

## Surrey County Council's Local Committee for

## WAVERLEY



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

**PLEASE COMPLETE THIS FORM ELECTRONICALLY**

**Please answer the questions below.**

**1. Your details**

a) **Name of organisation:** First Wessex

**Status of this organisation:**

Voluntary

Charity X

Local authority

Private

b) **Contact details**

**Name:** Tim Rouse

Position in organisation: Neighbourhood Manager

Company Name: First Wessex

Address Line 1: Gordon House

Address Line 2: Gordon Road

Town: Aldershot

County: Hampshire

Post code: GU11 1LD

Telephone: 01252 338800

E-mail: tim.rouse@firstwessex.org

c) **Name of your County Councillor:** Denise Le Gal (Sandy Hill) and Pat Frost (Chantry)

**2. Bid Detail**

a) Please provide **details of the work** and what **area(s)** will the work take place or will the lengthsman operate in?

**1.1. Introduction**

First Wessex, Surrey County Council and Waverley Borough Council contribute to a unified caretaking service for the Sandy Hill and Chantry Estates in Farnham.

Both estates consist of a mixture of social rented (First Wessex and Waverley BC) and privately owned properties.

- Sandy Hill, Farnham – comprising 525 properties, (Roads covered: Sandy Hill Road, Barrie Road, Blackheath Road, Brougham Place, Eton Place, Lyall Place, MacDonald Road, Sandford Road, Sturt Road, Swift Road, Perry Way, Toplady Place, Trimmers Close, Alwin Place, St Mark's Place)
- The Chantry, Farnham – comprising 248 properties (Road covered: The Chantry)

Both estates have undergone Planning for Real exercises and this showed that an improvement in the environmental aspects of the estates was a high priority for residents.

This application is to request that Surrey County Council contribute via the localism agenda financially for the years 2014/15 and 2015/16

## Resources

The following resources will make up the caretaking team covering the 2 estates.

### Labour

Comprises of a Caretaking Team of two persons, working 39 hours each Monday to Friday, employed by First Wessex, and funded by the Parties.

### Vehicle

Comprises of a 3.5 tonne Ford Transit Tipper with Tail Life and removable caged sides, with the First Wessex Logo displayed, provided by FW and funded by the Parties.

### Tools and Equipment

Consists of hand held tools, hand held machinery and access to a pedestrian mechanical sweeper, provided to the Caretaking Team by First Wessex and funded by the Parties.

## **Works on the Highway to be undertaken by the caretaking team (for which funding is applied for)**

**Minor Drainage problems:** clearance of road gulleys (which do not need drain clearance machines).

**Cleaning of Signage:** cleaned once a year, or as required if the signage is unreadable.

**Removal of epicormic growth** (Sandy Hill only)

**Winter Maintenance** installation and filling of 2 bins so the stairs and balconies can be gritted (Sandy Hill)

**Weed killing**

**Enhanced grass cutting** (14 cuts a year)

**The team will achieve economies of scale by also undertaking the following work which falls within the responsibilities or contractual obligations of Waverley Borough Council and First Wessex (and which is funded through the contributions made by these organisations to the project):**

### **Graffiti Removal**

Small scale Graffiti on non permeable surfaces such as garage doors, road signs etc. will be dealt with by the Caretaking Team by means of Graffiti wipes. The team undertakes to do this proactively during the course of their planned work.

Should the need arise, the Neighbourhood Warden or Manager will pass any reports of small scale Graffiti to the Caretaking Team to incorporate into their tasks as soon as possible.

Graffiti removal targets shall be:

- 5 days for non-offensive Graffiti
- 24 hours for racist or offensive Graffiti.

The caretaking team will remove within 24 hours of reporting any fly tip found on either The Sandy Hill Estate or the Chantry Estate and Recycling.

### **Weekly Rota**

The Caretaking Team will be issued with a rota every week, ensuring that all areas of both Estates are covered for Litter Picking / Bin Collection and fly tip removal. In addition periodic works such as cleaning of signage and weed killing will be carried out by trained operatives.

### **Reporting of Anti Social Behaviour**

It is expected that the Caretaking Team will be proactive in reporting antisocial behaviour to the Neighbourhood Warden or Estates Manager.

### **Empty Litter bins**

Bins for the provision of litter on land owned by the Parties, within Sandy Hill and The Chantry, shall be emptied and the contents disposed of.

### **Empty Dog Bins**

Bins for the provision of dog excrement on land owned by the Parties, within Sandy Hill and The Chantry, shall be emptied and the contents disposed of.

### **Litter Pick**

The removal and collection of litter in accordance with the rota, from all communal areas owned by the Parties within Sandy Hill and The Chantry, including but not restricted to; paved, unpaved, grassed and shrub bed areas, including hedge bases (if applicable).

### **Sweep / clear Steps**

Communal steps will be visited in accordance with the rota, and cleared by means of hand tools to remove; litter, rubbish, debris or other items that could result in causing a slip, trip or fall.

### **Sweep / clear Paths**

Communal paths and walkways will be visited in accordance with the rota, and cleared of litter, rubbish and debris, by appropriate means such as hand tools, hand held and pedestrian machinery.

