

SUPPLEMENTARY PAPERS

Mink Control Best Practice For Wildlife Conservation



Sussex
Wildlife Trust

Background

Since its establishment in the wild in the 1950's (following escapes from fur farms), the non-native American Mink (*Neovison vison*) has become widely established throughout the UK. Mink have had a major impact on our native fauna through the predation of birds including vulnerable species such as kingfisher. In particular they have had a major impact on the native water vole (*Arvicola amphibious*) (Strachan, Strachan & Jefferies, 2000).

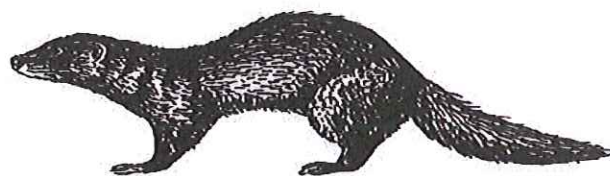
The pressure of mink predation on top of existing habitat degradation has contributed to over a 90% decline in water voles in Sussex. Against this background, it has been accepted by The Wildlife Trusts (along with other conservation bodies) that mink control is an essential tool to help conserve the remaining key populations of water vole. Mink control must however be appropriately targeted, legal, humane, and must form part of a wider water vole conservation strategy (to include appropriate habitat management and restoration, ongoing monitoring etc). Encouraging the native otter to return through can also be an effective way of reducing mink numbers on watercourses and lakes.

This leaflet aims to provide you with the knowledge you need to control mink in the most effective and least labour intensive way possible. Mink control is not always necessary or possible, although often it is desirable. There are situations (where habitat is of extremely high quality or other prey such as rabbits are abundant) where water voles and mink can co-exist, but these are rare.

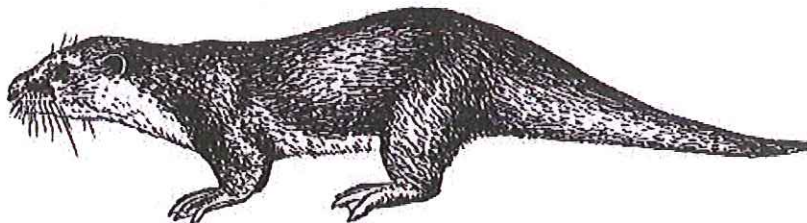
Is it a mink or an otter?

Before carrying out mink control, make absolutely sure that you have not mistaken otters for mink. Otters are a protected native species and do not present any threat to water voles. See Sussex Wildlife Trust's website (wetlands) for more details.

Otters are up to twice as big as mink, otters tend to be nocturnal (mink are more likely to be active during the day), otters are less likely to be seen in family groups (particularly in Sussex), and otters have a distinctive chocolate brown colouring with a clearly visible creamy colour chin/chest patch (compared to mink which are generally a blacker brown and more obviously furry). If you are unsure if it is an otter or a mink then ask for advice from your local Wildlife Trust.



Mink 0.5 m (2 feet), Otter 1.2m (4 feet) max long



Mink (top) and Otter (bottom) © T Bernhard

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Legal protection of the Otter

Otters have not bred in Sussex since the 1970's and are fully protected under the Wildlife and Countryside Act 1981, Schedule 5. It is a legal offence to intentionally or recklessly kill, injure or knowingly disturb an Otter, damage or obstruct an Otter holt. Otters are also protected by European law under Annex II and IV of the EC Habitats Directive.

Biology of the American Mink

Before controlling mink it is useful to know their biology and habits so that you can take steps to control them effectively. Male mink begin to roam around looking for females to mate with between January and March. By February/March, females have often been mated and will be carrying up to ten young. By late spring, females are likely to have dependent young established in a chosen den. If the mother dies then the young will starve. This is a welfare issue which should be considered when controlling mink. During summer, mink are often found in family groups which are frequently active during the day.

Mink are territorial and once young have matured, they will generally be forced out of the natal den to find their own territory. This usually occurs between July and November (peak time August-September). Mink mark their territories with distinctive scats (in a similar way to otters). This, along with footprints, can be a good way to establish mink presence (see Tracks on the River bank Leaflet). A mink will generally occupy a territory of between 1 and 6km of river and associated dry land.

