

## Surrey County Council's Local Committee for

**WAVERLEY**

**Bid for Local Committee Allocations for  
Highways Localism Initiative**

PLEASE COMPLETE THIS FORM ELECTRONICALLY

Please answer questions 1-4 below. Please select the further questions dependent on the nature of your request.

**1. Your details**

a) **Name of organisation:** [CHIDDINGFOLD PARISH COUNCIL](#)

**Status of this organisation:**

Voluntary

Charity

Local authority

Private

b) **Contact details**

**Name:** [Sue Frossard](#)

Position in organisation: [Parish Clerk](#)

Company Name: [Chiddingfold Parish Council](#)

Address Line 1: [The Banking House](#)

Address Line 2: [The Green](#)

Town: [Chiddingfold](#)

County: [Surrey](#)

Post code: [GU8 4TU](#)

Telephone: [01428 683906](#)

E-mail: [clerk@chiddingfold-pc.gov.uk](mailto:clerk@chiddingfold-pc.gov.uk)

c) **Name of local County Councillor:** [Cllr Mrs Victoria Young](#)

**2. If you are bidding for funding of a lengthsman or work force please complete this section**

a) What area(s) will the lengthsman operate in?

[Within the parish boundary of Chiddingfold.](#)

b) If different from previous section, who is the lead contact that will be administering the scheme? (name, position in organization, full address, phone, email)

[As above.](#)

c) Have you approached local suppliers for prices and an idea of how much time they will work on behalf of the parish(es) or town council?

[Yes.](#)

d) How much funding are you requesting?

[£6,000.](#)

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e) Are you looking for funding on a matched/part or fully funded basis? If matched or part funding, how is the remainder of the money being raised?

Part funded basis; any balance of funding required for our planned schedule will come from the precept. The Parish Council has received a clear message through consultation with residents, and a 'per household' survey when we updated our Parish Plan, that the maintenance work we propose undertaking through this scheme is a high priority, as it has not previously been carried out to an acceptable standard by the responsible authority and remedial work is long overdue.

f) Briefly give details on how you would run the lengthsman scheme. For example, how you might manage working across a number of areas.

The scheme will be run in the same way as the Parish undertakes maintenance of its own Freehold or Leased land and Common Land. The contractor, who has worked for the Parish Council for fifteen years, will continue with the extended schedule of work, developed last year, to carry out tasks specific to this scheme. The schedule has evolved in line with the experience of last year's very successful scheme of work:

- (a) ditch, drain and culvert regular maintenance to clear blockages and prevent flooding; and
- (b) clearing vegetation from Rights of Way (other than where they run across private land); and
- (c) trimming some verges and hedges bordering the highway, where responsibility is with Surrey Highways or is not known.

*If your bid is agreed we will send a grant agreement for you to complete, including providing bank account details as all payments will be made by BACS. The payment will be made on or after 1 April 2013.*

### **3. If you are bidding for funding for Amenity Improvements, Work Match or Buying extra services please complete this section**

a) Please give details of what you are looking to achieve, including dates, locations etc.

N.B: This is for improvements on highway land and is not to be used to improve private property or common land. This is targeted towards small, local schemes and not to refurbish or replace large areas. For example, it could be used to replace signs in a number of locations in a village. It should not be used to replace or renew all signs, lines and street furniture.

Not applicable.

b) How much funding are you requesting?

Not applicable.

c) Are you looking for funding on a matched/part or fully funded basis? If matched or part funding, how is the remainder of the money being raised?

Not applicable.

*We may contact you to clarify details of the bid around what you are likely to achieve and how. For example, by delivering the work through an SCC contractor or your own local supplier.*

*If your bid is agreed, depending on the nature of the work involved, SCC Highways may programme the work, it may be passed to another SCC service, such as Countryside or we may send a grant agreement for you to complete, including providing bank account details as all payments will be made by BACS. The payment will be made on or after 1 April 2013.*

### **4. If you are bidding for 'Public Realm' traffic calming, please complete this section**

a) Please give details of the location where you want this type of scheme to be implemented. Attach photographs, maps etc if you feel it is necessary.

Not applicable.

b) Please provide details of the issue(s) that have led to you bidding for this type of scheme at this location. This should include if you have ever contacted the county council before about this issue and what action was taken.

[Not applicable.](#)

c) You will need to demonstrate that the wider community supports this bid. Outline how you would go about doing this, or give evidence of what support already exists.

[Not applicable.](#)

*If the local committee agrees to commission the design of the scheme at the location given, our normal design process needs to be followed. This includes a feasibility study, design, consultation, potential re-design following the consultation and construction. It is unlikely that any bid received will be completed (designed and built) in 2013/14 financial year. Depending on the complexity of the request, location etc the scheme may be deferred to later years.*

#### **5. If you are looking to take over an SCC service, in the same way as the Lingfield Division, please complete this section**

a) Please give details of what you are requesting to take on.

