



Cringleford Parish Council Recreation Strategy - Pump Track Brief for Quotes

Introduction

Cringleford Town Council (CPC), located within the South Norfolk Council district, is seeking to appoint a contractor to manage the planning process and the installation of a Pump Track at The Willow Centre (TWC), NR4 7JJ.

Background

CPC adopted TWC field in 2020. Under S106 planning obligations the field is listed as an adult football pitch. However, the poor playing surface has meant that CPC has been unable to hire the pitch out as an adult pitch. With forthcoming football pitches at St Giles Park (to be adopted 2025), CPC would like to change part of TWC field into a pump track, giving residents additional activities within the parish. Cringleford Parish Council are working with the Local Authority to remove this S106 obligation.

A feasibility study has already been carried out by CPC to consider potential use of TWC field, and Council have budgeted for a pump track and a multi-use games area. This tender covers the proposed pump track only.

Brief

The track needs to be designed to accommodate mountain bikes, BMX bikes, skateboards, micro scooters & rollerblades. The programme of work will be in two phases, with a break clause in case planning permission is not granted.

1. CPC require quotes from companies suitably experienced in such work, to draft and submit design proposals. The quote should also include submitting an appropriate planning application to South Norfolk Council to construct a pump track on TWC field. The work to complete Phase 1 must include providing a quote for the pump track, and the planning application, including responding to technical enquiries from the Planning Authority.
2. If planning permission is granted, the chosen company will be required to project manage and build the pump track, within timescales and budget agreed with CPC, as Phase 2 of the project. The build must take into account any conditions placed on the project by the Planning Authority.

From earlier feasibility, below is the required location, surface and the basic shape of the track.

Pump Track Specification:

- Tarmac Surface



- Split Track Design
- Elevated start platforms
- Suitable for all user levels
- Marked direction and lane arrows
- Track footprint approximately 30 x 50m
- Track design can include a variety of straights, corners, jumps and obstacles, but must be a width of at least two metres

Location to be within the blue outlined area:



Requirements

The successful company will be expected to:

1. Attend a site visit with Councillors to agree exact location of pump track.
2. Produce and provide technical and scaled drawings of the pump track to Council. Provide documentation and liaise with the Parish Clerk to assist with grant applications to support the build.
3. With Council approval, submit the planning documentation to the Planning Authority, and respond to enquiries where required.
4. Attend regular progress meetings as agreed by the company and the Clerk.



5. The work is to be completed within a set timeframe agreed between the Parish Council and the company.

Quote

The fee for the project and all management associated with the works will be determined, agreed and fixed. This fee will be inclusive of all costs associated with staffing, planning submission, travel, materials and build, and any other associated costs. Payment will be staged and depend on completion of key phases of whole programme in accordance with the specification.

Quotes required at time of tender application:

- 1 – To draft and submit planning application documentation to the Planning Authority, within CPC's requirements, responding to enquiries from the Authority where required.
- 2 – To quote for a pump track, to include all materials, surfacing, ground works, and making good. Quote broken down into categories such as planning, materials, and construction.
- 3 - To construct a pump track in accordance with the planning permission

Additional information required at time of tender application:

- 1 – Details of Warranty
- 2 – Company's current lead time
- 3 – Timetable for programme split into Phase 1 and 2
- 4 – Copy of public liability insurance
- 5 – H&S risk assessment.
- 6 – Duration of quote
- 7 – Details of construction area and access required.

Please return your quote to the Parish Clerk clerk@cringlefordpc.org.uk by midday on 16 June 2025.

Queries – please contact Sonya Blythe / Samantha Thurston on the above email address or 01603 250198 who can arrange site visits / respond to questions.

Closing date/time:

Midday, 16 June 2025

Decision by:

End July 2025