Mink are opportunistic feeders and carnivores. They take a wide variety of prey including birds (ducks, cygnets, moorhen etc,) water voles, rabbits, and a variety of small mammals. Mink are also curious and will instinctively investigate unusual holes, tunnels or objects.

Otter spraints (dung of an otter) have a distinct aroma. It can smell like freshly mown hay or putrefied fish. Spraints contain fish scales and small frog bones

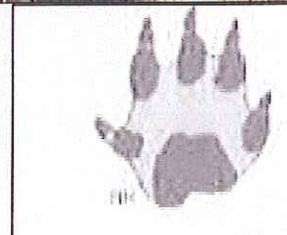


Mink scat containing mammal hair and mammal bones with distinctive (unpleasant) musky smell



Otter footprint (above), can't be covered with a £2 coin
© D Barker

Mink footprint (right), can be covered with £2 coin



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Potential types of mink control

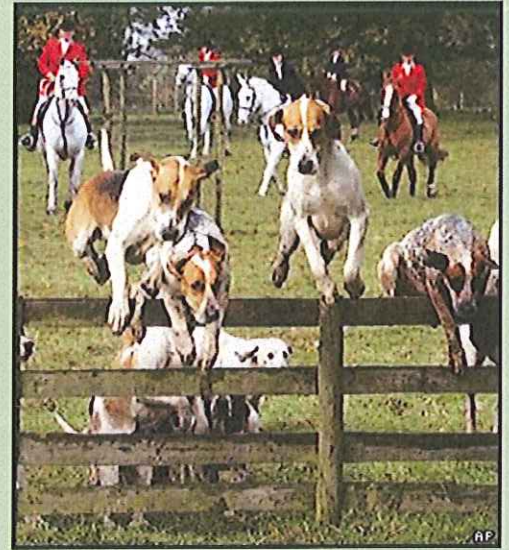
There are a number of possible methods of mink control, however many are ineffective and some are illegal.

Hunting with Hounds

This method is both resource and labour intensive and is also disruptive of riparian wildlife such as nesting birds and otters. Under the Government's Hunting Bill (Clause 45(1)(d)) 2002, hunting mink with dogs is a legal offence unless the hunting is registered or exempt.

Drowning

Some people may recommend drowning mink. However, this method is illegal, and for a semi-aquatic mammal is one of the most cruel ways to kill the animal.



Hunting with hounds is not a legal form of mink control © bbc.co.uk



Picture showing galvanised mink trap of correct dimensions for mink trapping

Trapping

Trapping is the legally acceptable and most effective way of controlling mink. Two kinds of trap are allowed by law – live capture traps (cage traps) and spring traps (killing traps). Cage traps are recommended as they are less indiscriminate than killing traps and they reduce the deaths of non target species. If using mink traps, all traps should be fitted with otter guards (see below left for details).

Trapping in combination with use of mink rafts

This is the most effective and least labour intensive way of trapping mink. See below for more details.

Best practice guidelines for mink control

Method of Control

Live trapping (with subsequent shooting) is the most appropriate means of controlling mink. This method also allows for the release of non-target species (particularly those of conservation concern - e.g. otter).

Types of trap

It is recommended that purpose-built live capture cage traps are purchased – these are widely available from agricultural suppliers i.e. www.albionmanufacturing.com or www.alanaecology.com. Trap should be heavy duty, galvanised welded mesh traps (175mm x 600mm x 150mm) with single catch, single entry and spring door trap. (Approx. £40 each - 2011). All traps must be fitted with an 'otter exclusion guard' to avoid inadvertent capture of young otters. Using traps in conjunction with mink rafts ensures maximum efficiency and mink capture rates.



Picture showing galvanised mink trap with otter guard

Guidelines for Mink Trapping

Locating the trap (when not using a mink raft)

Set traps where mink are most likely to encounter them;

- Confluences of watercourses; inlets/outlets for ponds and lakes; where drains, hedges or fence lines meet watercourses
- On or near notable bankside features such as weirs, willow pollards, fallen logs or bridges
- On islands, including artificial rafts, in or near culverts and so on.
- Avoid placing traps in the open, particularly beside public footpaths (to avoid theft, vandalism, disturbance by dogs and distress to trapped animals).
- Avoid placing traps where they can be knocked or interfered with by cattle, badgers etc
- Do not set traps in entrances to known otter holts – this is illegal.

