

Longridge Town Council

Station Building
Berry Lane
Longridge
Preston
Lancashire PR3 3JP

16 June 2026

Our ref: LTC/PROC/2026/001

Dear Sir or Madam,

INVITATION TO TENDER – TOWNELEY GARDENS – BOWLING GREEN CONVERSION TO MULTI-USE EVENT SPACE

Longridge Town Council (LTC) invites your organisation to submit a tender for the above-named project. Please read this letter and the enclosed Invitation to Tender (ITT) carefully before preparing your submission.

Key Information

Project:	Towneley Gardens – Bowling Green Conversion to Multi-Use Event Space
ITT Reference:	LTC/PROC/2026/001
Indicative Budget:	Up to £90,000 (ex VAT)
Tender Deadline:	Friday 10 July 2026 at 12:00 Noon
Site Visit Date/Time:	Monday 22 June 2026 at 10:00 am
Site Visit RSVP by:	Friday 19 June 2026 — email clerk@longridge-tc.gov.uk
Clarification Deadline:	Friday 3 July 2026
Contact:	Michael Hill, Town Clerk & Responsible Financial Officer
Email:	clerk@longridge-tc.gov.uk
Tel:	01772 782 461

The Project

LTC proposes to convert the disused circular bowling green (43m diameter, approximately 1,452 m²) in Towneley Gardens, Longridge into an outdoor multi-use event space. The principal works comprise: a self-binding gravel surface, granite sett perimeter and central feature circle, three planted bed areas, electrical ducting and connectivity, and earth berm construction to the south of the green. Full details are set out in the ITT and its appendices.

How to Tender

- Please submit a **firm-priced proposal inclusive of VAT**, together with a separate firm price for each optional item at Section 4 of the ITT.
- Please state your **availability to commence** the project and your **estimated programme duration**.
- Tenders will be assessed on the basis of **compliance with the specification** and **overall cost**.
- Tenderers must demonstrate compliance with relevant legislation including Health & Safety requirements and hold adequate Public Liability Insurance.
- Tenders may be submitted electronically (PDF or MS Office) to clerk@longridge-tc.gov.uk or in hard copy to the address above, **by 12:00 Noon on 10 July 2026**.

Site Visits

A site visit will be held on **22 June 2026 at 10:00 am**. Attendance is strongly encouraged. Please RSVP to clerk@longridge-tc.gov.uk by **19 June 2026**. Additional visits can be arranged with a minimum of 48 hours' notice.

Clarifications

Any queries or requests for clarification must be submitted in writing to clerk@longridge-tc.gov.uk by **3 July 2026**. All clarifications and responses will be issued to all tenderers simultaneously.

Funding

This project is part-funded by the UK Shared Prosperity Fund (UKSPF) and the RVBC Jubilee Fund. Tenderers should note that the successful contractor may be required to cooperate with funder audit and monitoring requirements.

We look forward to receiving your tender. If you have any questions, please do not hesitate to contact me on **01772 782 461** or at clerk@longridge-tc.gov.uk.

Yours faithfully:

Michael Hill

Town Clerk & Responsible Financial Officer

Longridge Town Council

Tel: **01772 782 461** | Email: clerk@longridge-tc.gov.uk

Enc: ITT (Ref: LTC/PROC/2026/001) including Appendices A, B and C

Note to tenderer: This letter must be retained with the tender documents. Any subsequent correspondence or clarifications issued by the Council will form part of the tender pack and should be read in conjunction with this letter and the ITT.

INVITATION TO TENDER

Towneley Gardens – Bowling Green Conversion
to Multi-Use Event Space

ITT Reference:	LTC/PROC/2026/001
Issued By:	Longridge Town Council (LTC)
Issue Date:	16 June 2026
Indicative Budget:	Up to £90,000 (ex VAT)
Tender Deadline:	Friday 10 July 2026 at 12:00 Noon
Site Visit:	Monday 22 June 2026 at 10:00 am
Clarification Deadline:	Friday 3 July 2026
Tender Validity:	90 days from tender deadline
Contact:	Michael Hill, Town Clerk & Responsible Financial Officer
Email:	clerk@longridge-tc.gov.uk
Tel:	01772 782 461

IMPORTANT: Tenderers must read this ITT in full before preparing their submission. Submissions not complying with the requirements set out herein may be treated as non-compliant.

