



# We are **Eastbourne**

Eastbourne Neighbourhood Board

## **Parks & Open Spaces Audit and Projects Pack – Brief**

Commissioned by: Eastbourne Neighbourhood Board

Tender Issue Date: 17 April 2026

Submission Deadline: 8 May 2026

Project Duration: end-May – end-August 2026 (3 months)

Budget: £24,999.00 (excluding VAT)

### **1. Introduction**

Eastbourne Neighbourhood Board (ENB) invites proposals from suitably experienced landscape architects and environmental consultants to undertake an audit of the town's parks and open spaces and to prepare a Strategic Projects Pack covering the period 2026–2036.

Eastbourne is one of the South Coast's most distinctive destinations, celebrated for its dramatic coastline, South Downs National Park setting, and parks and open spaces. The town's historic, natural and semi-natural parks and open spaces are central to the heritage and identity of our town - yet the quality, accessibility, connectivity, and transformational potential of our parks and open spaces vary considerably.

The ENB is committed to protecting and enhancing the town's parks and open spaces. We want this project to provide a clear, evidence-based assessment and framework for the long-term transformation of Eastbourne's natural spaces, so they are more connected, sustainable, accessible and well maintained. It is also important we increase the usage and accessibility of our parks and open spaces to improve the quality of life for residents in terms of physical and mental wellbeing. This project needs to support the Board's ambition to position Eastbourne as 'East Sussex's premier location for leisure, culture and entertainment'.

The client for the project will be the ENB, although the appointed consultant will be expected to work with Eastbourne Borough Council (EBC) in delivering this project. EBC has recently updated its ground maintenance specification and awarded a new grounds maintenance contract for its parks and open spaces.

It will be important for the appointed consultant to understand the scope of the contract and how financial challenges and the desire on the council's part to 'naturalise' parts of our parks and open spaces for biodiversity gain are likely to impact future management across our parks and open spaces.

The consultant will need to demonstrate their recent experience of having undertaken design work within historic, contemporary and ecological parks, carried out stakeholder consultation, facilitated stakeholder workshops, worked with volunteers and advised on sustainable funding arrangements for project implementation and park wide management.

## **2. Project Objectives**

Overall, this project has been created to assess and develop innovative solutions for the transformation of Eastbourne's Parks and natural spaces, so they become better connected, sustainable, more resilient to the impacts of climate change, accessible year-round and attractive for local people and visitors of all ages to use.

The specific requirements are to:

- a) Conduct an audit of the Borough's parks and open spaces to identify their current condition, usage, management, accessibility and wayfinding.
- b) Develop a strategic Projects Pack – co-created with local people - that provides a clear roadmap for investment and delivery by the ENB and its partners over the next 10 years.

These regenerative and nature-based projects must address issues around bio-diversity net gains, climate adaptation, community health and wellbeing, active travel and social inclusion. Projects could include connected active trails and off-road walking and cycling routes, an accessible beach garden, outdoor gyms and playgrounds, community orchards, edible street initiatives, forest schools for young people,

pollinator-friendly wildflower meadows, and therapeutic gardening hubs where GPs can refer patients for outdoor wellbeing programmes.

We're also looking for practical improvements: the restoration and maintenance of our much-loved parks and gardens, better pathways for wheelchairs and buggies, sensory gardens and play areas for families and children, outdoor spaces for youth education, and nature-based projects that tackle social isolation while supporting community mental and physical health. An increase in sports leisure facilities and in active travel to move between neighbourhoods via our open spaces is also a consideration, as is improved wayfinding.