When to trap

- Between January and March to remove any potential breeding population.
- From late August to early November to catch dispersing animals.
- Short periods of trapping (5 to 10 days at a time) can be as effective as continual trapping.
- Once trapping is started, it must be maintained. Mink will continually re-colonise un-occupied areas.
- Do not trap in extreme weather i.e. snow, frost, gales, torrential rain or storms as this can cause undue distress to animals and mortality of trapped species (which may not always be mink).

Setting the trap

Mink are curious. Creating a dark and interesting hole will encourage mink to investigate, and ensure any stress suffered by the animal is minimised.

- Ensure trap is above potential rises in water level (trash lines often indicate flood levels).
- Make sure the trap is set on even ground so that movement of a trapped animal cannot knock the trap into water or onto its side. Pegging down traps with simple metal pegs is recommended.
- Traps can be partially dug into the ground if you require extra stability. An unstable trap will deter mink from entering.
- Cover traps in dry grass/hay – any creature caught can pull this through the mesh to make a bed. Alternatively wedge the trap between logs, or heap it over with sticks, driftwood, stones or similar (ensuring these do not interfere with the operation of the trap).
- The provision of bait (e.g. fish-flavoured cat food, fish) can increase the attraction for mink, but mink prefer their prey alive or fresh. Baiting of well-located traps is often not necessary, as mink are intensely curious, and bait can even deter animals from entering.



Mink © D Washington

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Checking the trap

Once the trap is set it must be checked daily – **this is a legal requirement.**

- Ideally traps should be checked twice a day to release any animals which were not a target.
- The best time of day to check traps is early morning (mink, and many other waterside animals are most active at night). Removing animals in the morning ensures that they suffer the least exposure to light and heat during the day.
- If it is not possible to check traps on a particular day, ensure that the entrance is pegged open on the preceding day (rather than removing the trap).
- Some landowners install a small flag device which triggers when the trap is activated. This can be a visual aid to show when traps are occupied.
- Non-target species (e.g. otter, water vole, birds etc) should be released immediately.
- Consideration must be given as to how other pest species are dealt with (e.g. brown rats) if caught.
- **Once a mink has been caught, it is illegal to release it back into the wild, or keep it captive without a licence.**



Mink caught and dispatched
in a live capture trap

Dispatching mink

The only acceptable way to dispatch captured mink is a clean shot through the head. Please refer to the BASC best practice document for guidance. Many firearms require a firearm certificate before they can be used but the following are recommended:-

- A Benjamin Train NP or Webley Typhoon .177 pistol is ample to dispatch a mink humanely (recommended by the Game and Wildlife Conservation Trust)
- A 0.22 calibre rimfire rifle (powerful air gun or shotgun) can also be used if you are licenced, but these may be dangerous and cause ricochets if fired into a cage.
- Bullets with re-enforced tips are also recommended (subsonic hollow points or light steel tipped bullets)
- To make shooting easier, use a wooden “comb” to corner the animal in one end of the cage.
- The body should be buried in an appropriate location, unless frozen for research purposes.

Is there anyone who can control your mink for you?

The trapping and dispatch of mink involves licensed activities such as shooting and it is therefore not a method that many people are able to employ. There may be occasions where it is possible to ask others to control mink for you. There are a few locations in Sussex (the Chichester Coastal Plain in particular) where part time mink control officers are employed to control mink.

If you have problems with mink in your house or garden, then your local pest control department based within District and Borough Councils will have designated pest control experts they can deploy to catch your mink. Private pest control services such as Rentokil can also be employed to dispatch mink (although this may have a cost). Local gamekeepers or members of national shooting organisations such as the BASC may also be licensed to dispatch mink.

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Trapping using Mink rafts

Although trapping for mink can be effective on its own, it is much more effective and less time consuming to use mink rafts. A mink raft is a floating raft which uses a wetted clay pad to monitor the presence of mink (and other animal) footprints.

Once mink have investigated the raft and have left scat or footprints, a trap can be placed under the wooden housing. Mink will generally be trapped within a few days. Mink rafts can then be moved to other locations to monitor whether mink are present. See www.gwct.org.uk (mink rafts) for mink raft designs and mink raft science and research.