[No we are not attempting to emulate Lingfield. For Clarification the lengthsman scheme the Parish Council wishes to implement, for clearing ditches, drains and culverts and for clearing Rights of Way is intended to be pro-active. It is preventative maintenance which will alleviate road flooding, encroachment of vegetation and footpath access issues and will complement and improve, not replace, the re-active service provided by the SCC Highways Authority.](#)

*We will be in contact to advise on possible options to take this forward, taking account of the issues highlighted in the further information document sent with this form.*

**NB** If your bid is successful you will need a bank account in the name of your organisation. Any queries please contact the Highways Localism Team using the e-mail address:

[highwayslocalism@surreycc.gov.uk](mailto:highwayslocalism@surreycc.gov.uk)

**Please return the form by e-mail to the address above and also to your local County Councillor (details for Surrey County Councillors is available [here](#)).**

## Parish Lengthsman Pricing Form

**Company Name:** Chris Balchin (Sole Trader)

**Contact Name:** Chris Balchin

**Address:** Brookbank Villa, Woodside Road, Chiddingfold, Surrey, GU8 4RR

**Telephone:** 01428 683741

**Mobile:** 07775 601569

**Email:** [cdtbal@tiscali.co.uk](mailto:cdtbal@tiscali.co.uk)

**VAT Number:** Not registered

### Insurance

For you, or a member of your company, to be eligible to become a Lengthsman you must have a minimum of £5million of Public Liability Insurance.

	Yes	No
Do you have minimum £5million Public Liability?	✓	<input type="checkbox"/>
If not, are you willing to obtain a minimum £5 million before the 1 <sup>st</sup> April 2014?	<input type="checkbox"/>	<input type="checkbox"/>

### Relevant Equipment

The Lengthsman will be expected to supply their own transport and equipment. Please provide details of relevant equipment that you currently have or will acquire for the duration of the contract, e.g. urban mowers, strimmers, chainsaw etc.

Pick-up truck; mowers, strimmers, blowers, chain-saws, (powered) hedge cutters, sprayers, hand tools, hi-viz clothing, weather protection, safety clothing, safety footwear and gloves, cones, barriers, tape, temporary 'workman' signs, rods, angled forks, scrapers, pushers.

### Capacity & Hourly Rate

		5-10hrs	11-15hrs	16-20hrs	20hrs+
Please indicate the number of hours that you could spend in the parish area over the course of a month and what your hourly rate would be	Ditches/drains /hedges  PRW		£25  £30		

### Health & Safety

Demonstrate your understanding of Health & Safety awareness and procedures below:

I carry out a risk assessment for each task. This takes into account -

**Surrounding hazards:** overhead wires; electric fences; wildlife; domestic and farm animals; and roads.

**Public liability:** risk to vehicles; pedestrians; riders or property.

**Personal safety:** appropriate clothing; head, hand and foot protection; ear defenders; equipment tested and maintained; carry a mobile phone; employ a helper if using dangerous equipment or working at the road-side.

**Appraisal of specific task:** weather conditions and temperature; thorough inspection of the work site; removal of hazardous rubbish; enclosure/isolation of the work site; use of appropriate tools for the job; thorough clearance of debris post-work; appropriate disposal of vegetation for composting or to a green waste site.

### Relevant Experience / Technical Ability

Please provide examples of similar contracts, working directly for a Parish Council or group of Parish Councils, working on the highway and dealing directly with clients and customers if any:

I have 16 years of experience in grounds maintenance working privately within the parish. This includes managing and maintaining grassland, ditches, streams; also hedges and trees, which sometimes requires traffic management if bordering a road. I provide a gamekeeper service to two local land-owners, where my duties include managing game and public shoots, in addition to land and stream management. My clients include Chiddingfold Parish Council, where I have worked for 9 years maintaining their leased and owned land, common land and recreation grounds. I also carry out emergency, ad-hoc clearance of ditches and drains when blockages cause flooding and repair of grips which these fail to work when crushed by vehicles.

