

Invitation to Quote

Community Engagement in the Design of Inclusive, Safe, and Welcoming Parks and Open Spaces

Closing Date:
9 am on 24th April, 2025

activepartnerstrust.org.uk

Date 2nd April 2025

Active Partners Trust is seeking to appoint an organisation or individual to provide support in our work with High Peak Borough Council around the creation of spaces that are inclusive, safe, and inviting to the whole community, with a strong emphasis on physical accessibility. The work will integrate meaningful community engagement with the design and installation of new play and physical activity hubs.

1. About Active Partners Trust

Being physically active is good for us, for society, health, and even for the economy. There's no doubt about that. But how do we get people moving more? That's a bit trickier, and the need varies from place to place, programme to programme, and person to person.

As one of 43 Active Partnerships (APs) across England, Active Partners Trust, working in Derbyshire and Notts, teams up with local councils, community groups, businesses, healthcare organisations, charities and more to find out what's needed. That means asking questions, making suggestions, sharing our knowledge, finding the right partners, and spotting opportunities, all to make movement part of everyday life. Because when we all work together, we can better understand, reach, and support the people who need it most.

Making our Move - [Our shared vision for Uniting the Movement in Notts and Derbyshire](#) is a new plan to guide our and partners' work over the next 10 years - where we work and how we work.



Our values and behaviours define us as an organisation - they are who we are and what we stand for.

Our values

Make a Difference. We seek to positively make a difference through movement, physical activity and sport. We add value through insight and learning, influencing relationships, strengthening our networks and connections and embedding what works well.

Integrity. We will act with integrity in all that we do, being open, honest and trusted. Encouraging this culture with others.

Collaborate. We commit to collaborate, giving time and space to develop relationships, to listen, to reflect and to build shared purpose. We take collective responsibility and learn together to inform our work.

Inclusive. We ensure we are inclusive in everything we do. We are open-minded and equitable, encouraging others to reflect on how they think and act. We are a committed ally to inclusion.

Passionate. We believe in what we do. We are energetic, curious and aspire to think creatively. We are bold in our thinking, not afraid to try new things.

Our behaviours

We will

- Seek to understand and add value
- Be open and honest
- Be mindful of others and show emotional intelligence
- Lead by example, adapting our style as required
- Take collective responsibility and be accountable for our actions
- Give time and space to developing relationships
- Be open-minded and equitable
- Commit to being an ally of inclusion
- Be willing to learn and grow
- Believe in what we do
- Bring energy, curiosity and courage to our work
- Positively and professionally challenge views

2. Background to this work

Active Derbyshire has developed a framework for 'Creating Safe, Active and Inclusive Open Spaces' and working with High Peak Borough Council to apply this framework to two parks in Buxton and Glossop.

This initiative aims to create spaces that are inclusive, safe, and inviting to the whole community, with a strong emphasis on physical accessibility. The project will integrate meaningful community engagement with the design and installation of new play and physical activity hubs. It will build on insights that highlight the importance of clear signage, mapping, and communication, as identified in the **High Peak Walk Derbyshire Community Engagement** study.

The initial focus will be on **Ashwood Park (Buxton)** and **Manor Park (Glossop)**, considering not only how people use these spaces but also how they travel to and around them, how they perceive park infrastructure, and their sense of safety.

Reference Documents

Move More High Peak Strategy:

<https://movemorehighpeak.co.uk/wp-content/uploads/sites/4/2023/07/MMHP-Strategy-FINAL.pdf>

Making our Move plan:

<https://makingourmove.org.uk/about/making-our-move/>

High Peak Walk Derbyshire Community Engagement:

<https://walkderbyshire.org.uk/derbyshire-pilots/high-peak/>

3. Objectives of this work

This project will generate valuable insights to inform a framework for future outdoor physical activity hubs across **Derbyshire and Nottinghamshire**. With a commitment to co-production and co-design, particular attention will be given to engaging:

- **Girls and women**
- **Older adults**
- **People living with long-term health conditions and/or disabilities**

A **creative approach** to engagement and design is encouraged, ensuring that innovative ideas and diverse perspectives shape the final outcomes. A **strong understanding of behaviour change principles** is essential to ensure that proposed solutions effectively encourage long-term, sustainable use of these spaces.

4. Scope, outputs and timescales

The successful individual or organisation will collaborate closely with **HPBC and Active Derbyshire** and an **appointed play/sports facility designer** to:

1. Engage with the Community:

- Understand how local people value their parks and open spaces.
- Identify current barriers to usage.
- Explore community aspirations for these spaces.
- Determine the level of community involvement in the development process.

2. Assess Physical Inclusivity Measures:

- Identify key infrastructure improvements to enhance accessibility and usability.
- Explore opportunities for well-placed rest areas and social spaces.
- Develop signage and wayfinding solutions that improve navigation and encourage engagement.

3. Project Management:

- Document and analyse insights gathered from the community.
- Collaborate with **play equipment designers, suppliers, and landscape architects**.
- Provide regular progress updates to project partners.

The final report will include:

- A **summary of key findings** from community engagement.
- **Documentation of observations and learnings** from the project.
- Identification of **emerging priorities, patterns, and trends**.
- **Analysis of knowledge gaps** and areas for further exploration.
- **Co-designed options for play/physical activity hubs**.
- **Recommendations for physical inclusivity improvements**.
- A **comprehensive final report and summary** outlining key learning, proposed options, and recommendations for future development.

5. Submission Details

We welcome expressions of interest from individuals and organisations with experience in community engagement, inclusive design, and public space redevelopment. A **creative approach** to engagement and solution development will be highly valued, alongside a **strong understanding of behaviour change** to ensure sustainable impact. Please outline your relevant expertise, proposed approach, and anticipated timelines in your submission

6. Work Updates

The summary of work will be provided to Stuart Batchelor, stuart.batchelor@Activepartnertrust.org.uk on a monthly basis.

7. Contract details

This contract will be with Active Partners Trust.

The successful organisation or individual will report and be accountable to Stuart Batchelor and will be responsible for the successful delivery of the key tasks as outlined in section three.

The term of this contract shall be from the day of commencement as soon as possible following appointment.

8. The fee

The funding available is up to £15,000 including VAT and expenses and we envisage the work spanning over 3 months from May to July 2025.

9. Quotation submission

Quotations should be submitted by 9.00am on Thursday 24th April, 2025, via email to stuart.batchelor@activepartnertrust.org.uk

We welcome expressions of interest from individuals and organisations with experience in community engagement, inclusive design, and public space redevelopment. A **creative approach** to engagement and solution development will be highly valued, alongside a **strong understanding of behaviour change** to ensure sustainable impact. Please include:

- Name, address and contact details
- Proposed methodology for delivering the overall work
- A breakdown of all costs
- Demonstrated capacity to undertake the project

- Experience in:
- Community engagement
- Physical accessibility improvements
- Collaborative project delivery
- Park and open space development projects

10. Assessment Criteria

The quotation will be assessed against the following criteria:

Evidence of knowledge, expertise and experience in data analysis

Suitability of the proposed approach

Evidence of capacity to undertake the work within the defined budget and timescale

Value for money

Availability

Active Partners Trust reserves the right to shortlist quotations based on the criteria above and undertake follow-on interviews with shortlisted candidates.

If interviews are not required, the successful individual/organisation will be notified by Friday 25th April, 2025.

Any request for feedback should be made to Stuart.Batchelor@Activepartnertrust.org.uk

End

**Stuart Batchelor
Strategic Director
Active Partners Trust**

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