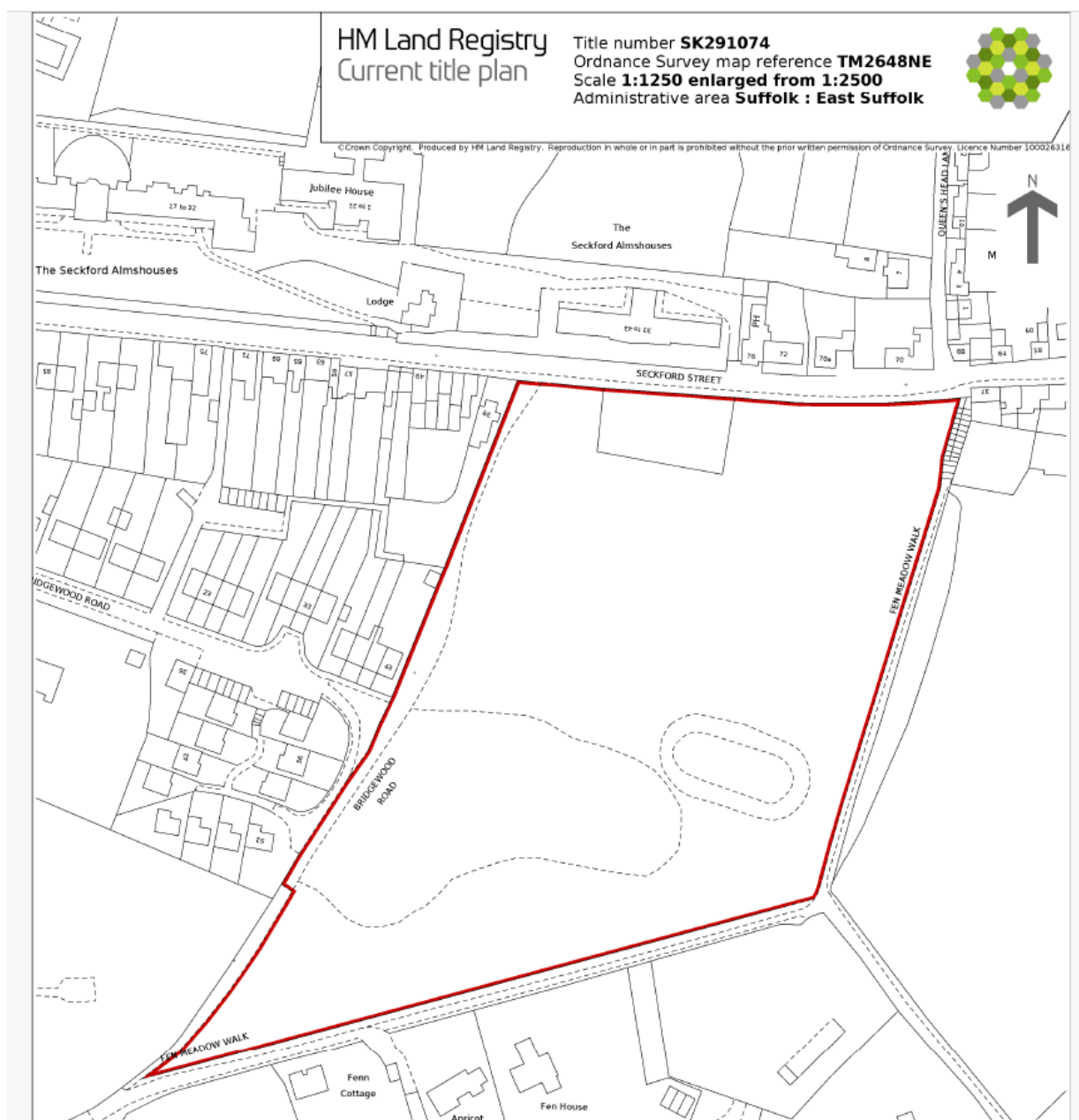


Fen Meadow play area update

This document provides guidance for organisations seeking to provide a quotation for the supply and installation of play equipment at Fen Meadow, Woodbridge.

Introduction

Woodbridge Town Council (WTC) were transferred in 2010 the public open space known locally as Fen Meadow – the site is covered by Land Registry Title Number SK291074. A map of the boundary of the site is provided below:



WOODBIDGE TOWN COUNCIL

Town Clerk: Mr G E Diaper

Shire Hall, Market Hill, Woodbridge, Suffolk IP12 4LP

Telephone: 01394 383599 | Email: townclerk@woodbridge-suffolk.gov.uk | Website: woodbridge-suffolk.gov.uk

Fen Meadow is predominantly a grassland meadow which has been managed in a traditional manner and consequently is important to maintaining local biodiversity. It is situated to the South of Seckford Street and is bounded by the Abbey School grounds and Woodbridge New Cemetery. The area of Fen Meadow is 2.67 hectares.