### **3. Project Scope**

The first stage of the project will be an audit on each of the parks and open spaces included within the study, outlining the strengths, weaknesses, threats and opportunities of each. It is expected that the following sites will form the scope of the study:

- Gildredge Park and Manor Gardens
- Hampden Park
- Meads Parks and Gardens – Helen Gardens, Italian Gardens and All Saints Park
- Motcombe Gardens
- Princes Park
- Seafront Promenade Gardens including Western Lawns/Wish Tower gardens and adjacent squares.
- Shinewater Park
- Sovereign Park
- Upperton Gardens
- Hartfield Square
- Cross Levels Way
- Crows Nest, Dukes Drive
- Five Acre Field
- Langney Pond
- Sevenoaks Road Park
- College Green Open Space
- Sovereign Outer Harbour

EBC has recently commissioned a parks and open spaces audit as part of its evidence base for the Local Plan. The findings will be made available to the selected consultant. It is expected that where there is overlap between parks and open spaces, the consultant will build on this work already undertaken rather than repeat it.

Whilst this study is not a green infrastructure study, connectivity between our parks and open spaces is an important consideration. This study should therefore consider if improvements can be made to the areas surrounding the above sites to achieve better long-term connectivity, off-road active travel corridors and wayfinding to and within each site.

The initial audit and development of the Projects Pack must be undertaken in consultation with local community stakeholders. In recent years, EBC has embraced the work of volunteers, with many now working alongside the grounds maintenance staff in the town's parks and open spaces. Many of the 'friends' groups have come together to form 'Friends Together,' which is currently made up of 16 groups from across the town. 'Friends Together' will be a valuable resource for this project.

The second stage of the project will be the preparation of a strategic Projects Pack that provides a clear roadmap for investment and delivery by the ENB and its partners over the next 10 years. We are seeking a long list from which the Board can shortlist and prioritise projects. This must identify how existing parks and open spaces provide opportunities to increase their functions, through increased accessibility, habitat enhancements or the provision of new facilities for play, events, sports and leisure, food production and education.

## **4. Proposed Methodology**

### **4.1 Project Set Up – weeks 1-3**

An initial kick-off meeting will take place within the first week of the commission, confirming the project team, scope of work and brief. The number and location of the parks and open spaces to be included within the commission will be confirmed at this meeting. As will the digital mapping requirements.

The consultant will be required to review all existing baseline data. (made available to the consultant on appointment).

Following the kick-off meeting, the consultant should prepare a project programme and stakeholder consultation approach for agreement. The

consultant should, as a minimum, allow for a further three client meetings (online or in person) and a minimum of two stakeholder workshops (one during the audit stage and a second during the preparation of Project Packs).

#### **4.2 Stage 1 Audit – weeks 4-7**

The initial desk-based research and mapping of each site and its surroundings should be supplemented by a site walk over of each site. A comprehensive photographic record should be taken and pro forma (to be devised by the consultant) used to log the audit's findings. The consultant should consider if they wish to be accompanied by a member of the client team and or stakeholders on their site visits. Advance notice would be required. (The client can assist the consultant in contacting stakeholders).

The audit shall include a SWOT analysis for each site and its surroundings included within the study.

As well as ENB members, the stakeholder consultation element must include representatives from EBC officers, park and open space user groups, volunteers and park/open space based businesses. Consultation should also include hard-to-reach groups, such as those with disabilities and young people.

Whilst it is not envisaged that the project will include wider public consultation, the ENB website and social media platforms can facilitate consumer market research to invite ideas from the wider community which will be considered by the consultant within their work. The consultant will therefore be required to provide suitable graphic material for the website during both stages of the commission.

The consultant shall lead all consultations and facilitate the workshops as per the agreed approach. A member of the client team may wish to attend some or all of the consultation meetings and workshops. (The client will be able to assist in finding suitable venues for workshops, consultation meetings, the cost of venue hire shall be outside of the consultant's fee).

Stakeholder comments on the current condition, use etc. of the sites will also need to be recorded as part of the audit findings.

#### **4.3 Stage Two – Projects Pack – weeks 8-12**

Using the stakeholder feedback (public feedback via the website) and results of the audit, the consultant shall prepare a long-list portfolio of potential projects with ballpark budgets for the Project Team/Board review. A short-

list, using suitable graphics, will then be prepared and developed as a Projects Pack for wider consultation.

