



**Colden Common Parish Council**  
**Parish Office**  
**Colden Common Community Centre,**  
**St Vigor Way, Colden Common,**  
**Winchester, Hants, SO21 1UU**

# **Colden Common Park**

## **Play Area**

## **Refurbishment**

## **Project Design Brief / Specification**

**Deadline for quotes to be received by NOON**  
**Monday 4th November 2024**

**Award planned for Spring 2025, but order is depending on some third party funding**

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## 1.0 Introduction

Colden Common Park (CCP) play area is part of our largest recreation ground which is located at Boyes Lane, Colden Common SO21 1TA (see addendum 1 Location Maps).

**What three words location ///latter.opera.safely**

This is a key destination play space and a high-quality design is sought as reflected in the Tender Evaluation Criteria (see addendum 5)

The age of the equipment and surfacing is now such that a new scheme is required to bring it into line with current requirements for inclusiveness and to create a more pleasing place not only for children but also for their adult carers and visitors and to enhance the general appearance of the location.

The purpose of this brief is to obtain **fixed price quotations and illustrated layouts** for the refurbishment of the play area including: removal of existing play equipment removal of existing surfaces; landscape works according to the tenderers design; the supply and installation of new play equipment and surfacing.

We are seeking a contractor to create a new, inclusive children's play area. The play area should be accessible to children of all abilities, including those with disabilities, and should provide a safe and stimulating environment for children to play and learn. We are looking for a turn-key service that finishes the site to a high standard of workmanship and completeness including the proper finishing of grass, earthworks and any planted areas.

The provision of toddler and junior play equipment should be split 25% toddler play and 75% junior play (Junior play being 30% aimed towards 5–7-year-olds, 45% for 8-12 years upwards).

## 2.0 Budget and retention

The **maximum** budget for this opportunity is £130,000. The council reserves the right to disqualify the Tenderer from the process, if a submitted fee exceeds the maximum budget.

The contract will include a provision to retain 2.5% of the total contract sum held against any defects for a 12 months defects liability period after the issue of the Certificate of Practical Completion (assume you are provided with such certification).

A satisfactory final inspection of the whole project will be carried out by the council to ensure that all works have been completed to an acceptable standard. The council will pay the submitted contract fee (minus the retention as set out above) upon satisfactory completion of the final inspection.

### 3.0 Site Visit

A visit to the site to see first-hand the location, current equipment and facilities, and assess general logistics is a mandatory requirement before submitting a tender. A tenderer can be accompanied by a member of Colden Common Parish Council if desired by arranging a time for the visit.

The site is (see Addendum 1 – Location Maps): Colden Common Park, Boyes Lane, Colden Common, Winchester, Hants, SO21 1TA.

Parking is available.

Contact: Debbie Harding

Email: [clerk@coldencommon-pc.gov.uk](mailto:clerk@coldencommon-pc.gov.uk)

Tel: 01962 713700

### 4.0 General Aspirations

- To improve the usability of the play area with better play equipment.
- To install a picnic area with a picnic bench which has inclusive seating with appropriate hard standing.
- To make a 'place' rather than a non-descript space that improves the appearance of the location and makes an overall improved experience for all visitors.
- Accessibility: The play area should be accessible to children of all abilities, including those with disabilities. This should involve installing elevated structures (multi-play) with wheelchair accessible ramps, as well as ensuring that the ground surface is even and free from obstacles.
- Equipment: A range of play equipment should be installed to cater to different age groups and abilities. The play equipment should be durable and made from high-quality materials to withstand heavy use and exposure to the elements.
- Inclusivity: The play area should be designed with inclusivity in mind. This means creating a space where children of all backgrounds and abilities can play together, learn from one another, and build social connections. This may involve incorporating elements such as sensory play equipment, shaded areas, flexible use open space and seating areas for caregivers.

## 5.0 Requirement and specification

- Safety: The play area should be designed with safety as a top priority. This includes ensuring that all equipment meets current safety standards, and that the area is designed to minimize the risk of accidents. Impact-absorbing surfaces such as rubber mulch, wetpour or similar should be used to cushion falls, and equipment should be spaced appropriately as current standards dictate.
- The scheme will require the complete removal of all current equipment, including posts in the ground and surfacing.
- Hooped top fencing around the existing play area does not need replacement, and a new play area should be designed around the existing footprint.
- Addendum 1 includes a plan to show the area available
- The play area is accessed equally by all age groups – toddler, Reception, Junior and Secondary.
- Equipment must include items for wheelchair users and an interactive access platform that is accessible to them.
- As the design is to include all ages the design must consider a 'safe space' for toddlers where they are not able to stray into the path of equipment which may harm them.
- Making good and finishing the site to a high standard is essential. This must include but not be limited to:-

Protecting any trees in or around the site from construction work in accordance with BS5837:2012 Trees in Relation to Design, Demolition & Construction – Recommendations. Properly grading ground and importing topsoil where necessary to ensure well finished surfaces with seeding or turfing between paved areas - allowing enough time for establishment<sup>1</sup>.