The site historically served as grazing land and has a stream running under the centre of the Meadow. In the months of May and June you may be able to spot the pink flowers of a colony of Southern Marsh-orchid's (*Dactylorhiza praetermissa*) growing in the damp alkaline meadows. There are three paths running alongside the western and eastern boundaries and through the wooded area.



Fen Meadow play area

The transfer to WTC included an existing play area with a slide, swings and climbing frame – this equipment is outdated and, in many cases, beyond the remit of modern health and safety requirements.

WTC are seeking quotations for the removal of the existing swings and climbing frame, and the installation of new play equipment that incorporates the existing steel slide – a photo showing the extent of the site (which is fully fenced and accessible by a hard standing path directly from Seckford Street), is shown below:



Equipment – WTC envisages that this area will be used to install new play equipment to serve the needs of children aged 0 – 16 – the equipment proposed by the contractor should complement the wild setting – it is anticipated that the main structure of the equipment proposed will be natural – wood and rope, although WTC appreciates the necessity for some metal, plastic and rubber components.

As a minimum WTC would expect the quotation to include the following, but are open to receiving guidance from industry professionals:

- Swings – including ‘mother and me’, toddler and flat seat swings.
- Climbing frame – including ropes and a significant sized slide.
- Accessible play equipment – The WTC vision statement focusses on an inclusive society, therefore some items of fully accessible play equipment must be provided.
- Equipment/ apparatus to facilitate the climbing to the top of the existing slide – this could be a standalone scramble net or a bridge link to the new climbing frame. WTC

would be very interested in designs that incorporate a second, smaller slide into the climbing feature.

Safety surfacing – the use surfacing such as bonded mulch or wet pour is not suitable for Fen Meadow. WTC requests that quotations provide for the use of grass matting as the safety surface. The scale of the requirement for the matting (whole area or just around the individual items of equipment) will be discussed directly the contractor.

Fencing – The existing site is already fenced – advice as to whether the fence need to be moved will be discussed with contractors on site.

Access – Access to the play area is provided by a tarmac path.

Value – WTC has a budget of £80,000 to install the play equipment and safety surfacing into the existing site on Fen Meadow. WTC are seeking quotations for the installation of play equipment and associated safety surfacing to a maximum value of £80,000.

New play area

WTC are also seeking to receive quotations for the supply and installation of play equipment upon the open part of the Fen currently used nominally for dog walking, informal games etc. WTC has identified the below defined area as the most suitable part of the park into which to install play equipment:



Equipment – WTC envisages that this area will be used to install new play equipment to serve the needs of children aged 0 – 16 – the equipment proposed by the contractor should complement the wild setting – it is anticipated that the main structure of the

equipment proposed will be natural – wood and rope, although WTC appreciates the necessity for some metal, plastic and rubber components.

As a minimum WTC would expect the quotation to include the following, but are open to receiving guidance from industry professionals:

- Swings – including ‘mother and me’, toddler and flat seat swings.
- Climbing frame – including ropes and a significant sized slide.
- Balance/ scrambling equipment – a climbing net or standalone balancing/ climbing equipment.
- Accessible play equipment – The WTC vision statement focusses on an inclusive society, therefore some items of fully accessible play equipment must be provided.
- Visual/ textural/ noise equipment.

WTC envisages that the play area will be designed to allow users to follow a trail around each item – akin to an adventure assault course, but to also allow access to individual items if users they.

Safety surfacing – the use surfacing such as bonded mulch or wet pour is not suitable for Fen Meadow. WTC requests that quotations provide for the use of grass matting as the safety surface. The scale of the requirement for the matting (whole area or just around the individual items of equipment) will be discussed directly the contractor.

Fencing – The proposed play area is not currently fenced; the Council is proposing to install fencing once the play equipment has been installed. Contractors are not required to quote for fencing installation.

Access – A public right of way runs along the western edge of the Fen – access to this PROW is from Seckford Street and Bridgewood Road, and WTC will organise with Suffolk County Council how to formalise this access to ensure that the play area is fully accessible.

Value – WTC has a budget of £80,000 to install the play equipment, safety surfacing, fencing and associated pathways on Fen Meadow. WTC are seeking quotations for the installation of play equipment and associated safety surfacing to a maximum value of £60,000, based on the expectation that the pathway to the site and fencing will cost around £20,000.

Site visits – Site visits are welcome – WTC appreciates that this is document does not provide sufficient guidance for a contractor to quote from and also welcomes an exchange of ideas with industry professionals. Such visits can be organised through the WTC Town Clerk, copied to the Deputy Town Clerk and Estates Officer (details below).

Final quotations and designed should be received no later midday on Friday 29th August, 2025.

Town Clerk – Mr G E Diaper – townclerk@woodbridge-suffolk.gov.uk

Deputy Town Clerk – Mrs B J Lloyd – deputytownclerk@woodbridge-suffolk.gov.uk

Estates Officer – Mr L J Garrard – estates@woodbridge-suffolk.gov.uk