Section 1 — Invitation to Tender

Longridge Town Council (LTC) invites contractors to submit firm-priced proposals (inclusive of VAT) for the upgrade of Towneley Gardens bowling green as specified in Sections 2 and 3 below.

- Please include your **availability for commencing the project** and an **estimated project duration**.
- Please provide a **separate firm price for each of the optional items** listed at Section 4.
- Tenders will be assessed on the basis of **compliance with this specification** and **overall cost**. Tenderers may be asked for additional information and/or invited to meet with LTC as part of this exercise.
- All tenderers must demonstrate compliance with relevant legislation, including Health & Safety requirements, and must hold adequate **Public Liability Insurance**.

Section 2 — The Project

Upgrade of the disused bowling green located in Towneley Gardens, Longridge to a multi-use outdoor event space.

Section 3 — Description and Specification

Convert an existing circular bowling green (43m diameter, radius 21.5m, approximate total area 1,452 m²) into an outdoor event space. The finished surface will primarily consist of self-binding gravel providing a stable, permeable, low-maintenance, and aesthetically pleasing surface suitable for events, seating, and light foot traffic.

The design is shown at **Appendix A** and includes three areas for future planting. Note: planting of these areas is **outside the scope of this ITT**.

The scope includes excavation and installation of electrical ducting and connectivity (as shown at Appendix A), and extension and construction of earth banks (berms) to the south of the green within the boundaries shown at Appendix A.

3.1 Key Features

- **Perimeter edging:** Single ring of 150mm granite setts around the outer circumference, abutting the existing asphalt path inner edging.
- **Central feature:** Granite 150mm sett circle of 11m diameter in the centre of the space.
- **Planted areas:** Three separate planted beds around the perimeter with areas of approximately 76 m², 107 m², and 95 m² (total 278 m²), each edged with 150mm granite setts. Note: planting is outside the scope of this ITT.
- **Event surface:** Self-binding gravel forming the main event surface between the planted beds, perimeter setts, and central sett circle.
- **Earth berms:** Excavated material to be used to extend and build earth banks (berms) to the south of the green as shown at Appendix A, covered with the existing turf surface. Banks must not exceed 1m at their highest point, 4m in width, or extend beyond the boundaries shown at Appendix A.

3.2 Site Preparation

- Remove existing railings (4 off) on bowling green and dispose of appropriately.
- Remove existing bowling green turf/surface and any underlying root zone or drainage layers to a suitable depth.
- Materials to be used to produce berms as detailed above; any excess material to be removed and recycled in accordance with applicable legislative requirements.
- Excavate the entire area to accommodate: (a) 100mm compacted MOT Type 1 sub-base (or equivalent crushed stone aggregate); (b) 30–40mm (compact) self-binding gravel surface layer; and (c) additional depth for granite sett foundations.
- Total excavation depth: approximately 150–200mm below finished level, adjusted for required falls and existing ground conditions.
- Falls and drainage: provide a gentle fall (1:80 to 1:100) away from the centre toward the perimeter for surface water management. Ensure integration with existing or new perimeter drainage if required.

3.3 Materials

3.3.1 Granite Setts

Note:

Approximately 1,650 granite setts will be required to supplied by the contractor and included in the overall price.

- Perimeter ring: 150mm × 150mm granite setts, laid in a single row around the full circumference.
- Central circle: 11m diameter circle using matching granite setts.
- Planted area edging: single row of matching setts around each planted bed.

3.3.2 Self-Binding Gravel

Note: This material is to be supplied by the contractor and included in the overall price.

