



HASLEMERE TOWN COUNCIL

Invitation To Tender:

Project: Haslemere Playgrounds Project

Locations: **Lion Green**, Haslemere War Memorial Recreation Ground and High Lane

Issued By: Haslemere Town Council

Date Issued: 15 September 2026

Deadline For Submission: 23 October 2026

Expected Award Date: 19 November 2026

Expected Completion Date: 19 March 2027

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Ref: Haslemere Playground tender – Lion Green

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1. Background

1.1. Haslemere

The civil parish of Haslemere is in the borough of Waverley in southwest Surrey, close to the borders of both Hampshire and West Sussex. The parish includes the villages of Grayswood, Shottermill & Critchmere, Hindhead and Beacon Hill as well as the town of Haslemere.

1.2. Haslemere Town Council

Haslemere Town Council (HTC) serves the residents of the recently revised wards of Haslemere West, Haslemere North, Haslemere South, Hindhead and Beacon Hill and Nutcombe.

The Council comprises 18 elected councillors, all of whom are unpaid volunteers, supported by five full and part-time officers.

It has committed Neighbourhood CIL funds to the replacement of three playgrounds at Lion Green, Haslemere War Memorial Recreation Ground and High Lane. The Council owns the play area at Lion Green and is in the process of having the land and play areas at the other two locations transferred to it. **There will be a separate specification for each playground, allowing companies to tender for one, two or all three projects.**

2. The project

2.1. Project cost

The total cost for the entire project shall not exceed £530,000.

This is split between the following:

- Lion Green £250,000
- Haslemere War Memorial Recreation Ground £140,000
- High Lane Recreation Ground £140,000

2.2. Project vision

HTC wants to comprehensively redevelop the playgrounds at Lion Green, Haslemere Recreation Ground and High Lane Recreation Ground.

3. Location of project – Lion Green – right hand side of Lion Lane

Lion Green is Haslemere's premier public open space, centrally located adjacent to supermarkets, public houses, and coffee shops, and within walking distance of the town's largest primary school. It functions as the town's destination playground, serving families and young people from across the parish and beyond. Its prominence means it reflects directly on the town as a whole, and its central position makes it the natural focal point for any serious programme of play provision improvement.



4. Timeline

Timeline	
Contracts published on Govt. Find a Tender portal	15 September 2026
Deadline for submissions (see format for submissions)	23 October 2026
Proposed tender evaluation	w/c 26 October 2026
Shortlisted candidates to do short presentation to committee	5 November 2026
Proposed date of decision to award contract (subject to satisfactory RAMS)	19 November 2026
Project completed	19 March 2027

4.1. Planning permission

The proposed project may require planning permission. The successful bidder will be required to ascertain what permission, if any, is required, and to submit a planning application, if necessary, for the works to Waverley Borough Council.

4.2. Pricing and payment schedule

All pricing should be listed exclusive of VAT and valid for 6 months from the date of submission. Payment will be made upon completion and on receipt of the RPII report confirming there are no snagging issues. For an extract of the HTC Financial Regulations specifying the Tender Process to be followed, see Appendix 1.

4.3. Post Completion Inspection

All equipment shall be inspected by a Register of Play Inspectors International Ltd accredited inspector on completion, to the standard of BS EN 1176-1 or latest standard guideline and in accordance with equipment manufacturer's maintenance and inspection instructions.

5. Consultation

HTC ran a consultation with local residents from 29 July to 26 August, via Facebook, the Council website, local newspaper and posters at each site with QR codes. An overview of the results of this consultation are indicated below and in detail at Appendix 2.

5.1. Key messages from the of consultation

- Lion Green significantly oversubscribed: majority of visits involve at least a short wait
- Zipline and swings flagged as highest demand, lowest availability at Lion Green
- Sail shades over seating areas to protect from weather
- Improve and enhance, reuse some equipment
- Focus: more and better equipment to meet demand
- Keep what works; replace what doesn't (see equipment section below)
- Safety concerns around the football pitch but solution not necessarily a MUGA

6. Specification

The work specification is not exhaustive, but stipulates the minimum requirements. Bidders are encouraged to submit imaginative proposals which take into account results of the public consultation, specifically around suitability of proposal for target demographic on a site by site basis, and meets the expressed needs of demand and availability for each site. Bidders are expected to make suggestions that inspire play and exercise to users of the playground and are strongly encouraged to visit each location for which they are proposing in advance of submitting their bid.

Location	Same site as existing with opportunity to expand in the case of Lion Green
Surface	Mixed
Materials	A natural aesthetic, made from sustainable materials suitable for hard wearing, long term outdoor use. Ideally, manufactured and/or sourced within the UK or Europe. Any metal to be completely galvanised
Fence & gates	All new fencing and gates where required
Current equipment	Re-use/recycle pod swing, rodeo board and maybe Proludic climbing frame Slide & swing bay to be removed Enclosed playground all to be removed
Proposed equipment	Each site should have a minimum of 4 regular sized swings, 2 toddler swings, a special needs swing, and pod swing. Each site should incorporate ample equipment to meet the demand needs expressed in the public consultation. Each site should incorporate shade creating features/equipment Implementation of an additional zip line at lion green, and outdoor exercise equipment at high lane.