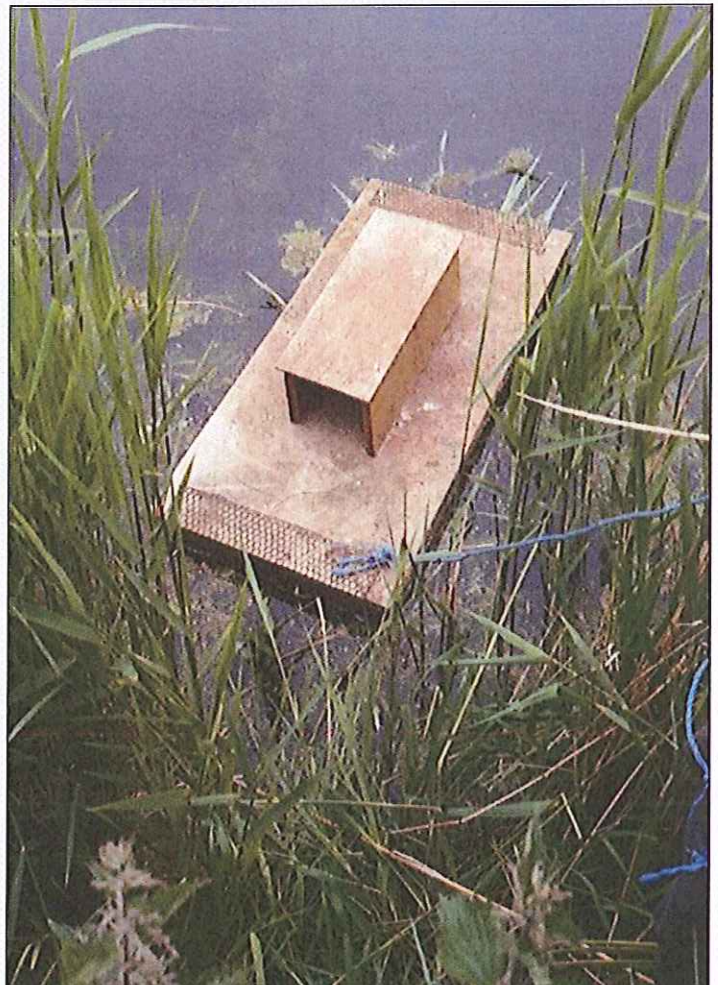
Mink rafts - rules of thumb

- One raft per 1km of river is recommended
- Placing at strategic river intersections can help. Mink are territorial and will defend good territory with regular visits and scent marking.
- Rafts should be securely attached to banks and able to respond to changes in water levels
- Where possible, rafts should be covered with vegetation to make them less conspicuous and less open to weather extremes and heat.
- Rafts without traps can be monitored at irregular intervals (at least once a week)
- Once traps have been added to rafts they should be checked at least daily
- Site your raft away from public footpaths to avoid potential injury to the public, dogs and trapped animals and to avoid distress to passers by.
- Do not put rafts or traps out if there is a risk of high flows or extreme weather.
- Return rafts to monitoring mode after each capture or after a period of ten days without capture
- Rafts last up to 4 years (if marine ply is used) and can be deployed when needed
- Rafts are useful for monitoring the presence of other species such as otter and water vole
- In high flow conditions, consider temporarily removing the raft if there is a risk that it will be torn away in floods, or that accessing it to check traps might become impractical

Occasionally you might identify mink traps on the clay pad but not be able to catch a mink.

This might be because:

- 1) The mink has already died
- 2) The mink visiting the raft was transient and has moved on
- 3) The location of the raft is suffering from too much disturbance



A home made mink raft © F Southgate

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Do I need consent to put mink rafts on watercourses?

On designated main rivers under Environment Agency control, yes. Under the Water Resources Act 1991 the Environment Agency must be consulted regarding any structure or works that are in, over or under a main river. For the purpose of consenting, mink rafts are classed as the same as a pontoon/fishing platform etc. Mink rafts can potentially cause problems with flooding or erosion, so where it may be appropriate to put a raft in one watercourse, it may not be appropriate to put one in another. EA consent may be issued with conditions and the fee may sometimes be waived! You may be required to provide regular i.e. 3 yearly updates on mink raft locations.