- Naturally occurring or quarried self-binding aggregate (e.g. golden or buff limestone-based hoggin or similar approved product).
- Particle size typically 6–20mm down to fines/dust for self-binding properties.
- Colour to be agreed with LTC (e.g. golden amber or Cotswold buff).
- Sub-base: MOT Type 1 (or equivalent well-graded crushed stone) to SHW Series 800 standards.

3.3.3 Planted Area Preparation

- Topsoil: minimum 300–400mm depth of good quality, weed-free topsoil.
- Planting: not included in this ITT.

3.3.4 Standards

All materials and construction methods must comply with relevant British and European standards, including BS 7533 for paving where applicable.

3.4 Indicative Quantities

Element	Indicative Quantity
Total site area	~1,452 m ²
Planted bed areas (3 off)	~278 m ²
Central sett circle	~95 m ²
Self-binding gravel event surface	~1,000–1,100 m ²
Perimeter/planted area granite setts	~1,650 no.
Bowling green railings for removal	4 no.

Note: All quantities are indicative. Tenderers should satisfy themselves as to quantities through site inspection and assessment of the drawings at Appendix A.

LONGRIDGE TOWN COUNCIL

INVITATION TO TENDER — Towneley Gardens – Bowling Green Conversion to Multi-Use Event Space

Section 4 — Options (Please Price Individually)

Please provide a **separate firm price** for each of the following optional items. Options will be evaluated and awarded independently of the main contract.

Option 4.1	Resurface existing circular asphalt path around the green using asphalt re-surfacer or tarmac restorer (approximately 125 m ²).
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Option 4.2	Excavate and reduce the level of the asphalt path connecting the green to the old station buildings by approximately 1.0m at its highest point, and relay the asphalt path.
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Option 4.3	Refurbish 4 off existing lantern-type street lights on the outside of the path surrounding the green; upgrade with LED timed lighting to provide 2–4k lumens per light.
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Section 5 — Site Visits

A site visit will be held on **22 June 2026 at 10:00 am**. Attendance is strongly encouraged. Tenderers wishing to attend should RSVP to clerk@longridge-tc.gov.uk by **19 June 2026**.

Additional site visits can be arranged with a minimum of 48 hours' notice. All queries and requests for clarification should be submitted in writing to the Town Clerk at clerk@longridge-tc.gov.uk.

Section 6 — Tender Submissions

Tenders must be submitted **by 12:00 Noon on 10 July 2026** by one of the following methods:

- Electronically in Adobe PDF or MS Office format to: clerk@longridge-tc.gov.uk
- By post or hand delivery in a sealed envelope marked 'TENDER — Ref: LTC/PROC/2026/001 — NOT TO BE OPENED BEFORE TENDER CLOSING DATE' to: Town Clerk, Longridge Town Council, Station Buildings, Berry Lane, Longridge, PR3 3JP.

Tenders must remain valid for **90 days from tender deadline**. Late tenders will not be considered.

Section 7 — Clarifications

Any queries or requests for clarification must be submitted in writing to clerk@longridge-tc.gov.uk by **3 July 2026**. Responses will be issued to all tenderers simultaneously. LTC reserves the right not to respond to queries received after this date.

Section 8 — Evaluation Criteria

Tenders will be assessed on the following basis:

Criterion	Weighting
Compliance with specification	Pass/Fail
Overall cost (including VAT)	Primary
Programme / availability	Secondary
Relevant experience and references	Secondary

LTC reserves the right to seek additional information from tenderers and/or to invite tenderers to attend a presentation or interview as part of the evaluation process. LTC is not bound to accept the lowest or any tender.

Section 9 — Compliance Requirements

Tenderers must confirm compliance with all relevant legislation and hold or be able to provide evidence of:

- Public Liability Insurance to a minimum of £5,000,000 per claim.
- Employers' Liability Insurance (where applicable).
- A current Health & Safety policy and relevant risk assessments/method statements.
- All applicable licences, registrations, and waste carrier/transfer documentation.

