



Crowborough Town Council

Silver Jubilee Meadow – Playground

Works Specification

The main elements of the work required will consist of the following:

- Provide a safe and practicable working environment.
- Provide a suitable means of waste removal from the site, and ensure all waste is correctly disposed of.
- Removal and disposal of all playground equipment currently on site. (Roundabout not included)
- Removal of all redundant existing ground impact protection (e.g wet pour)
- Installation of all new equipment in the specified location as per the proposed plan.
- Installation of all new pathways, if specified by the plan.
- Installation of all new ground impact protection as specified by the proposed drawings.
- Protection of the site from intruders whilst works are carried out.
- Equipment to be safety checked on completion of works before opening.
- Equipment and surfaces are to be low maintenance.
- Ensure the site is left clean and in a suitable state for use.

1. Quote

- 1.1. The contract is for the complete removal of the existing playground, including all play equipment (excluding the retained disabled access roundabout) and all current safety surfacing if required, followed by the design, supply, and installation of new inclusive play equipment and wet pour surfacing.
- 1.2. The total cost of the project must not exceed the fixed budget of **£55,000.00** (exclusive of VAT).
- 1.3. This figure includes all:
 - 1.3.1. Design and consultation costs
 - 1.3.2. Supply and delivery of equipment and materials
 - 1.3.3. Installation and groundwork
 - 1.3.4. Wet pour surfacing
 - 1.3.5. Turf reinstatement and maintenance to handover
 - 1.3.6. Fencing, welfare, and site security
 - 1.3.7. Waste removal and site clearance
 - 1.3.8. Health and safety compliance, inspections, and certifications (including RoSPA sign-off)
- 1.4. Tenderers are expected to make full use of the budget to deliver a high-quality, inclusive playground that offers excellent play value and is fully accessible.
- 1.5. The proposed playground must:
 - 1.5.1. Cater to children aged 1 to 12 years, offering a variety of age-appropriate physical, social, and sensory play experiences
 - 1.5.2. Be inclusive and accessible to wheelchair users and children with special educational needs (SEN)
 - 1.5.3. Feature a mix of play types, including ground-level activities, climbing, balance, imaginative, and sensory play
 - 1.5.4. Incorporate communication boards and inclusive signage
 - 1.5.5. Include low-maintenance equipment, primarily of metal construction, suitable for long-term use in a public setting
- 1.6. Site Constraints:
 - 1.6.1. The play area measures 17 metres by 15 metres.
 - 1.6.2. The area is enclosed with an existing metal bow-top fence, with two gated pedestrian entrances. Both the fence and gates must remain in place and must not be altered or relocated.
 - 1.6.3. Vehicular access is available to the recreation ground but is restricted in size. Tenderers should factor this into delivery and site management plans.
- 1.7. Quotation Format:

Tenderers must submit a fully itemised quotation, broken down to show:

 - 1.1.1. Individual equipment costs (with descriptions and target age groups)
 - 1.1.2. Installation costs
 - 1.1.3. Surfacing costs (by area and thickness)
 - 1.1.4. Turf reinstatement
 - 1.1.5. RoSPA inspection
 - 1.1.6. Any optional or added-value features (clearly marked as such)
 - 1.1.7. All prices should be quoted exclusive of VAT and expressed to two decimal places.

Quote Breakdown Template

Project: Silver Jubilee Playground Refurbishment

Supplier Name: _____

Total Budget (excluding VAT): £55,000.00

All prices must be exclusive of VAT and quoted to two decimal places.

Item / Description	Unit Cost (£)	Quantity / Area	Total (£)	Target Age Range	Notes / Optional
Play Equipment 1 (Name/Type)					
Play Equipment 2					
Play Equipment 3					
Play Equipment 4					
Play Equipment 5					
Play Equipment 6					
Play Equipment 7					
Play Equipment 8					
Play Equipment 9					
Play Equipment 10					
Inclusive Feature (e.g. Sensory Panel)					
Communication Boards				All ages	Mandatory
Surfacing – Wet Pour (under equipment)		m ²		N/A	Include depth spec
Surfacing – Wet Pour (pathways)		m ²		N/A	
Turf Reinstatement		m ²		N/A	
Installation / Groundworks		Lump Sum		N/A	
Security Fencing		Lump Sum		N/A	
Welfare and Site Facilities		Lump Sum		N/A	
RoSPA Post-Installation Inspection		1		N/A	Mandatory
Waste Disposal / Site Clearance		Lump Sum		N/A	
Project Management & Design Fees		Lump Sum		N/A	
Total Contract Sum (ex. VAT)			£_____		Must not exceed £55,000