6.1. Equipment maintenance

item	Year 1 costs	Year 2 costs	Year 3 costs	Year 4-15 costs	15 year total maintenance 1 costs

6.2. Equipment warranty

Please state warranty period for each item of play item.

7. Work considerations

7.1. Site works

Confirmation of working hours, storage materials, access, location of skips, final programme of works and Risk Assessment and Method Statements (RAMS) will be agreed with HTC before work starts.

Heavy vehicles should use ground protection mats in all but the driest conditions to minimise impact on the recreation ground. A banksman in high-viz must support all vehicle movements on the recreation ground.

There are large, mature trees along one side of the work area. These do not have TPOs but should be protected nonetheless as they are a valuable feature to Lion Green. An area should be marked out with barrier mesh and all machinery restricted to this area, via a designated access point. This should not be under tree canopies in order to prevent root compaction.

During installation, the contractor should secure the work area for the build, ensuring that the public cannot gain entry to the construction site. Locked Heras fencing would be appropriate. The contractor should take all reasonable action to ensure the new apparatus is not used until a practical completion is confirmed.

Machinery left overnight must be immobilised. The contractor will be held responsible and liable for any damage caused by, or to, machinery and materials left on site, and any vandalism caused by, or to, machinery and materials left on site.

The contractor will be held responsible for, and must make good any damage caused to existing buildings, roads, paths, grassed areas, car parks, drives, fences, drains, sewers, service mains, landscaping etc.

Before the project's completion any area that has been damaged during the installation must be made good and returned to new, or as a minimum to the original condition, at the contractor's expense.

7.2. Removal of existing items and waste

Any existing play equipment that is not being re-used together with any surfacing will need removing from site. Ground works undertaken by the contractor, resulting in spoil/debris/rubble will need removing from site and the costs to form part of this tender. All waste should be stored safely while on site and then removed from site by the contractor. Please supply a copy of Waste Carrier Licence.

7.3. Insurances

The successful contractor will need to provide evidence of current insurance cover to include public, professional and employer's liability.

8. Making the most of your bid

8.1. Scoring and evaluation

Tender submissions will be assessed on whether they meet the following criteria – MET or NOT MET. Submissions which fail to meet these criteria will be rejected.

Criteria	
Project costs for Lion Green not to exceed £250,000	MET/NOT MET
Provision of references with respect to installation to include name, email address and telephone number	MET/NOT MET
Provision of references with respect to maintenance to include name, email address and telephone number	MET/NOT MET
Evidence of insurance cover (Public, Employer's, Professional)	MET/NOT MET
Assurances to deliver by 19 March 2027	MET/NOT MET
Insurance backed 5 year guarantee for surface works	MET/NOT MET

The following criteria will be scored on a scale of 0-5, and each weighted as shown.

Score	Definition
0	No response or fails to meet minimum requirements
1	Poor – meets some requirements with major concerns
2	Weak – meets most requirements but with deficiencies
3	Satisfactory – meets requirements to acceptable standard
4	Good – exceeds requirements in some areas
5	Excellent – fully meets or exceeds all expectations

The criteria weightings are as follows:

Criteria requirement	Weighting %
Cost effectiveness Total cost including installation and maintenance, best value not just lowest bid	30
Design and accessibility Inclusive design suitable for all ages and abilities, including DDA compliance.	20
Play Value & educational Benefit & Design	20

The Client will evaluate the play value of each proposed item of new equipment, the range of play disciplines, age range, challenge and excitement, and the proposed safety surfacing.	
Compliance with Specification The Client will evaluate how closely the design matches the tender specification	10
Quality and durability, maintenance and aftercare costs Compliance with British Standards. Demonstrated longevity of materials Length and coverage of warranties	10
Environmental sustainability Maintenance and lifecycle sustainability	5
Delivery and Installation Time Ability to meet the Council's timescales	5

9. Format of submission

The tenders must be emailed to dclerk@haslemere-tc.gov.uk marked “**Haslemere Playground tender – Lion Green - CONFIDENTIAL**”, by 5pm on 23 October 2026. The council are not obliged to accept the lowest tender but are bound to assess ‘best value’.

Please make sure your delivered submission includes:	/ or x
A developed scheme with 3D CAD of the project area, along with individually costed items, and visuals, of each proposed item of equipment.	
Evidence to address the criteria listed in Scoring and Evaluation Two satisfactory references wrt installation from the last 3 years Two satisfactory references wrt maintenance from the last 3 years Insurance backed 5 year guarantee for surfacing works	
A table specifying equipment maintenance costs.	
Individual equipment warranty details.	
Recent set of the bidding company's audited accounts.	
Details of any enforcement action under the Health and Safety legislation or specific written confirmation that this is not applicable	
Confirmation that the bidder will be able to meet the timetable - complete by 19 March 2027	
Waste carrier licence	
Health and safety policy statement	
Equality policy statement	
Environmental policy statement	
Evidence of Public liability insurance (minimum £10 million)	

Evidence of Employers' liability insurance (minimum £5 million)	
Evidence of Professional indemnity insurance (minimum £5 million)	

Bidders must ensure they fully understand this document and the work requirement and specification. If you have any queries please email – dcclerk@haslemere-tc.gov.uk or 01428 654305.

10. Appendix 1 – Financial standing orders Tender process

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to the Council's Standing Orders and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

11.Appendix 2 – Consultation results