The consultant should address future maintenance and management, including how volunteers and other charitable organisations, (such as wildlife trusts), can work in partnership with EBC and its contractor to ensure the future sustainability of each site. The consultant shall also consider how the priority projects can be delivered to include the involvement of volunteers and the wider community.

The consultant should also advise on how investment from other organisations could supplement funding by the ENB for both implementation of projects and future management of Eastbourne's parks and open spaces. This should include complementary funding streams, sponsorship and grant funding from other public bodies to help achieve the priorities of the community for each site.

Once the shortlist Project Pack has been agreed, the consultant shall lead the consultation and facilitate the workshops. The aim being to achieve consensus on the high-level concepts, outline projects, priorities, deliverability and future funding and management models. A member of the client team will attend the consultation meetings. (Note: The client will be able to assist in finding suitable venues for workshops and meetings, the cost of which shall be outside of the consultant's fee).

Although not part of this commission at this stage, the client may wish to be supported in the presentation of the final agreed outline projects to the stakeholders. Should the client request presentation material (digitally and or hard copy) and attendance at stakeholder meetings a separate fee will be agreed, based on the hourly rates offered in the tender.

## **5. Alignment with other Eastbourne Projects**

This commission must reference and integrate with:

- Pride in Place Programme Fund
- Local Plan Open Space, Sport and Recreation Assessment
- Local Plan Green Infrastructure Strategy
- Seafront Strategy
- Eastbourne Economic Strategy
- Tourism Strategy (in development)
- The Pevensey Bay to Eastbourne Coastal Management Scheme

## **6. Community-First Commissioning**

This study is commissioned by the ENB, whose mission is to place local people at the heart of regeneration. A key part of delivering sustainable and inclusive economic growth for the town is generating and retaining wealth locally by scaling up the social economy.

This includes supporting social enterprises and the voluntary sector, encouraging community ownership of local park and open space assets where appropriate, developing a coordinated approach to local procurement, and strengthening local supply chains.

The study must consider investment in Eastbourne's parks and open space assets and infrastructure that:

- enhances community wellbeing and pride in place
- supports quality employment and skills development
- is inclusive, accessible and environmentally responsible
- balances visitor growth with residents' quality of life

## **7. Budget**

The total budget: £24,999 (excluding VAT). All costs, including travel and expenses, must be included. (The cost of venue hire for consultations and workshops and any additional client instructed meetings or workshops will be additional to the above fee) Payment will be staged against agreed milestones.

## **8. Tender Submission Requirements**

Proposals should include:

1. Executive Summary
2. Method and Approach
3. Relevant company experience and 3 recent and relevant case studies
4. Proposed Team and Roles – confirmation that the proposed team has the recent experience needed to deliver this project.
5. Fee Proposal and Value for Money Statement, including hourly rates for the project team for any additional instructed work.

Submissions must be provided as a single PDF by 8 May, 5pm GMT to:  
[mark.holland@weareeastbourne.org.uk](mailto:mark.holland@weareeastbourne.org.uk)

## **9. Evaluation Criteria**

Proposals will be assessed against:

- Understanding of the brief and quality of approach (35%)
- Relevant experience and track record (30%)
- Quality and suitability of team (20%)
- Value for money (10%)
- Deliverability of programme (5%)

## **10. Timetable**

Tender Issue	17 April 2026
Clarification Questions Deadline	24 April 2026
Response to Clarifications	29 April 2026
Tender Submission Deadline	8 May 2026, 5pm
Evaluation Period	11 – 15 May 2026
Shortlist Online Interviews	15 May 2026 (provisional)
Contract Award Notification	18 May 2026
Project Commencement	26 May 2026
Project Completion	28 August 2026

## **11. Contract Award**

The contract for this study will be between the consultant and EBC.  
The client, however, will be the ENB.

## **Appendix –**

This appendix is included within the brief to provide additional context and background for consideration.