2. Timescale of Works

- 2.1. The contractor will be required to agree with the specific start date of the works with Crowborough Town Council before mobilisation. The Council anticipates a site start date in early September 2025, subject to site readiness and weather conditions.
- 2.2. All works must be fully completed, inspected, and handed over no later than 31st October 2025.
- 2.3. The maximum duration of the project is six (6) weeks from the confirmed commencement date.
- 2.4. A detailed Programme of Works shall be submitted as part of the mandatory tender documentation.
- 2.5. This must outline:
 - 2.5.1. Anticipated start and completion dates
 - 2.5.2. A week-by-week breakdown of tasks and trades
 - 2.5.3. Milestones for key stages (e.g. equipment installation, surfacing, RoSPA inspection)
 - 2.5.4. Contingency allowances for weather or supply delays
- 2.6. The programme will form part of the contract and will be used to monitor progress.
- 2.7. Handover Conditions:

The project will be considered complete only when:

 - 2.7.1. All equipment and surfacing are fully installed and meet the agreed specification
 - 2.7.2. Independent RoSPA post-installation inspection has been completed and signed off
 - 2.7.3. All turf is laid and in a healthy, maintained condition
 - 2.7.4. All safety fencing, signage, waste materials and temporary facilities have been removed
 - 2.7.5. Final site walkover is conducted with the Council's Operations Manager and all snagging items are addressed
- 2.8. Any outstanding issues at handover will delay acceptance and may result in withheld payment until resolved.
- 2.9. Penalties for Delay:

If the contractor fails to complete the works within the agreed timeframe, liquidated damages of £250 per calendar day may be applied at the discretion of Crowborough Town Council. This will apply for each day that the site remains incomplete or unavailable for public use beyond the contracted period.
- 2.10. Delays caused by extreme weather, force majeure, or delays originating from the Council may be negotiated in good faith, but must be documented and agreed in writing.
- 2.11. Site Meetings and Progress Reporting:
 - 2.11.1. The contractor will attend a pre-start meeting on site with the Council prior to mobilisation.
 - 2.11.2. Progress site meetings will be held weekly or at key milestones, at a time agreed with the Operations Manager.

- 2.11.3. The contractor must provide regular updates via email or telephone, especially where risks to programme are identified.
- 2.12. The Council reserves the right to conduct unannounced site inspections at any time during working hours to monitor health & safety and quality compliance.

3. Safety

- 3.1. The contractor shall be fully responsible for the health, safety, and welfare of all persons affected by the works, including employees, subcontractors, Crowborough Town Council staff, and members of the public. All activities must be conducted in full compliance with the following legislation and regulations:
- 3.1.1. Health and Safety at Work etc. Act 1974
 - 3.1.2. The Construction (Design and Management) Regulations 2015 (CDM 2015)
 - 3.1.3. Provision and Use of Work Equipment Regulations 1998 (PUWER)
 - 3.1.4. Manual Handling Operations Regulations 1992
 - 3.1.5. Working at Height Regulations 2005
 - 3.1.6. Any other current and relevant legislation, HSE guidance notes, and industry codes of practice
- 4.2. Before commencement of any work, the contractor must submit to the Council for review and approval:
- 3.2.1. A site-specific Construction Phase Health and Safety Plan in accordance with CDM 2015
 - 3.2.2. A full set of Risk Assessments and Method Statements (RAMS) detailing how risks will be controlled during each phase of work
 - 3.2.3. Details of safety inductions, site rules, welfare arrangements, and emergency procedures
- 3.3. Key Safety Requirements:
- 3.3.1. The contractor must ensure the worksite is always maintained as a safe and secure environment, free from foreseeable hazards.
 - 3.3.2. Personal Protective Equipment (PPE) must be worn by all operatives in line with task-specific risk assessments and current health and safety standards. This includes, but is not limited to: hard hats, hi-vis clothing, protective gloves, safety boots, and hearing/eye protection.
 - 3.3.3. All equipment and tools used must be suitable, safe, and properly maintained, and conform to the requirements of PUWER 1998. Daily pre-use checks must be documented.
 - 3.3.4. No materials, tools, or waste are to be left unattended in a manner that may cause a slip, trip or fall hazard, or which obstructs access routes or fire exits.
 - 3.3.5. All works must be carried out in a manner that prevents risks from falling objects, including use of toe boards, exclusion zones, and tool tethering where appropriate.
 - 3.3.6. The contractor must ensure that no access routes or public footpaths are obstructed or restricted without prior written agreement from the Council.
 - 3.3.7. Ingress and egress to the site must be carefully managed. Gates are to remain closed when not in use, and material deliveries must be pre-booked to avoid congestion.
 - 3.3.8. Dust suppression **must** be used when cutting or grinding any silica-based material.