Note: In some situations, traps or rafts may be available on loan from the Environment Agency or your local Wildlife Trust.

Record Keeping

Monitoring the results of mink trapping and sharing the results is extremely useful. It provides information on mink populations, the effectiveness of the trapping programme and (in conjunction with other survey data) its impact on the water vole population. All records can be sent to the Sussex Biodiversity Record Centre using the I record programme freely available on the web <http://www.brc.ac.uk/irecord/> or its equivalent phone app.

Recommended Gun Use Please refer to BASC best practice guidance



American Mink © D. Smith

With Firearms certificate

A .22 rimfire rifle, using subsonic hollow point ammunition with minimal risk of ricochets. The rimfire has at least ten times the muzzle energy of the airgun pellet.

With No Firearms certificate

Bullets

A lighter pellet achieves a higher velocity. A steel pellet does not deform when it strikes bone, and penetrates easily through the skull.

Air rifles (less than 12 foot pounds) or Shotguns (.177 pistol)

Air rifles or shotguns are humane options, but both are less discrete and introduce more serious safety issues. An air rifle is more unwieldy than an air pistol, and can be over-powered for the job. Beware of bullets going through the mink and ricocheting off the trap. With a shotgun, it's important to set the trap containing the mink against a safe background and get any bystanders behind the gun. Shoot from 10 metres for safety and to avoid damaging the trap.

Air Pistol

A Webley Typhoon .177 or air pistol of at least 4.2 Joules nominal muzzle velocity is recommended by the GWCT. Webley typhoons are now hard to find so an alternative is a Benjamin Train NP with Prometheus steel tipped conical pellets. The air pistol generates a higher energy per unit area at the muzzle, because the smaller pellet is easier to accelerate. Use only Prometheus pointed steel pellets.

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Contacts

Sussex Wildlife Trust

www.sussexwt.org.uk

01273 497555

Environment Agency

Ask for Fisheries & Biodiversity or

Land Drainage consent teams

03708 506506

www.environment-agency.gov.uk

Game & Wildlife Conservation Trust

(mink rafts)

www.gwct.org.uk

British Association for
Shooting and Conservation

www.basc.org.uk



Water vole © P Stevens

Mink control, along with wetland habitat restoration can help to prevent further decline of the rare water vole.

References & Further Reading

- Jeffries, D.M (2003): The water vole and mink survey of Britain 1996-1998.
- Macdonald and Strachan (1999): The mink and the water vole; Analyses for conservation.
- Reynolds, J.C (2003): Mink control in conservation. Game & Wildlife Conservation Trust.
- Reynolds, J.C (2004): Sophisticated mink control. Game & Wildlife Conservation Trust.
- Reynolds, J.C., Short, M.J. & Leigh, R.J : Development of population control strategies for mink, using floating rafts as monitors and trap sites.
- Strachan, C: Flood Defence Consenting for Mink Rafts. Environment Agency
- WildCRU (2006): Water vole Conservation handbook (Second Edition)
- Wikipedia: Otter Spraint www.en.wikipedia.org/wiki/Spraint

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From: Rob Collins
Sent: 06 April 2021 12:39
To: Alton Town Clerk <townclerk@alton.gov.uk>
Cc: Pat Harris **Subject:** RE: King's Pond Surface Water Issues

Hi Leah/Pat,

I managed to attend the site over the weekend (Between 14h00 - 15h00 on Sunday) and made the following observations:

General

- The weather was fine and dry.
- The access road serving the bungalows was surfaced with tarmac which had been patched over time and might need further attention over time to prevent deterioration owing to the ingress of surface water. The edge of the surfacing on the pond side was showing signs of breakup in local areas which will also need to be addressed in the medium to long term.
- Making my way west was the section of footpath which had a bound gravel surface which appeared dry and did not appear to have suffered from any previous periods of wet weather or regular pedestrian usage.
- On the extreme western end near Lower Turk Street, the surface of footpath reverted back to tarmac which appear to be in reasonable condition.
- Along the southern side of the pond the existing footpath had a tarmac surface which was in fairly good condition apart from localised edge breaks on the pond side.

