

CREATION OF NEW CAR PARK AND DRAINAGE SYSTEM SERVING THE JUBILEE PLAYING FIELDS

Location.

1. Jubilee Playing Fields (JPF). Main Road, Little Haywood. ST18 0NJ.

Scope.

2. To undertake the design of the new car park and associated drainage system at the JPF including the provision a schedule of costs for each proposed option to enable the Parish Council to determine the preferred option and invite contractors to tender for the construction works.

Background.

3. Jubilee Playing Field.
 - a. Colwich Parish Council owns the Jubilee Playing Fields (JPF) which comprise of a playing field, MUGA, BMX track, skateboard park and children's play area. It has a compacted gravel car park area used to park vehicles adjacent to the entrance off the Main Road adjacent to which is a single storey building comprising of public toilets and changing rooms. Vehicles access to the field via the gravel area.
 - b. The existing car park is regularly used by cars, vans, refuse vehicles (HGV), bicycles, and mobility scooters.
 - c. A building's foul drainage is piped to the main sewer in the road whilst the surface water drainage is piped towards soakaways in the gravel area; it is believed there are two soakaways under the overflow car park provided at the time the building was constructed. The effectiveness of the soak aways is unclear. During periods of prolonged rainfall, the low point in the overflow car park is prone to flooding and can take several days to dissipate.
 - d. The existing drainage systems, foul and surface water, have been traced and an approximation of the layout of the systems is provided at Reference 16a.
 - e. Several investigations have been undertaken on the drainage of the existing car park area including porosity tests and these concluded that there is little natural drainage available to support the use of soakaways. The Reports are detailed in the References.
 - f. The Parish Council is redeveloping the area to provide a new car parking area including a new surface and drainage system.
 - g. Noting the poor drainage in the vicinity of the car park two drainage options have been considered:
 - i. Provide a surface water drainage system that discharges into the Severn Water Trent foul sewer that serves the JPF building. (No contact has been made with Severn Trent Water who own the foul sewer)
 - ii. Provide a surface water drainage system connected to a swale along the north side of the overflow car park.

4. The preferred material for the car park is a porous aggregate surface such as Sudspave® or similar.
5. Following on from the investigative work, the Parish Council would like to continue with the preparation of two costed design solutions, covering the two options above, so that a decision can be taken on the preferred solution that offers best value for money and contractors invited to tender against the preferred design proposal.

Considerations for the design of the car park.

6. The minimum requirements for the car park:
 - a. Provision of a suitable porous aggregate surface for use regular use of cars, vans, and HGV vehicles.
 - b. Provision of a suitable drainage solution to cater for a 1 in 100 event.
 - c. Car park to provide a minimum of 20 defined car park spaces including, a minimum of 2 disabled spaces close the building, and retaining access onto the field for emergency vehicles when parking spaces are used.
 - d. Car park area to be physically separated from the pedestrian access to the field from the main road.
 - e. The Parish Council is providing two new storage containers which will be located between the JPF building and the Children's Play Area. A hard surface is to be provided immediately in front of the storage containers with a suitable ramp to enable unfettered vehicular access into the containers.
 - f. Provision of lighting to car park area for events, to replace existing floodlighting provision, and controlled from the Utility room in the JPF building.
 - g. Provision of a power distribution unit (PDU) on the northside of the car park. The PDU to be provided with a minimum of four 16A 3P 230V socket outlets.
 - h. Provision of a pit and duct system across the car park from the JPF building to the field access for the future provision of electrical power outlets on the field.
 - i. Parking rack for minimum 5 bicycles.
 - j. Provision of electric gates to the car park with a remote-control facility.
 - k. Ensure existing green vegetation areas immediately adjacent to the car park are retained, so far as is reasonably practicable, and made good after the construction works.
 - l. The curb line immediately in front of the JPF building between the pedestrian access and car park is to be retained.

Requirements

7. The Requirements are:
 - a. To review existing reports and undertake any further investigations to support the design of the car park and drainage system.
 - b. To meet with the Parish Council and discuss and confirm the Considerations at paragraph 6 and the two Options.
 - c. Where necessary, to liaise with Severn Trent Water.
 - d. To prepare costed design solutions, as per para 3(g) i and ii, or as agreed by the meeting with the Parish Council, sufficient to enable the Council to make a decision on the

preferred solution and invite contractors to tender for the construction works.

Deliverables.

8. To undertake a review of the JPF car park area and any additional investigations within 4 weeks of accepting the tender. During this period the meeting with the Parish Council is to be undertaken to confirm the Considerations.
9. To provide a design specification & drawing package and a schedule of costs for the agreed options by the 20 May 2023.
10. To meet with the Parish Council and present the design solutions and package.
11. The design documents and schedule of costs are to be provided in soft copy, preferably in MICROSOFT Office and pdf format, and one paper copy.
12. To assist the Parish Council in assessing the tender submissions
13. To monitor the construction works and make a recommendation to the Parish Council on the suitability of completed works

Point of Contact.

14. The Clerk. Colwich Parish Council. Parish Centre, St Marys Road, Little Haywood. Staffordshire. ST18 0TX

Quote Submission.

15. The following information is to be provided:
 - a. An outline of any additional on-site investigations that maybe required including any specific control measures e.g. barriers, closures, etc.
 - b. An outline Programme for the additional investigative works, if required, meetings with Parish Council and delivery of the design documentation.
 - c. Schedule of costs for the design options.
 - d. Separate cost for:
 - i. Assisting the Parish Council during the tender assessment
 - ii. Monitoring construction works and sign-off.
 - e. Details of any support required from the Parish Council e.g. access control, attendance during works, access to buildings, etc.
 - f. Details of similar previous work undertaken.
 - g. Details of Designer/Design Team.
 - h. Details of Public Liability Insurance and Professional Indemnity Insurance.

References

16. Available Reports

- a. JPF Car Park. Existing Drainage Plan dated Nov 20. (Drainage and Construction Services)
- b. JPF Car Park Drainage Report dated Nov 20. (Drainage and Construction Services)
- c. JPF Car Park Porosity Report dated Jan 21. (Drainage and Construction Services)
- d. JPF Car Park Clarification Report dated Mar 21. (Drainage and Construction Services)
- e. JPF Surface Water storage requirements. (Drainage and Construction Services)
- f. JPF Car Park Porosity Report dated Jan 22. (Drainage and Construction Services)

End.