Spreading excavated earth on to existing grass surfaces that are to remain is not permitted.

Finishing edges neatly and properly, lapping soil over wetpour / rubber mulch where this is required.

Litter picking and clearing arisings and detritus that have either resulted from the work or other sources. See the specification in Addendum 4 for details.

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<sup>1</sup> See detail on addendum 4

Leaving no unresolved areas – each part of the site within the contractor's boundary must be designed and finished to a high standard.

Leaving the site in a well finished, clean and tidy condition.

A specification for seeding and turfing (as required) is shown in Addendum 4.

Materials that require disposal should be recycled or if not possible they must be disposed of in authorised facilities.

The available funding is for the capital build only. No extra funding has been secured for maintenance of the equipment. Therefore, the contractor should consider the maintenance requirements of his proposals within their design long term.

Prior to hand over to the Council and before opening to the public;

Specialist tools required for the maintenance of fixings must be provided for the clients use.

An equipment inventory shall be provided.

Equipment diagrams, as built drawings and layouts must be provided.

Manufacturers' operation details and maintenance schedules for each item of equipment shall be provided.

The play area will be inspected by RoSPA (and/or an appropriately accredited inspector) and any remedial works carried out by the contractor at the contractors cost.

A final inspection of the whole project will be carried out by the Employer or his representative to ensure that all work has been completed to an acceptable standard.

## 6.0 Project brief

Aim is to provide a space which can be used for imaginative play and can be used for a variety of ages. Area to be themed based using a large multi-play structure. This play space promotes “free play”. We wish to steer away from installing lots of individual pieces of equipment. We would like the play area to have some accessible areas for those with mobility difficulties.

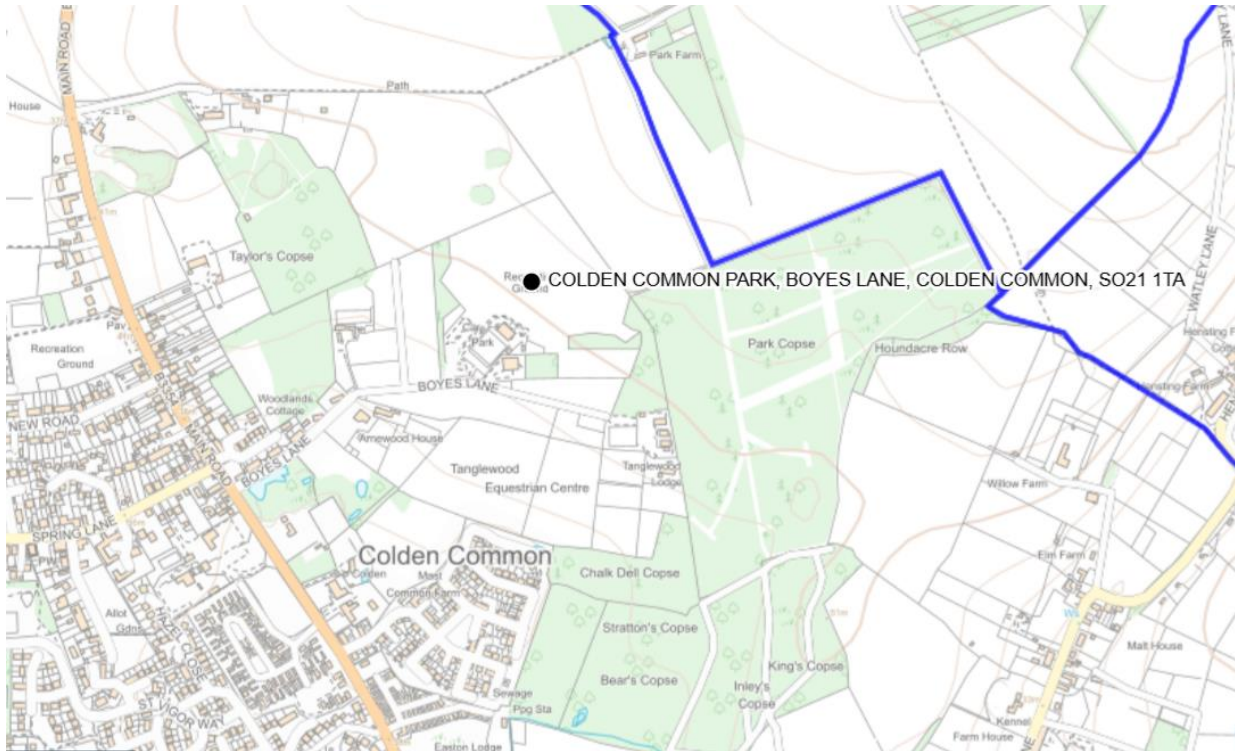
- No zip wires or sandpits.
- High, long slide is a must
- Toddler slide a must
- Age range 2 – 14 years
- Area must be designed within the current footprint, existing fencing to remain.
- Free play themed
- Climbing wall would be welcome
- **Maximum** budget of £130,000 plus VAT
- Please provide a plan as scheme will go out to public consultation to consider residents feedback before making a decision on winning supplier