CHIDDINGFOLD PARISH COUNCIL

Scheduled Maintenance Forecast  
Apr 2014 - Mar 2015

1	Frequency	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
2		Category	Type	Detail	Time (hrs)	Rate (£s)	Estimated Cost	Actual Cost	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14		
3	4	CUL	Clear	Woodside Road - opposite Queens Mead.	0.5	25.00	50.00	50.00	12.50			12.50					12.50				12.50	
4	4	CUL	Clear	Pockford Road - just past Cobweb Cottage.	0.5	25.00	50.00	50.00	12.50				12.50				12.50				12.50	
5	4	CUL	Clear	All in Pockford Road.	0.5	25.00	50.00	50.00	12.50					12.50			12.50				12.50	
6	5	CUL	Clear	Fisher Lane - 9733331.	0.5	25.00	62.50	62.50	12.50			12.50					12.50				12.50	
7	5	CUL	Clear	Fisher Lane (Warco) - 979329.	0.5	25.00	62.50	62.50	12.50			12.50					12.50				12.50	
8	2	CUL	Clear	Dyers Cross.	0.5	25.00	25.00	25.00	12.50									12.50				
9	8	CUL	Clear	High Street Green (various) - 972342 - 982350.	0.5	25.00	100.00	100.00	12.50			12.50					12.50				12.50	
10	8	CUL	Clear	Beckhams culvert and leaf grill.	0.5	25.00	100.00	100.00	12.50			12.50					12.50				12.50	
11	8	CUL	Clear	Coxcombe Lane - pond to Village Hall - envelope drains from road to ditch and frc	1	25.00	200.00	200.00	25.00			25.00					25.00				25.00	
12	8	CUL	Clear	Prestwick Lane - (various)	0.5	25.00	100.00	100.00	12.50			12.50					12.50				12.50	
13	4	DRA	Clear	All grips in Pockford Road. 4305	1	25.00	100.00	100.00	25.00									25.00				
14	4	DRA	Clear	All grips in Pockford Road.	1	25.00	100.00	100.00	25.00									25.00				
15	4	DRA	Clear	Leaf grill in Pickhurst Road.	0.25	25.00	25.00	25.00	6.25									6.25				
16	4	DRA	Clear	Ditch at junction of The Knipp and Pickhurst Road (opposite drive to Okelands Pa	1	25.00	100.00	100.00	25.00									25.00				
17	4	DRA	Clear	All ditches and drains in Mill Lane.	0.5	25.00	50.00	50.00	12.50									12.50				
18	8	DRA	Clear	Prestwick Lane top and bottom (Pook Hill end).	0.5	25.00	100.00	100.00	12.50			12.50					12.50				12.50	
19	4	DRA	Clear	Entrance to Pook Hill.	0.5	25.00	50.00	50.00				12.50					12.50				12.50	
20	4	DRA	Clear	Pond overflow.	0.25	25.00	25.00	25.00									6.25				6.25	
21	4	HIG	Strim	School lay-by & pumping station verge. 4307	3	30.00	360.00	360.00	90.00			90.00					90.00				90.00	
22	4	HIG	Verge	Clear vegetation on footway from Ballsdown to Surgery	1	30.00	120.00	120.00	30.00			30.00					30.00				30.00	
23	4	HIG	Hedge	Alongside lay-by in Woodside (near cricket ground).	2	30.00	240.00	240.00	60.00			60.00					60.00				60.00	
24	2	HIG	Hedge	Along the high footway from Yewens up Woodside Road.	3	30.00	180.00	180.00					60.00					60.00				
25	2	HIG	Hedge	From Woodside to Combe Common rec car park entrance (road side).	2	30.00	120.00	120.00					60.00					60.00				
26	1	HIG	Hedge	Top of Woodside (opposite side of road to allotments).	2	30.00	60.00	60.00														
27	2	HIG	Signs	Clean (+ straighten) road signs. 4302	3	25.00	150.00	150.00				75.00										75.00
28	1	HIG	Misc	Courses, etc. Adhoc work. 4308	1	0.00	0.00	0.00														
29	3	PRW	Strim	FP219 - Turners Mead (south-east).	4	30.00	360.00	360.00				120.00										
30	2	PRW	Strim	FP219 - Pickhurst Road (south-west, north-west).	4	30.00	240.00	240.00				120.00										
31	2	PRW	Strim	FP233 - The Surgery (south).	1	30.00	60.00	60.00					30.00									
32	2	PRW	Strim	FP211 - Northbridge (west).	4	30.00	240.00	240.00				120.00										
33	3	PRW	Strim	FP244 - Hazelbridge House (north-east).	4	30.00	360.00	360.00				120.00										
34	3	PRW	Strim	FP244 - Ryestreet Common (south-west).	4	30.00	360.00	360.00				120.00										
35	3	PRW	Strim	FP220 - High Street Green (south-west)	4	30.00	360.00	360.00				120.00										
36	3	PRW	Strim	FP214 - Granthams (east).	4	30.00	360.00	360.00				120.00										
37	3	PRW	Strim	FP214 - Ryestreet Common (west).	4	30.00	360.00	360.00				120.00										
38	3	PRW	Strim	FP216 - A283 (south)	4	30.00	360.00	360.00				120.00										
39	3	PRW	Strim	FP221 - Pickhurst Farm (south-east, south).	4	30.00	360.00	360.00				120.00										
40				<b>KEY</b>																		
41				CUL - Culvert																		
42				DRA - Drains, streams, ditches & grips																		
43				HIG - Highways verge																		
44				PRW - Public Right of Way																		
45				<b>TOTAL:</b>																		
46																						
47																						
48																						
49																						
50																						
41				<b>Total estimated LS Work: 6,000.00</b>			<b>6000.00</b>	<b>6000.00</b>	<b>423.75</b>	<b>1230.00</b>	<b>390.00</b>	<b>1160.00</b>	<b>102.50</b>	<b>1267.50</b>	<b>455.00</b>	<b>200.00</b>	<b>143.75</b>	<b>137.50</b>	<b>187.50</b>	<b>302.50</b>		
42				Actual cost of LS Work:			<b>6000.00</b>															
43				<b>TOTAL:</b>			<b>6000.00</b>															

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