3.4. Site Supervision and Reporting:

- 3.4.1. A competent person (site supervisor) must be present on site at all times while work is being carried out.
- 3.4.2. Any incidents, near misses, or injuries must be reported immediately to the Council's Operations Manager and fully recorded.
- 3.4.3. The Council reserves the right to halt works if unsafe practices are observed or if the site is not being managed in line with the submitted Health & Safety Plan.

3.5. Contractor's Responsibility:

- 3.5.1. The contractor remains solely responsible for enforcing safe working practices, ensuring subcontractor compliance, and meeting all applicable legal duties.
- 3.5.2. Failure to comply with safety obligations will constitute a breach of contract and may result in removal from the site and disqualification from future Council contracts.

4. Construction Specification

4.1. Site Preparation:

Prior to commencement of any construction works, the contractor shall carry out full site preparation, which includes but is not limited to:

- 4.1.1. Establishing a secure site compound within the designated area, to include welfare facilities, tool and material storage, and a lockable waste container.
- 4.1.2. Conducting a site induction with all operatives and subcontractors to ensure awareness of risks, access restrictions, and public interface.
- 4.1.3. Erecting clear signage identifying the site as a construction zone, including emergency contact details.
- 4.1.4. Surveying the area to confirm the location of underground services and any existing infrastructure to be protected during works.
- 4.1.5. Marking out the site perimeter and positioning safety barriers to restrict public access.
- 4.1.6. Confirming and protecting the existing disabled access roundabout, ensuring it is fully shielded with padding, boards or fencing throughout all construction phases.
- 4.1.7. Establishing vehicle routes and managing deliveries to minimise ground damage and disruption to neighbouring areas. Due to restricted access, vehicle movements must be carefully planned and coordinated.

4.2. Removal of Soil and Existing Ground Protection

The contractor is responsible for the complete removal where necessary and legal disposal of all surface materials and subsoil necessary for the new works:

- 4.2.1. Carefully cut, break up and remove existing impact-absorbing surfaces (e.g. rubber tiles or poured surfacing) using appropriate mechanical tools that will not damage surrounding features.
- 4.2.2. Excavate below existing surfacing to required depths for new foundations and surfacing layers (as per equipment manufacturer and wet pour installer specifications).
- 4.2.3. All excavated spoil, old surfacing materials, and rubble must be immediately removed from site and disposed of at a licensed waste facility. Fly tipping or use

of unauthorised skips will result in disqualification from current and future contracts.

4.2.4. Contractor shall take precautions to preserve existing site drainage and not allow soil or debris to enter adjacent grassed or soft landscaped areas

4.2.5. Maintain clear, level, and compacted base areas ready for the next phase of installation.

4.3. Removal of Existing Equipment

The contractor must dismantle and remove all play equipment currently on site, with the exception of the retained roundabout:

4.3.1. Disassemble each item in a manner that allows for safe removal and minimises noise and dust generation.

4.3.2. Extract all below-ground fixings, foundations and associated base materials, ensuring no protrusions remain.

4.3.3. Holes and cavities left from foundation removal must be backfilled and compacted using suitable free-draining sub-base material in preparation for wet pour installation.

4.3.4. All equipment, metal components, timber, plastics and fastenings must be segregated for recycling where possible and disposed of in accordance with environmental standards.