**Deadline for quotes to be received by NOON Monday 4<sup>th</sup> November 2024**

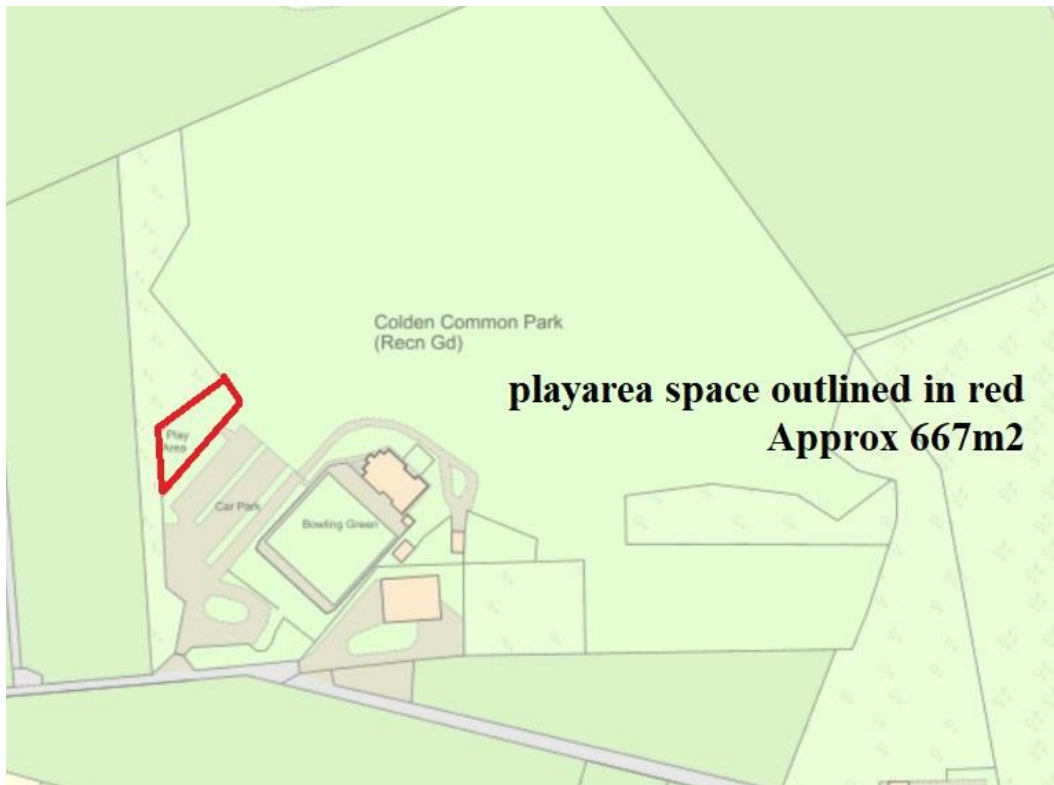
Award planned for Spring 2025, but order is depending on some third party funding

## 7.0 Addendum 1 – Location maps

Colden Common Park, Boyes Lane, Colden Common, Winchester, Hampshire, SO21 1TA



Play area location and M2





## 8.0 Addendum 2 – Frequently asked questions and current equipment

### Frequently asked questions

**Q Does the facility have access to employee welfare facilities**

**A** Yes a toilet is available

**Q How big is the area?**

**A** it is approx. 667m<sup>2</sup>

Longest side measures 51 metres, and longest width 25 metres

**Q What equipment is currently the site**

**A** The current play area is wooden and consists of a slide, a play tower which has a slide and a wobbly bridge, two toddler swings, two flatbed swings<sup>2</sup>