Section 10 — Funding and Audit

This project is part-funded by the **UK Shared Prosperity Fund (UKSPF)** and the **RVBC Jubilee Fund**. The successful contractor must cooperate with any audit, monitoring, or inspection requirements imposed by these funders, including retention of records and provision of information on request.

Section 11 — Contact Details

Name:	Michael Hill
Title:	Town Clerk & Responsible Financial Officer
Address:	Longridge Town Council, Station Building, Berry Lane, Longridge, PR3 3JP
Email:	clerk@longridge-tc.gov.uk
Tel:	01772 782 461

All correspondence relating to this tender must be addressed to the Town Clerk.

Appendix A — Design Drawings and Specification

Insert approved design drawings and site plan here. Documents to be attached:

- Aerial/plan view of the completed event space (Option 1)
- Site boundary plan showing berm extent (red boundary)
- Electrical ducting layout and connectivity diagram

Appendix B — Form of Tender

To: The Town Clerk, Longridge Town Council, Station Building, Berry Lane, Longridge, PR3 3JP
ITT Reference: LTC/PROC/2026/001 | Project: Towneley Gardens – Bowling Green Conversion to Multi-Use Event Space

Having read and understood the Invitation to Tender and the specification (including all appendices), and having inspected the site, we/I offer to carry out the works described therein in accordance with the said specification and documents for the following sums:

Item	Description of Work	Price (exc. VAT) £	VAT £	Total (inc. VAT) £
1	Main Contract Works (Sections 2 & 3)			
2	Option 4.1 – Asphalt path resurfacing (if required)			
3	Option 4.2 – Path level reduction and relay (if required)			
4	Option 4.3 – Street light refurbishment/LED upgrade (if required)			

Proposed commencement date:

Estimated programme duration:

Relevant experience and references:

We/I confirm that this tender remains valid for acceptance for a period of **90 days from tender deadline** from the tender closing date.

We/I confirm that we/I hold (or will hold prior to commencement) the insurances and comply with the requirements set out at Section 9 of this ITT.

Signature:

Print name:

Position:

Company name:

Company address:

Telephone:

Email:

Date:

Appendix C — Pricing Schedule / Bill of Quantities

Tenderers should use this schedule to provide a breakdown of their pricing for the main contract works. Additional rows may be added as required. This schedule will form part of the contract documents upon award.

Item	Description of Work	Unit	Qty	Rate £	Total £
1	Mobilisation, site set-up and clear-down	sum	1		
2	Remove and dispose of existing railings (4 off)	no.	4		
3	Remove existing bowling green surface, root zone and drainage layers	m ²	1,452		
4	Excavation to required depth (approx. 150–200mm)	m ²	1,452		
5	Supply and lay MOT Type 1 sub-base (100mm compacted)	m ²	1,452		
6	Supply and lay self-binding gravel surface (30–40mm compacted)	m ²	~1,100		
7	Supply and lay granite sett perimeter ring	lm	~135		
8	Lay granite sett central circle, 11m dia	m ²	~95		
9	Lay granite sett planted area edging	lm	~90		
10	Sand/cement bedding and jointing for all setts	m ²	~290		
11	Topsoil to planted beds (min 300–400mm depth)	m ³	~100		
12	Earth berm construction (incl. turf covering)	sum	1		
13	Excavate and install electrical ducting and connectivity	sum	1		
14	Falls, drainage integration, and surface water management	sum	1		
15	Removal, transportation and disposal of surplus excavated material not required for berm construction, including all tipping/waste transfer costs and compliance with relevant waste legislation. Tenderers to state estimated volume.	m ³	TBC		
	TOTAL (exc. VAT)				
	VAT				
	TOTAL (inc. VAT)				

Note: Quantities marked ~ are indicative. Tenderers must satisfy themselves as to actual quantities through site inspection.