### **Sweep/ clear Kerb Lines**

Kerb lines on Subsidiary roads (where road abuts kerb stones) will be visited in accordance with the rota and will be cleared of litter, rubbish and debris, by means of scraping and sweeping using a combination of hand tools and hand held machinery.

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)

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c) Have you approached **local suppliers** for prices and an idea of how much time they will work on behalf of the local council/s or residents association? Please detail.

The contract to provide a caretaker The Sandy Hill was carried out by Veolia until July 2013, the contract was then re costed to provide an improved service also including The Chantrys Estate, , The new contract including the new areas is 7% cheaper than the Veolia contract.

First Wessex now carries out the contract for three years from the 1<sup>st</sup> April 2013

d) How much **funding** are you requesting?

In respect of work on the highway (Surrey County Council responsibilities)

Year 2014-2015 £7069 Plus RPI

Year 2015-2016: Year 2014-2015 contribution plus RPI

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?

The funding requested is matched funding, the Committed funds over 3 years are set out below

2013-14 Surrey County Council £7069,Waverley Borough Council,£16,332 First Wessex £18,208

2014-15 Waverley Borough Council £16,332 + RPI First Wessex £18,208+RPI; Surrey CC contribution requested in this application

2015-16 Waverley Borough Council £16,332 +RPIx2years First Wessex £18,208+RPIx2years; Surrey CC contribution requested in this application

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

The contract is run by the Estates Supervisor, the job description is shown below.

**Job Title:** Estate Supervisor

**Responsible for:** Estates & Grounds Maintenance Foremen

**Purpose of the Post:** To carry out day to day Management of; caretaking, grounds maintenance and sub-contract services, in accordance with First Wessex Estate Services Specification, ensuring the highest possible standard of workmanship is maintained, to maximise customer satisfaction.

g) Please give some detail around **what difference doing this work will make to the community**.

Both Sandy Hill and The Chantrys are current or ex-Local Authority Housing Estates with a large percentage of low income families. A Planning for Real exercise on both estates highlighted that the residents would like to see improved environmental services. The caretaking service at Sandy Hill has since 2000 provided this improvement and subsequent increased resident satisfaction levels and these benefits are now (since June 2013) extended to The Chantrys.

Satisfaction levels have increased along with a reduction in crime and anti-social behaviour: this is partly due to the partners' work including the caretaking service which has contributed to this improvement and at the same time helped to generate a greater sense of pride in the neighbourhood This activity complements joint work to improve skills, opportunities and quality of life more generally.

*If your bid is agreed we will send a **Grant Funding Agreement** for you to complete, including providing bank account details. All payments will be made by BACS. The payment will be made following agreement from the Local Committee or Divisional Member.*

**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](#)).

Surrey County Council's Local Committee for

**COMMITTEE NAME**

Reporting form for Local Committee Allocations for  
Highways Localism Initiative



PLEASE COMPLETE THIS FORM ELECTRONICALLY

Please answer the questions below, as necessary.

**1. Your details**

a) Name of organisation:

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b) **Contact details**

**Name:**

Position in organisation:

Telephone:

E-mail:

c) **Name of your County Councillor:**

**2. Bid Detail**

a) What amount of **funding** provided has been spent to date?

b) Outline **how this has been spent** – please give details of the type of work, the quality of the service etc

c) What **amount of funding is remaining to be spent?**

d) Outline **how you intend to spend the remainder** of the funding

**3. Only to be completed towards the end of the financial year**

a) Has the **full amount of funding** provided has been spent?

Yes

No

**If No – please give details why and an assurance that the money will be spent by the end of the financial year – for example because you are waiting for final invoices from contractors**

b) What amount of **funding is remaining to be spent?**

c) Please give detail on **how you feel the scheme has worked** – what has the response been from residents, how did you deal with inquiries and complaints, how successful was working with the Highways Service. What **evidence** is available, such as correspondence from residents?

d) Have you attached relevant accounting information?

Yes

No

**If No – when and how is this information going to be received**

**Please return the form by e-mail to**

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

- **the Highways Service** (*details to be confirmed*)

- **and also to your local County Councillor** (details for Surrey County Councillors is available [here](#)).

## Lengthsman Pricing Form

**Company Name:**  
**Contact Name:**  
**Address:**  
**Telephone:**  
**Mobile:**  
**Email:**  
**VAT Number:**

### 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"/>	<input type="checkbox"/>
If not, are you willing to obtain a minimum £5 million before the 1 <sup>st</sup> April 2013?	<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.

### Capacity & Hourly Rate

	1-5hrs	5-10hrs	11-15hrs	16-20hrs	20hrs+
Please indicate the number of hours that you could spend in the area over the course of a month and what your hourly rate would be	£per hr	£per hr	£per hr	£per hr	£per hr

### Health & Safety

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

### Relevant Experience / Technical Ability

Please provide examples of similar contracts, working directly for a local council or residents association or group of local councils, working on the highway and dealing directly with clients and customers if any:

Please return document by e-mail, to

Name, .....e-mail:.....Tel:.....Address:.....