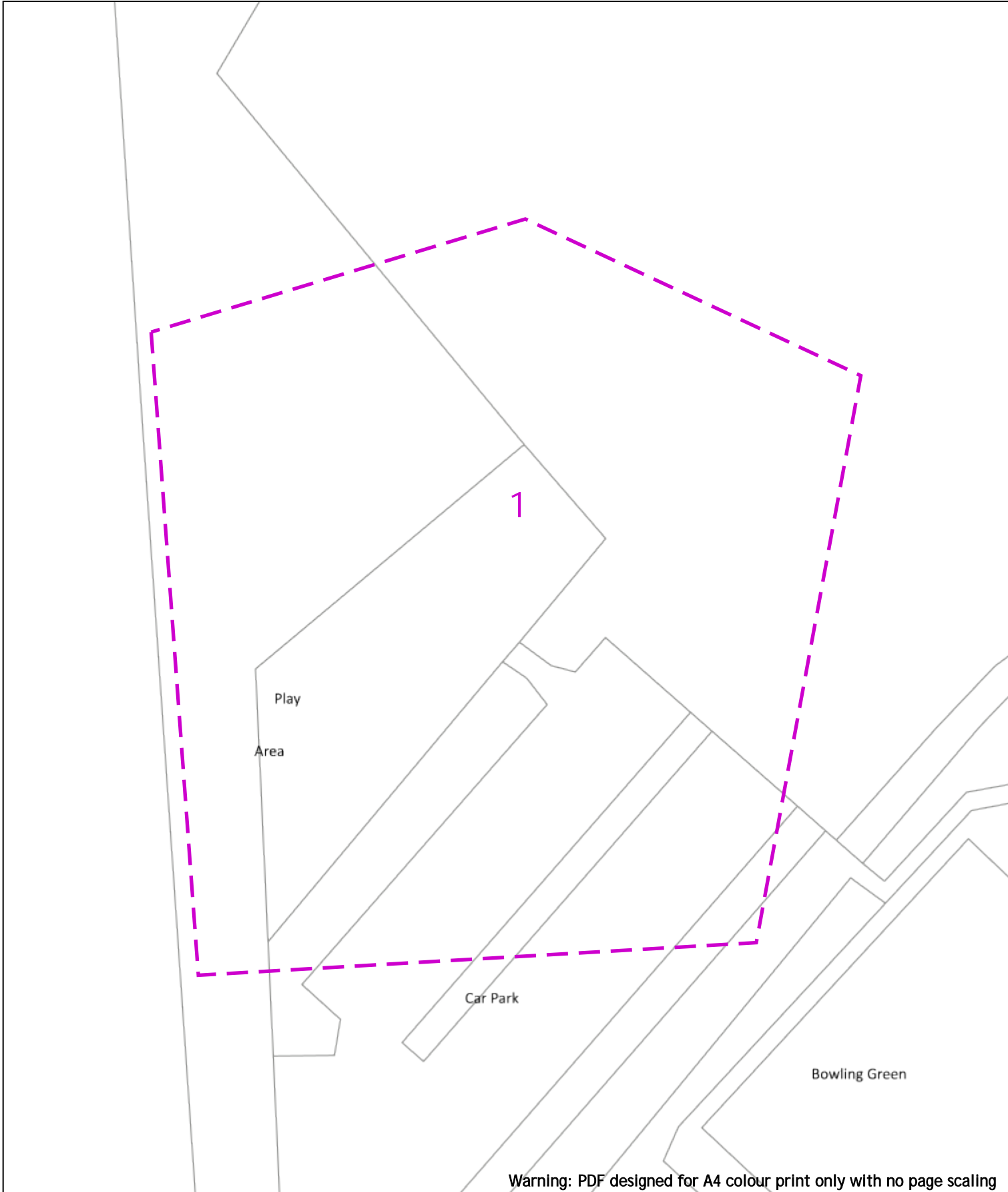


## 9.0 Addendum 3 – Statutory authority services.

Drawings on pages 10 and 11 are from statutory service providers but show approximate locations only. Other services may not have been captured and therefore site investigation by the appointed contractor will be required before work starts.

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<sup>2</sup> Removed on safety grounds



Warning: PDF designed for A4 colour print only with no page scaling

020m

Dig Sites

Area:

Line:

Date Requested: 06/08/2024

Job Reference: 34309141

Site Location: 448538 122570

Requested by: Mrs Debbie Harding

Your Scheme/Reference: Colden Common Park - Play Area

Voltages (V)				
LV (Low Voltage) and Services	Up to 1,000V			
HV (High Voltage)	Over 1,000V to 11,000V			
EHV (Extra High Voltage)	22,000V to 132,000V			
Transmission	275,000V and 400,000V			

NORMAL DEPTH TO THE TOP OF THE CABLE WHEN LAID				
Services	LV	HV	EHV	
Footpath/Unmade	0.45m	0.45m	0.6m	0.8m
Road Crossing	0.6m	0.6m	0.75m	0.9m
Agricultural	1m	1m	1m	1.1m

Legend

Service Cable

LV Mains

2-3.3kV

6.6kV

11kV

22kV

33kV

66kV

132kV

275kV

400kV

Fibre Optic

Pilot Cable

Distribution Structures [Electric]

Pole, Existing Location

Pole, Existing Location - Single

Pole, Existing Location - H

Duct Route

Cross Section Route

There may have been subsequent alteration to the surface levels. Trial holes must be undertaken to determine position and depths of cables. HS (G) 47 Booklet from the Health and Safety Executive – Avoiding Danger from Buried Cables – should be consulted before commencing excavation work.

