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| <b>Meeting</b>          | Parks & Open Spaces Committee                                                           |
| <b>Date</b>             | Tuesday 13 <sup>th</sup> June 2023                                                      |
| <b>Report Title</b>     | Trent Road Play Area – Invitation to Tender                                             |
| <b>Agenda Reference</b> | 8                                                                                       |
| <b>Author</b>           | Laura Cutter, Deputy Clerk & Services Manager<br>Dave Hunt, Head of Parks & Open Spaces |

## Officer's Recommendation

1. To note the timeline of the Trent Road Play Area tender.

## Background

The Council has gone out to tender for the Supply and Installation of Safety Surfacing, Fencing and Play Equipment at Trent Road Play Area, SN25 3NT. The assigned budget for the refurbishment is £65,000.00 and there is surplus budget for unexpected contingencies. As per the procurement process the tender is live on the public contracts finder website.

The Council prides itself on making the play areas as accessible as possible and has partnered up with Benjamin's Smile and Mums on a Mission, both charities champion accessible play.

The Council is also planning to engage with Greenmeadow Primary School pupils to assist with choosing the final design to capture ideas. The pupils will then be invited along to open the finalised play area. Previously the Council has worked with other schools, usually the one in closest proximity to the play area receiving the refurbishment as the target audience.

The Council will also accept the advice from the manufacturer on which equipment is deemed to be accessible and the market standard.

## Timeline

Members of the Play Area Working Party are asked to note the dates ready to be invited to scrutinise the documents and present a recommendation to Full Council at the end of July.

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| Date ITT advertised                                                                                                                                             | Date Issued – 2 <sup>nd</sup> June 2023                                               |
| Date/time ITT <b>clarification questions</b> should be received by email to the Haydon Wick Parish Council Authorised Officer as identified in 1.6 above        | Time: 12:00<br>Date: 16 <sup>th</sup> June 2023                                       |
| Date/time completed <b>ITT response</b> to be received by <b>post and email</b> to the Haydon Wick Parish Council Authorised Officer as identified in 1.6 above | Time: 10.00<br>30 <sup>th</sup> June 2023                                             |
| Tender evaluation                                                                                                                                               | 5 <sup>th</sup> - 6 <sup>th</sup> July 2023                                           |
| Clarification meetings with suppliers, if required                                                                                                              | 12 <sup>th</sup> – 13 <sup>th</sup> July 2023                                         |
| Estimated Contract Award Date                                                                                                                                   | 25 <sup>th</sup> July 2023 which is then subject to a ten (10) day Standstill Period. |
| Place Order                                                                                                                                                     | 4 <sup>th</sup> August 2023                                                           |



Project Start Date (Subject to weather conditions)

4<sup>th</sup> September 2023 (or soon after)

## Photos of existing play area