Section where surface ponding had been reported

- The section of footpath comprising bound gravel was dry and by chance, an elderly lady in a mobility scooter passed me on this section travelling east and had no difficulty at all.
- This localised section was dry, free from any leaves or other matter, and all the timber edging appeared to be in good order.
- There was evidence that a shallow trench filled with pea shingle had been installed from the footpath towards the ditch along the toe of the railway embankment to drain the local surface ponding which seems to have been effective.

Short Term Routine Measures

Based on my recent observations, the following measures are suggested:

- Both during and after each autumn, all footpaths should be have fallen leaf/other vegetative matter removed to reduce the risk of users slipping on the wet surface.
- The arisings should NOT be deposited in a windrow on the sides of the footpath as this will over time prevent the runoff from self draining and should be either removed from site or placed in areas away from the footpath and allowed to decay naturally into leaf mould.

Medium Term Routine Measures

Based on my recent observations, the following measures are suggested:

- In areas where the water can be directly accessed off the footpath, these are showing signs of localised erosion cause by constant pedestrian traffic and rain water runoff.
- These areas have ended up being lower than the level of the tarmac edge which are now showing signs of edge breaks with longitudinal cracks appearing parallel to the edge - This is settlement which will worsen over time.

- Some DOT Type 1 subbase quality material could be used to reinstate the worst affected areas and compacted in place. This could be installed over a width of Circa 1m along the edge and will protect the tarmac edge from more rapid slippage and erosion.

Long Term Routine Measures

Based on my recent observations, the following measures are suggested:

- In areas where the water can be directly accessed off the footpath, and which have been reinstated with gravel as detailed in the Medium Term above, further remedial measures should be considered in the Long Term.
- A new edge kerb should be installed where necessary to retain the tarmac edge and the footpath itself should be locally resurfaced to a level which is flush with the top of the edge kerb.
- On all the soft areas where the public can access the water's edge, (whether adjacent to either a tarmac/kerb or bound gravel/timber edge board), I suggest the need to improve the natural ground surface with a geogrid cellular confinement system (BodPave 40/Similar) which will provide some structural strength to the area as well as provide a surface which can either be in-filled with gravel or top soiled and planted with grass. The following is a link to this product for information.
- <https://www.groundtrax.com/bodpave-40-porous-plastic-pavers/>
- The section of access road serving the bungalows will require resurfacing to provide a water tight seal to prevent the ingress of rain which will soften the supporting layers underneath and cause it to fail.

Fees and Further Advice

- As my involvement so far has only involved a bit of research and a nice day out, it is not my intention to charge for any time to date, I enjoyed the outing.
- Should there be a need for some more specific involvement which will require some engineering input, this we can address at the time and agree a fee accordingly.

I trust that you will find the above informative and useful and please don't hesitate to contact me on this or other project if needed, I am only just up the road in Alresford.

Kind Regards

Rob

Rob Collins
FIHE

Name of Applicant:

This document must be completed and returned in the published format. Failure to comply with this instruction may result in your submission being rejected.

1 General Information

1.1 Procurement Procedure

Alton Town Council is seeking to appoint a single Contractor to design and install a small stretch of self-binding gravel path at Kings Pond, to create an alternative route for pedestrians and cyclists. The information submitted within the Applicant's Offer shall be used by the Authority as the means to make a Contract award decision.

1.2 Procurement Timetable

The Authority proposes the following timetable for the award of the Contract(s):

Procurement Stage	Dates
Publication of advertisement	17 th May 2021
Clarification questions to be submitted by	27 th May 2021
Clarification responses to be issued by	30 th May 2021
Bid Deadline	7 th June 2021
Evaluation	8 th June 2021
Intention to award	9 th June 2021
Contract start	15 th July 2021

The Council reserves the right to change the above timetable and Applicants will be notified accordingly if there is a change.

1.3 Council Representatives

Authorised Representative contact details:	Procurement Representative contact details:
Leah Coney -Town Clerk Town Hall, Market Square, Alton, Hampshire GU34 1HD townclerk@alton.gov.uk 01420 83986	Pat Harris - Finance and Administration Manager Town Hall, Market Square, Alton, Hampshire GU34 1HD admin@alton.gov.uk 01420 83986

1.4 Contract Period

It is intended that any resultant Contract shall commence as soon after receipt of formal letter of award as may be agreed and is subject to Planning consent and funding being in place.