4.3.5. Any structures or surfacing removed must be documented and confirmed with Council officers prior to disposal.

4.4. Installation Standards

All aspects of installation shall conform to the following standards and controls:

4.4.1. Equipment installation shall follow manufacturer instructions, with attention to anchoring methods, structural integrity, and ground clearance.

4.4.2. All equipment must comply with BS EN 1176: Playground Equipment and Surfacing, and all surfacing must comply with BS EN 1177: Impact Attenuating Surfacing.

4.4.3. Concrete used for foundations must be a minimum C20/25 mix, cured for no less than 48 hours (or as per manufacturer recommendation) before load is applied.

4.4.4. Structural fixings must be stainless steel or hot-dip galvanised; all bolts or exposed fasteners shall be recessed or capped with tamper-proof covers.

4.4.5. Quality control checks must be completed after each installation stage and logged in a site record.

4.5. Accessibility Requirements

The playground must be fully inclusive, and the contractor shall ensure:

4.5.1. All pathways and activity zones are fully accessible by wheelchair, with smooth, unobstructed transitions from the entrance gate to each item of play equipment.

4.5.2. Surfacing shall be flush with edging, with a maximum level change of 5mm at joints or borders.

4.5.3. The existing disabled access roundabout is to be preserved, protected, and integrated into the final layout.

4.5.4. At least one transfer-accessible unit must be included (e.g. a slide or multi-play frame with a low-level transfer point and handrails).

4.5.5. Communication boards must be installed at key points (entry, play zones) and use clear pictograms, inclusive of non-verbal users and children with autism. The layout must be co-designed with an SEN-friendly manufacturer or consultant.

4.5.6. All entrances, pathways and equipment must comply with Equality Act 2010 principles for non-discrimination.

4.6. Installation of Wet Pour Surfacing

The contractor must provide and install rubber wet pour surfacing that meets or exceeds the following criteria:

- 4.6.1. Surfacing shall be poured in-situ, fully bonded, and laid to manufacturer-specified thickness based on the critical fall height of each play structure.
- 4.6.2. The system must include a base layer of SBR rubber and a coloured top layer of EPDM rubber granules. Colours shall be UV-stable and fade-resistant.
- 4.6.3. A continuous wet pour path must link all play features, ensuring circular routes where possible to support independent movement.
- 4.6.4. All surfacing works must be preceded by proper sub-base installation, including geotextile membrane where necessary, and a minimum of 100mm compacted MOT Type 1 or equivalent.
- 4.6.5. Wet pour shall be laid only in dry conditions, with adequate curing time protected by temporary fencing and signage.
- 4.6.6. Edge treatments shall be secure, trowel-finished, and mechanically bonded to adjacent hard or soft surfaces. Raised edges or unsealed joints will not be accepted.

4.7. Installation of New Playground Equipment

Contractor shall supply and install all new equipment as agreed:

- 4.7.1. All units must be constructed primarily from powder-coated steel or stainless steel, with UV-stable plastic or rubber features where applicable.
- 4.7.2. All units must be factory-tested and CE marked, with product certificates supplied before installation begins.
- 4.7.3. Each item must be installed in its exact design position. Deviations require Council approval.
- 4.7.4. All fixings must be internalised or covered; moving parts must be fully shielded with crush-point prevention measures.
- 4.7.5. The final layout must include at least one sensory panel, one inclusive multi-play unit, and a seating area accessible to wheelchair users and carers.

4.8. RoSPA Inspection and Sign-Off

On completion of the project:

- 4.8.1. Contractor shall arrange an independent post-installation inspection by a qualified RoSPA Register Play Inspector or equivalent.
- 4.8.2. The inspection report must confirm full compliance with BS EN 1176/1177, highlight any snagging items, and be submitted to the Council before handover.
- 4.8.3. The contractor must rectify any defects or recommendations listed in the report within 7 working days and at no additional cost.
- 4.8.4. The playground cannot be opened to the public until written sign-off is received from both the RoSPA inspector and the Council.