WHEN WORKING IN THE VICINITY OF OVERHEAD LINES THE HEALTH AND SAFETY GUIDANCE NOTES G56 SHOULD BE CONSULTED (AVAILABLE FROM THE HSE WEBSITE)

Southern Electric Power Distribution plc

Registered Office: No.1 Forbury Place

43 Forbury Road Reading RG1 3JH

Registered In England & Wales No.04094290

If you're unsure & need to seek advice before commencing excavations, please contact:

General Enquiries: 0800 048 3516

Subject to revision – Master held by SSEN Asset Data Team:

[Asset.Data@sse.com](mailto:Asset.Data@sse.com)

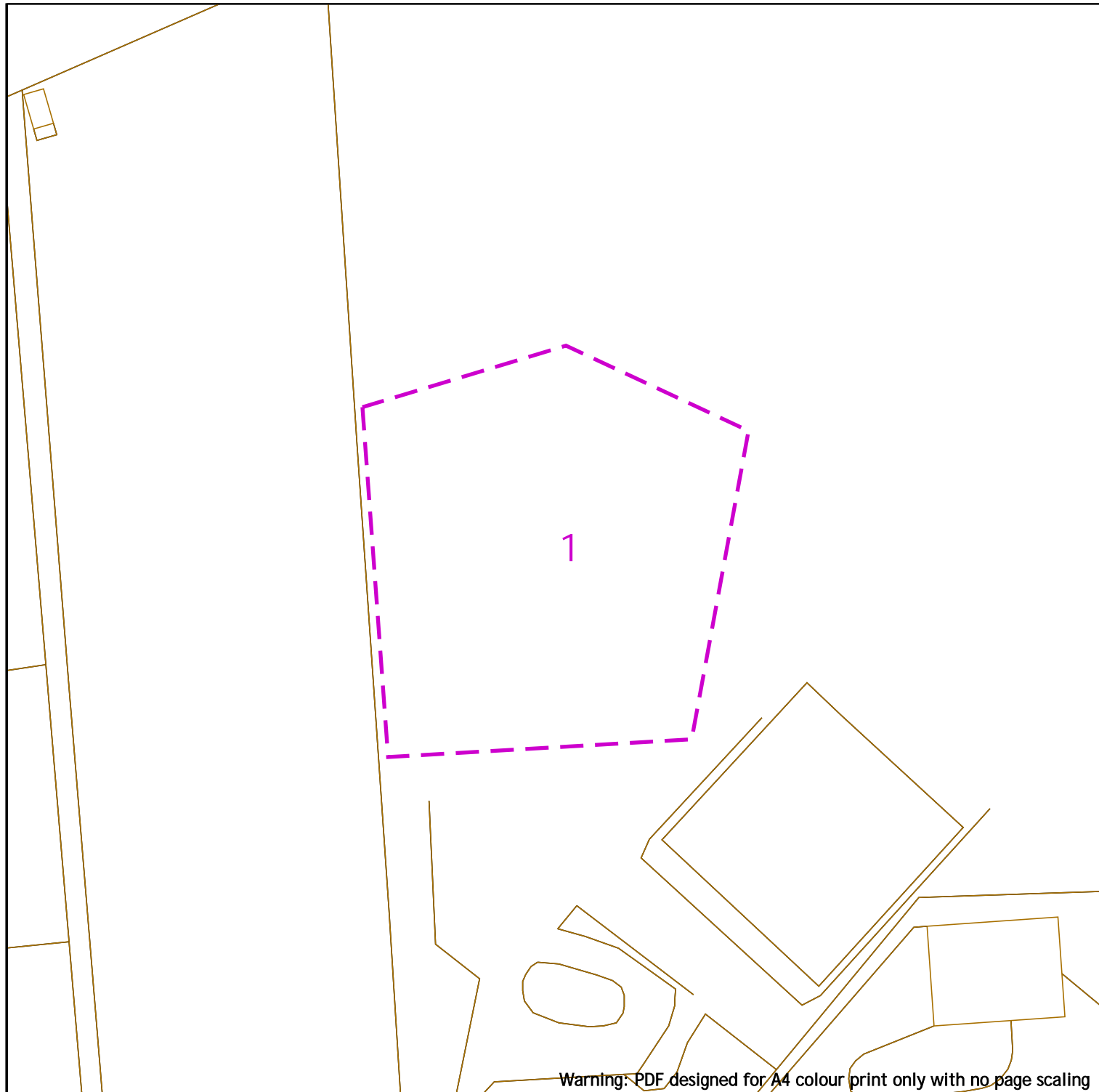
01256 337 294

Scale: 1:500 (When plotted at A4)

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Plans generated by DigSAFE Pro™ software provided by Livesearchbeforeldig.

