

FULL COUNCIL – 4 MAY 2021

APPROVAL TO AWARD OF TENDER FOR PEMBERES HILL PLAY AREA

1. PURPOSE

- 1.1 This report requests approval to award the tender for Pembers Hill Play Area to Vitaplay Ltd and agree total project costs.

2. BACKGROUND

- 2.1 In March 2021, a Design Brief was issued for an approved play area company to design and install play equipment at Pembers Hill. The play area is designed for children up to around 8/9 years old but as children's development can vary greatly it would not exclude a 10-year-old.
- 2.2 Designs and submissions were sought based on the information received from the local community via a questionnaire which shaped the following criteria:
- The play area to be designed to cater for multi ages;
 - Nature/woodland theme and natural play materials;
 - A set of conditions, specification (giving more detailed requirements for the play area) and drawing showing shape of play area being enclosed with a standard detail for fencing and gates.
- 2.3 The Parish Council's Play Area Consultant, Dave Bowen, sent invitations to tender to ten companies who are members of the Association of Play Industries.
- 2.4 The deadline for tender submissions was 20 April 2021. Four tenders were received by the deadline.
- 2.5 On 21 April 2021, the Council's Play Area Consultant, Clerk and Operations Manager met (virtually via MS Teams) to score the designs. Designs were evaluated based on a score sheet which included for, amongst other criteria: value for money, meeting community requests as stated in the play area survey, inclusivity and overall design. After scoring, the three highest scoring designs were selected to be put forward to the public to view and vote for their favourite design.

3. PUBLIC CONSULTATION

- 3.1 The following three companies were submitted to the public vote: Vitaplay, Russell Play and Eibe.
- 3.2 The public vote took place over an 8-day period between 22 – 29 April 2021.
- 3.3 The designs were shared on Facebook, the Parish Council's website and notices placed on site directing residents to the public vote on the website.
- 3.4 131 residents responded during the public vote. The final votes were: -

Design 1 = 91 votes (69.5%)

Design 2 = 30 votes (23%)

Design 3 = 10 votes (7.6%)

Design 1 (Vitaplay) being the winning vote.

4. CURRENT POSITION

4.1 The project budget and expenditure is set out below: -

Budget Source	£
S106 Play Area contribution	69,716.06
Play area supervision fee	3,236.11
Totals	72,952.17

Table 1a

Project Expenditure	£
Play area, inc fencing gates & equipment	65,000
Consultancy Fees	5,836.17
Play area & sun awareness signs	250
Contingency	1,866
Total	72,952.17**

Table 1b

*In addition, EBC has allocated S106 monies for public art in the Bishopstoke, Fair Oak & Horton Heath (LAC) area which could fund bespoke benches and artwork on site. The Clerk will request £5k for this site.

**It is also expected that the Parish Council should receive £30,000.00 + RPI Commuted sum from EBC for the ongoing maintenance of the play area and the commuted sum for the on-going maintenance of the on-site public open space land.

- 4.2 The Council's Play Area Consultant informed all three companies of the outcome of the vote. The company with the highest public vote (Vitaplay) have indicated that they are able to commence work to the play area at the beginning June 2021. It is hoped that the play area can be opened during the early start of the school summer holiday.
- 4.3 The winning design by Vitaplay as selected by the public following the closing of the vote is attached at **Appendix 1**.
- 4.4 The total sum for the procurement and installation of the play area given to all the play equipment suppliers was £65,000. Therefore, in accordance with the design brief, Vitaplay submitted their quote for £64,894.00 which is to include for the following: play equipment and impact absorbing surfacing, new self-closing gates, picnic tables and seats, litter bins, reinstatement, Independent Post Installation Inspection and staff welfare.
- 4.5 The Clerk has also requested EBC transfer £5,000 of public art funds for the purchase of bespoke carved benches, bug hotels and a BBQ post¹, for placement on the public open space.
- 4.6 Martin Johnson, Operations Manager for the Parish Council has carried out a site inspection of the public open space on Thursday 29 April 2021. As a large majority of the requested works have been carried out (and the remaining works will be carried out soon) to an acceptable standard, the Parish Council will take on the management and maintenance of the POS pending the legal transfer from Drew Smith Ltd to EBC and then subsequently devolved to Fair Oak and Horton Heath PC from the 1st May 2021.

¹ Subject to further community consultation with Pembers Hill Drive residents.

5. NEXT STEPS

- 5.1 Following approval of the Council to support the public vote and award the tender, the Clerk will send a formal appointment letter to Vitaplay.

- 5.2 Two weeks prior to starting the project on site, notices will be placed on the gates and fencing to inform the public that commencement of work to the site will start in two weeks' time, and that the site won't be accessible to the public during this time.
- 5.3 The Council's Play Area Consultant will monitor and oversee the project on behalf of the Council and will regularly update the Clerk as to progress.
- 5.4 Should there be any contingency funds remaining, members might wish to consider delegating authority to the Clerk, in consultation with the Chairman, the funds to enhancing the remaining public open space.

6. FINANCIAL IMPLICATIONS

- 6.1 The total project costs set out in tables 1a & 1b in paragraph 4.1 is **£72,952.17**.
- 6.2 The total cost of the winning design company, as set out in paragraph 4.4 is £64,894.00.
- 6.3 That £5,000 be spent on enhancements to the remaining public open space as detailed in paragraph 4.5.

7. RECOMMENDATION

- 7.1 That the tender received from Vitaplay to undertake and complete the works be accepted and awarded to them;
- 7.2 That bespoke carved benches and bug hotels be purchased using the allocated public art fund as set out in paragraph 4.5 above; and
- 7.3 That any amendments suggested by the Council be commissioned by the Council's Play Consultant in consultation with the Clerk and Chairman of the Council using the project contingency funds.

For further information contact:

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