### **Wider Strategic Priorities**

Healthy, Active Communities and Local Empowerment

- Reduce inequalities across Eastbourne most deprived wards through blue-green interventions.
- Identify opportunities for blue-green nature-based community projects which offer physical and mental health wellbeing opportunities and reduce social isolation.
- Improve opportunities for physical wellbeing through the introduction of informal walking, cycling and jogging trails, children’s play areas, and activities such as gardening, allotments, community gardens, orchards, fishing and walking routes.
- Explore ways in which to improve access and movement across blue-green spaces and public rights of way, encouraging the use of active travel and walking/wheeling routes to address physical and mental health issues.
- Identify methods and strategies to increase a sense of belonging, collective engagement and ownership that fosters community ownership of the blue-green transition due to climate change.
- Ensure community-led decision making through local democracy processes.

### **Youth Engagement and Transformational Opportunities**

- Identify transformational opportunities specifically for young people to undertake outdoor activities for sport, education and wellbeing.
- Identify educational pathways and training opportunities linked to blue-green infrastructure development and programmes that engage young people in environmental stewardship, visitor management, and education skills through outreach programmes.

### **Cultural and Creative Integration**

- Integrate cultural programming within blue-green infrastructure development.
- Articulate the role that cultural and creative sectors play in outdoor recreation activities given Eastbourne’s strong cultural offer.

### **Beach and Marine Integration**

- Explore marine leisure connectivity to a blue-green corridor.
- Integrate coastal assets into broader blue-green network.

- Identify the opportunity for an accessible beach garden in Eastbourne.

### **Longer Term Blue-Green Corridor and Spatial Connectivity**

- Create a network of blue-green corridors to connect people, water and nature using existing assets (eg. seafront, parks, watercourses, public open spaces, wildlife sites, priority habitats and recreational space).
- Explore how public rights of way, footpaths, watercourses and cycleways provide opportunities to enable residents and visitors to access amenities, services and employment/education and reduce the use of cars via off-road blue-green corridors.
- Consider linkages and accessibility between Eastbourne Neighbourhoods and the town centre, seafront, Eastbourne parks, the Cuckoo Trail and the South Downs National Park.
- Identify brownfield sites that might connect and improve the wider network.
- Map strategic themes and connections across the borough, including opportunities for off-road active travel, town entrance/exit gateways and multi-modal travel interchanges.
- Identify synergies between existing projects (Treebourne, town centre improvements, Black Robin Farm, etc.) and proposed interventions.
- Develop an overarching spatial plan showing location and inter-relationship of potential blue-green projects that protect and enhance biodiversity, heritage assets, natural landscapes and community projects in nature.

### **Climate Adaptation and Environmental Performance**

- Review and plan specifically to mitigate against the causes and impacts of climate change on the future management and maintenance of blue-green assets.
- Identify adaptive management strategies for long-term resilience eg. additional water storage areas to mitigate against increased surface water flooding and housebuilding.
- Evidence how the strategy will support the halting in decline in biodiversity by enhancing existing wildlife habitats, reverse and slow habitat loss through development and increased biodiversity.
- Evidence the natural capital benefits of blue-green investments such as improvement in air and water quality and the connections these facilitate for wildlife and human health especially in the context of climate change.
- Assess Biodiversity Net Gain opportunities and evaluate carbon sequestration and climate adaptation benefits.
- Support the town's net-zero ambitions.

### **Borough Wayfinding**

- Develop a Borough-wide Signage and Wayfinding Strategy and delivery plan for Green-Blue assets in the medium term.

## **Regenerative Approaches, Economic Value and Business Models – Medium Term**

- Evidence the benefits, business opportunities, business models, and value and revenue streams from sustainable commercialisation of blue-green assets. (Increasing the attractiveness of an area increases use and encourages visitors to the area to spend more money - direct spending on refreshments and at events in parks or at visitor centres in nature reserves; or indirect spending in the local economy such as on public transport, accommodation or in local businesses).
- Suggest circular and regenerative strategies specifically for blue-green infrastructure and support the circular economy through local products, components, and materials while supporting local jobs.
- Amid the Local Government Reorganisation set out potential community ownership models to protect and maintain Eastbourne's Blue-Green assets for the benefit of residents.

ENDS