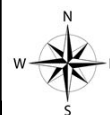


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**Contact Us**  
**SGN Safety Admin Team:**  
0800 912 1722  
**Email:**  
plantlocation@sgn.co.uk

Low Pressure Mains		Digsite:		Area:	
Medium Pressure Mains		Line:			
Intermediate Pressure Mains		IAs			
High Pressure Mains		GTs		SSSIs	
H100 Assets					
Some Examples Of Plant Items					
Valve		Syphon		Depth of Cover	
				Diameter Change	
				Material Change	



This information is given as a guide only and its accuracy cannot be guaranteed.



This plan shows the location of those pipes owned by Scotia Gas Networks (SGN) by virtue of being a licensed Gas Transporter (GT). Gas pipes owned by other GTs or third parties may also be present in this area but are not shown on this plan. Information with regard to such pipes should be obtained from the relevant owners. No warranties are given with regard to the accuracy of the information shown on this plan. Service pipes, valves, siphons, sub-connections etc. are not shown but their presence should be anticipated. You should be aware that a small percentage of our pipes/assets may be undergoing review and will temporarily be highlighted in yellow. If your proposed works are close to one of these pipes, you should contact the SGN Safety Admin Team on 0800 912 1722 for advice. No liability of any kind whatsoever is accepted by SGN or its agents, servants or sub-contractors for any error or omission contained herein. Safe digging practices, in accordance with HS (G)47, must be used to verify and establish the actual position of mains, pipes, services and other apparatus on site before any mechanical plant is used. It is your responsibility to ensure that plant location information is provided to all persons (whether direct labour or sub-contractors) working for you on or near gas apparatus. Information included on this plan should not be referred to beyond a period of 28 days from the date of issue.

**Report damage immediately – KEEP EVERYONE AWAY FROM THE AREA**  
**0800 111 999**

This plan is reproduced from or based on the OS map by Scotia Gas Networks plc, with the sanction of the controller of HM Stationery Office. Crown Copyright Reserved. Southern Gas – 100044373 and Scotland Gas – 100044366.

Date Requested: 06/08/2024  
Job Reference: 34309141  
Site Location: 448538 122570  
Requested by: Mrs Debbie Harding  
Your Scheme/Reference: Colden  
Common Park - Play Area

Scale: 1:1000 (When plotted at A4)

## **10.0 Addendum 4. –Minimum specification requirements and standards (Landscaping, safety, surfacing, litter bins, signage & benches)**

The following are minimum specifications and guideline references, but construction is not limited to these.

Specifications for common landscape works in and around play areas – minimum requirements expected:

### **TOPSOIL AND SOIL AMELIORANTS**

#### **PREPARATION MATERIALS GENERALLY:**

- Purity: Free of pests and disease
- Foreign matter: On visual inspection, free of fragments and roots of aggressive weeds, sticks, straw, subsoil, pieces of brick, concrete, glass, wire, large lumps of clay or vegetation and the like.
- Contamination: Do not use topsoil contaminated with subsoil, rubbish or other materials that are:
  - Corrosive, explosive or flammable
  - Hazardous to human or animal life
  - Detrimental to healthy plant growth
  - Objectionable odour: None

#### **MATERIALS NOT PERMITTED:**

Materials: Peat and River and canal dredgings.

#### **IMPORTED TOPSOIL TO BS 3882**

- Quantity: Provide as necessary to make up any deficiency of topsoil required to backfill and complete the works.
- Standard: To BS3882
- Free of weed seeds, roots of perennial weeds, sticks, subsoil and foreign matter.
- Grade: Multipurpose purpose 0.6-2mm
- Source: contractor's choice.

#### **INSPECTING FORMATIONS**

- Give notice: Before spreading topsoil for lawn areas and planting beds.
- Notice period: 7 days.

#### **SURPLUS MATERIALS TO BE REMOVED:**

- Topsoil: Remove from site topsoil remaining after completion of all landscaping work or as agreed with Project Manager.
- Do not deposit or spread excavated soil on grass surfaces that are to remain.
- Subsoil, stones, debris, wrapping material, canes, ties, temporary labelling, rubbish, prunings and other arisings: Remove.

