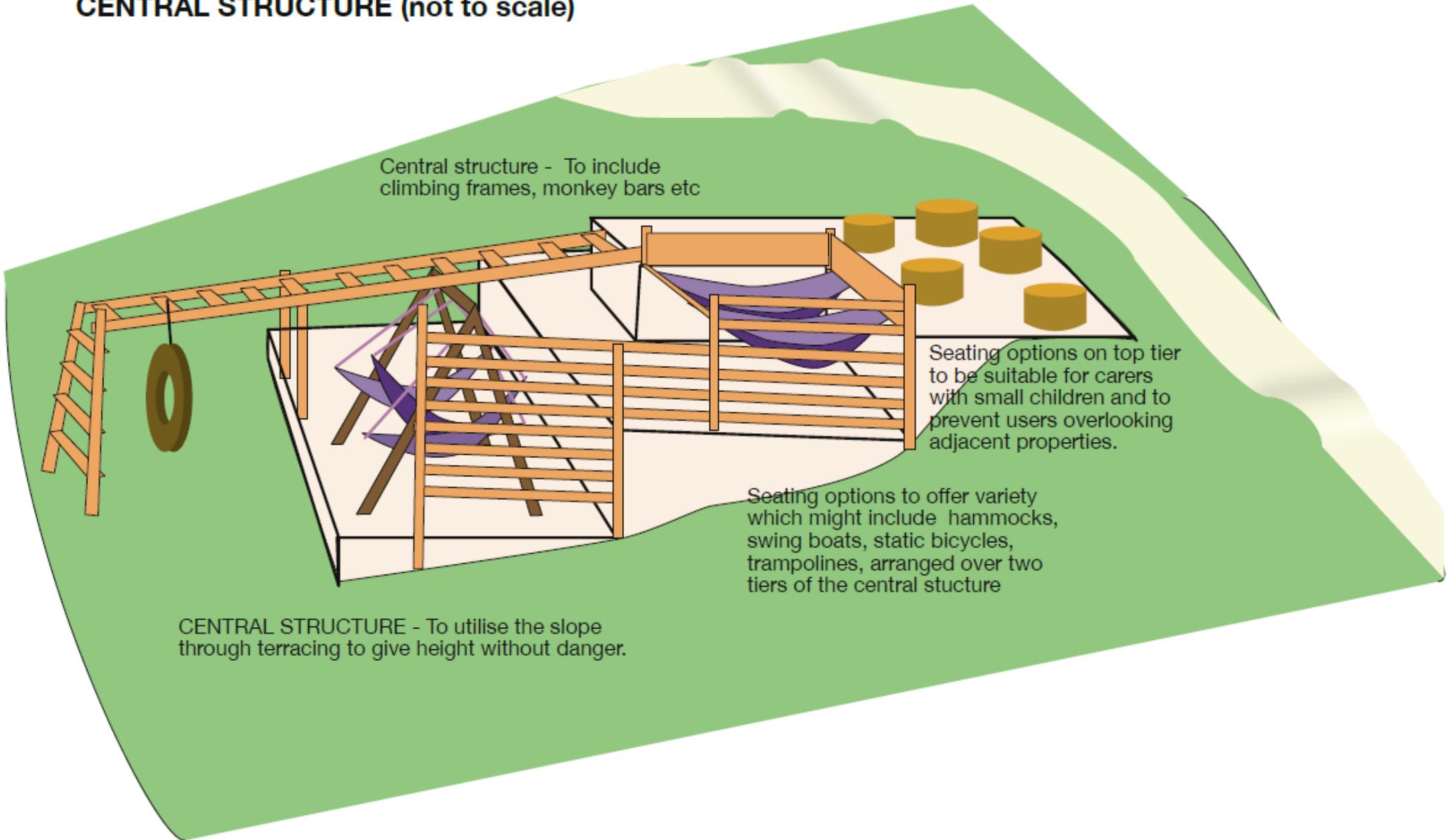
## CENTRAL STRUCTURE (not to scale)

Central structure - To include climbing frames, monkey bars etc

Seating options on top tier to be suitable for carers with small children and to prevent users overlooking adjacent properties.

Seating options to offer variety which might include hammocks, swing boats, static bicycles, trampolines, arranged over two tiers of the central structure

CENTRAL STRUCTURE - To utilise the slope through terracing to give height without danger.



## PATHS (not to scale)