4.9. Ground Finishes – Turf Installation and Maintenance

Following all installations

- 4.9.1. The contractor must reinstate any disturbed soft ground areas with high-quality cultivated turf, free from stones, weeds, or pests.
- 4.9.2. Any surfacing outside of the play area that will be used by vehicles must be assessed for suitability and if needed ground protection mats should be used. Any damaged caused by the contractor or their deliveries outside of the play area must be repaired to the state before works commenced.
- 4.9.3. Turf shall be rolled and dressed immediately after laying and lightly watered on the day of installation.
- 4.9.4. Contractor shall water and maintain the turf daily, including weekends, ensuring full root establishment. This includes mowing, top-dressing, and re-turfing patchy areas if required.

- 4.9.5. The turf area remains the contractor's responsibility until handover and must be presented in a healthy, green, and usable condition. Handover will not be accepted unless the turf is fully established.

4.10. Security Fencing

To ensure public safety and site security:

- 4.10.1. The contractor shall install temporary fencing of at least 2.0m in height, Heras or equivalent mesh panels, with rubber feet and bracing.
- 4.10.2. Fencing must enclose the entire construction zone with clearly marked pedestrian exclusion zones.
- 4.10.3. Access gates must be lockable and controlled by site supervisor only.
- 4.10.4. Signage shall include "No Entry", hazard warnings, and emergency contact numbers in accordance with CDM 2015 regulations.
- 4.10.5. Fencing must remain in place for the full duration of the contract and be removed only with written approval from the Council.
- 4.10.6. The contractor is responsible for any damage caused by unauthorised access to the site up until handover.

4.11. Works on Existing Equipment

The contractor is responsible for carrying out specified works to a number of existing site features, which are to be retained as part of the new playground design. These works shall be carried out with care to preserve structural integrity and appearance while restoring functionality and safety.

4.11.1. Existing Playground Gates

There are two existing metal pedestrian gates located within the playground's perimeter fencing. These gates must be:

- 4.11.2. Inspected and serviced, with hinges, latches, and closure mechanisms cleaned, adjusted, and lubricated to ensure smooth and safe operation.
- 4.11.3. Repainted using a weather-resistant exterior metal paint in the existing colour (to be confirmed on site prior to works).
- 4.11.4. Any signs of corrosion, flaking paint, or damage must be fully treated, including rust removal, surface preparation, primer application, and two coats of topcoat.
- 4.11.5. The contractor must ensure the gates open and close securely, self-close where appropriate, and present no pinch or entrapment hazards. All works must comply with BS EN 1176-1 safety zones for gate use in play environments.

4.11.6. Wheelchair Accessible Roundabout (Existing Equipment)

The existing wheelchair-accessible roundabout located within the playground is to be retained and refurbished as follows:

- 4.11.7. Mechanism and rotation bearings must be fully inspected, cleaned, and serviced, ensuring smooth, even rotation without excess resistance or wobble.
- 4.11.8. Safety checks must be conducted for secure anchoring, ground flushness, and any moving parts.
- 4.11.9. The roundabout must be repainted in its existing colours, matching the current colour scheme as closely as possible using durable, anti-chip outdoor paint.
- 4.11.10. All painted surfaces must be properly prepared: cleaned, degreased, and abraded where needed. A minimum two-coat system should be used to ensure durability.
- 4.11.11. Upon completion, the roundabout must be signed off as safe for use by a competent inspector and included in the RoSPA post-installation inspection.

4.11.12. Removal and Replacement of Benches

The existing timber or metal benches on site are to be:

- 4.11.13. Removed and safely disposed of off-site by the contractor. Any concrete or fixings are to be fully excavated and made good.
- 4.11.14. Three new benches are to be installed on the grass area adjacent to the exterior of the playground, near the main gate.
- 4.11.15. Bench Requirements:
- 4.11.16. Benches must be constructed from recycled plastic, with a black finish and slatted seat/back design suitable for outdoor public use.
- 4.11.17. Benches must be securely anchored into the ground using manufacturer-recommended fixings and concrete footings to prevent tipping or removal.
- 4.11.18. Two of the three benches must include a wheelchair-accessible section with extended length or central open bay to allow side-by-side inclusive seating.
- 4.11.19. The layout and orientation of the benches will be agreed on site with the Council's Operations Manager prior to installation. All works must be completed neatly, with turf reinstated around bases as necessary.