## **CULTIVATION**

- Compacted topsoil: Break up to full depth.
- Tilth: Loosen, aerate and break up topsoil to a tilth suitable for blade grading.
- Depth: 150 mm.
- Particle size (maximum): 2-8 mm.
- Timing: Within a few days before planting.
- Weather and ground conditions: Suitably dry.
- Surface: Leave regular and even.
- Levels: 25 mm above adjoining paving or kerbs and 50 mm above adjoining lawns.
- Undesirable material brought to the surface: Remove visible weeds, roots and large stones with any dimension exceeding 50 mm.
- Soil within root spread of trees and shrubs to be retained: Do not dig or cultivate.

## **GRADING OF TOPSOIL**

- Topsoil condition: Reasonably dry and workable.
- Contours: Smooth and flowing, with falls for adequate drainage.
- Hollows and ridges: Not permitted.
- Finished levels after settlement: 25 mm above adjoining paving, kerbs, manholes etc.
- Blade grading: May be used to adjust topsoil levels provided depth of topsoil is nowhere less than 100 mm.
- Give notice: If required levels cannot be achieved by movement of existing soil.

## **SEEDING / TURFING**

### **SEEDED AND TURFED AREAS**

- Growth and development: Healthy, vigorous grass sward, free from the visible effects of pests, weeds and disease.
- Appearance: A closely knit, continuous ground cover of even density, height and colour.

## **CLIMATIC CONDITIONS**

- General: Carry out the work while soil and weather conditions are suitable.

## **SOIL CONDITIONS**

- Soil for cultivating and planting: Moist, friable and (excepting marginal planting) not waterlogged.
- Frozen or snow covered soil: Give notice before planting. Provide additional root protection.
- Prevent planting pit sides and bases and backfill materials from freezing.

## GRASS SEED BEDS

- Cultivate topsoil to a depth of 100mm including all consolidation, rolling, harrowing or raking to achieve a firm, fine tilth suitable for seeding.
- The seed bed shall be free of all bumps, hollows, depressions and soft areas so that an evenly graded grass surface can be achieved.
- The seed bed should be evenly graded to finish 25mm above adjoining paving, kerbs, manholes etc, after settlement.
- Remove all weeds, and remove stones, grass sods and other debris exceeding 20mm in any dimension and all roots exceeding 15mm diameter or 200mm length.
- After cultivation and prior to grass seeding, supply, spread and lightly rake into the tilth a granular pre-seeding fertiliser N:P:K ratio 10:15:10 at a rate of 60 grams per m<sup>2</sup>.

## FINAL CULTIVATION

- Timing: After grading and fertilizing.
- Seed bed: Reduce to fine, firm tilth with good crumb structure.
- Depth: 25 mm.
- Surface preparation: Rake to a true, even surface, friable and lightly firmed but not over compacted.
- Remove surface stones/earth clods exceeding:  
Fine lawn areas: 10 mm.
- Adjacent levels: Extend cultivation into existing adjacent grassed areas sufficient to ensure full marrying in of levels.

## SEEDING

### GRASS SEED FOR ALL GRASSED AREAS (NON WILDFLOWER)

- Supplier: Submit proposals.
- Mixture reference: Amenity mix
- Application rate: 34-50 g/m<sup>2</sup>.

### QUALITY OF SEED FOR ALL GRASSED AREAS

- Freshness: Produced for the current growing season.
- Certification: Blue label certified varieties.
- Standard: EC purity and germination regulations.
- Official Seed Testing Station certificate of germination, purity and composition: Submit when requested.
- Samples of mixtures: Submit when requested.

## SOWING

- General: Establish good seed contact with the root zone.
- Method: To suit soil type, proposed usage, location and weather conditions during and after sowing.
- Distribution: 2 equal sowings at right angles to each other.

## GRASS SOWING SEASON

- Grass seed generally: April to June or August to October.

## TURFING CULTIVATED

## **TURF**

- Supplier: Contractors choice – approved by Contract Administrator.
- Product reference: amenity type
- Properties of soil used for turf production: Submit proposals.

## **DELIVERY AND STORAGE**

- Timing: Lay turf with minimum possible delay after lifting. If delay occurs, lay turf out on topsoil and keep moist.
- Frosty weather or waterlogged ground: Do not lift turf.
- Delivery: Arrange to avoid need for excessive stacking.
- Stacking height (maximum): 1 m.
- Dried out or deteriorated turf: Do not use.

## **TURFING GENERALLY**

- Time of year: Autumn or early winter.
- Timing of laying:
  - Spring and summer: Within 18 hours of delivery.
  - Autumn and winter: Within 24 hours of delivery.
- Weather conditions: Do not lay turf when persistent cold or drying winds are likely to occur or soil is frost bound, waterlogged or excessively dry.
- Working access: Planks laid on previously laid turf. Do not walk on prepared bed or newly laid turf.
- Jointing: Laid with broken joints, well butted up. Do not stretch turf.
- Edges: Whole turfs, trimmed to a true line.
- Adjusting levels: Remove high spots and fill hollows with fine soil.
- Consolidating: Lightly and evenly firm as laying proceeds to ensure full contact with substrate. Do not use rollers.
- Dressing, brushed well in to completely fill all joints: Sandy loam.
- Watering: Thoroughly water completed turf immediately after laying. Check that water has penetrated into the soil below.

## **TRIMMING TURF**

- Newly planted tree pits: Neatly cut away around individual trees.
- Diameter: 1000 mm.
- Tree pit surface: Leave exposed.

## **CLEANLINESS**

- Soil and arisings: Remove from hard surfaces, grass areas, shrub beds.
- Waste or surplus materials, tools, fencing and ancillary equipment: Remove as soon as possible and nothing remaining at Completion.
- General: Leave the works in a clean, tidy condition at Completion and after any works or maintenance operations.

#### Applicable British Standards (but not limited to):

- BS4428:1989 Code of practice for general landscape operations (excluding hard surfaces).
- BS EN 1176 Series:2017 British and European Standard for playground equipment and surfacing.
- BS EN:1177 Impact Attenuating Playground Surfacing Determination of Critical Fall Height.
- BS 7188 Impact Absorbing Playground Surfaces: Performance Requirements and Test Methods.
- BS 5837:2012 Trees in Relation to Design, Demolition and Construction. Details the steps that should be taken to ensure that trees are appropriately and successfully protected and retained when a development takes place.

#### Code of good practice for play areas (ROSPA) Siting

- The play area shall be sited in a position which is suitable for its purpose and which may be reached in safety.
- Any surrounding features which are likely to constitute a danger to children using the area shall be removed or protected by appropriate safety measures.

#### Design

- The design of the area shall comply to normal safety standards and, where appropriate to relevant British Standards.
- Where the Standard is not applicable, advice should be sought from RoSPA, NPFA or other appropriate body such as a County PFA.
- The design of the area shall be generally appropriate for the anticipated age ranges of the users.

#### Equipment

- New equipment used shall conform to EN 1176.
- Where equipment is unable to meet a Standard, an explanation of acceptability or evidence of third party testing by a recognised body or a risk assessment shall be provided.
- Compliance may be judged by a BS Kitemark, TÜV mark or by such testing as may be reasonably carried out on site without dismantling or destruction, by RoSPA, NPFA or other appropriate body.
- The equipment design shall be appropriate for the anticipated age ranges of the users.
- The manufacturer or supplier shall provide written confirmation of Standard compliance where relevant.

#### Surfacing

- Appropriate surfaces shall be provided. Where a protective surface is provided it shall have been tested in accordance with BS 7188 and EN 1177.
- Protective surfacing shall be laid in the areas recommended by EN 1176 as being appropriate. Items covered by any other standard shall have protective surfaces to standards not less than EN 1176.
- The manufacturer or designer shall provide a test certificate from a recognised test house such as BSI, CST or RAPRA.



### Installation

- The installer shall provide written confirmation that the equipment has been installed in accordance with the manufacturer or designer's instructions and to the relevant Standard where appropriate.
- Where relevant, a post-installation inspection shall be carried out by RoSPA, NPFA or other appropriate body.

### Ancillary items

- A range of appropriate ancillary items, such as seats and litter bins suitable for the intended use shall be provided as required and its positioning and construction comply generally to EN 1176.

### Signs

- A risk assessment shall be carried out on the site.
- Signs indicating ownership, appropriate age range limitations and other management requirements shall be clearly displayed, preferably in pictographic form.

## 11.0 Addendum 5 – Tender evaluation

### CATEGORY SCORING CRITERIA

0	Fails to meet the minimum requirements.
1	Basic compliance only
2	Generally, of a good standard with some reservations.
3	Good standard
4	High standard but falls just short of A.
5	Very high standard with no reservations at all about acceptability.

### EVALUATION MODEL (WITH WEIGHTINGS)

EVALUATION CATEGORY	CATEGORY WEIGHTING (A)	MARKS AWARDED (B)	WEIGHTED MARKS (C) (AxB=C)
Play Value	30%		
Specification	20%		
Method Statement	5%		
Warranty / Guarantee	10%		
Residents' preferred design	10%		
Cost	30%		

Cost will be scored with the lowest tender receiving the most points and highest the least points.