1.5 Insurance Levels

1.5.1 Employer's Liability Insurance

The Council's minimum requirement for Employer's Liability Insurance is £10 million

1.5.2 Professional Indemnity Insurance

The Council's minimum requirement for Professional Indemnity Insurance is £2 million.

1.5.3 Public Liability Insurance

The Council's minimum requirement for Public Liability Insurance is £10 million

2 Selection Questionnaire

2.1 Background Information

In 2019, the Town Council installed a 300m bound gravel path at Kings Pond in Alton. (GU34 2TB).

The path is a main walking route to and from the town centre and is also part of a circular route around Kings Pond. The path is used regularly by people of all ages and abilities, including wheelchair users. It is being promoted to visitors as part of the town's "Wey Walk".

There is a short area of path (shown in the photograph 1) which has undergone remedial work due to water pooling on the path in periods of wet weather. The remedial work has not resolved the issue satisfactorily and as a result an independent engineer has visited the site and concluded that the affected area would require building up by up to an additional 60cm to alleviate the matter due to the height of the bank which runs alongside it.



(Photograph 1)

As a consequence, during wet weather, walkers along the path have been detouring to the side of the affected area (as highlighted in photograph 2) It is therefore proposed that, as this area is drier, a short stretch of new path is installed in this area (alongside the existing path) to provide a suitable alternative path in wet weather, enabling users to avoid the wet area.



(Photograph 2)

This tender aims to select a Contractor based upon design, cost, examples of previous work, financial viability, Health & Safety procedures, skills, experience of working with Councils and Community Groups, and expertise to delivering a fully funded project from start to finish within budget.

There will be an opportunity to undertake a site visit to view the existing path and proposed diversion location. This will be held on the morning of Thursday 3rd June. Applicants will need to contact Samantha on 01420 83986 to book a time slot should they wish to avail themselves of this opportunity.

The Applicant is required to provide value for money, use local suppliers where possible, delivering a well-designed path of a high quality that suits the needs of the town council and adheres to the Authority's requirements.

2.1.1 There is no specified budget for the path.

2.1.2 An indicative path specification is included for information purposes. This is the specification of a similar path at Anstey Park (GU34 2RN) and prospective contractors are requested to also examine that path in conjunction with its site visit. Contractors are permitted to adapt this specification and materials as they see appropriate. The key requirements are that:

- the finished path must fit aesthetically with the path it will join,
- the path must be the same width as the existing path,
- the path design and materials must be compatible with the path having significant use,
- the path design and materials, including the camber of the path, must ensure water runs off and does not pool,
- the path must remain fully usable in periods of wet weather,
- the area adjacent to the path is to be left in an aesthetically acceptable state and all surplus materials are to be removed.

2.1.3 The Contractor should be able to provide a detailed path design for approval by councillors on 9th June 2021. The path need to be installed during the drier months of the year and prospective contractors are requested to confirm their availability to install and complete the path either before the 1st September 2021 or between 1st May and 30th June 2022.

2.1.4 The affected area can be closed to the public whilst the works are carried out.

2.1.5 The tender submission must include a 12-month defects period for remedial work for which a 2.5% retention fee will be held.

2.1.6 The Contractor should ensure they comply with any relevant covid-19 restrictions or recommendations in force at the time of execution of the contract and provide a risk assessment which reflects this.

Added Value

The Applicant will be expected to suggest any added value that their offer might be able to bring to the Council. Applicants are expected to build any such offers into their submissions regardless of whether specific questions are asked along these lines or not.

3 Selection Questionnaire

Notes for completion

1. "Council" means the public sector contracting body, that is seeking to invite suitable suppliers to participate in this procurement process.
2. "You"/ "Your" or "Supplier" means the body completing these questions **i.e. the legal entity seeking to be invited to the next stage of the process and responsible for the information provided.** The 'Supplier' is intended to cover any economic operator as defined by the Public Contract Regulations 2015 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. This Selection Questionnaire has been designed to assess the suitability of a Supplier to deliver the Authority's contract requirement(s). If you are successful at this stage of the procurement process, you will be selected for the subsequent award stage of the process.
4. Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly 'N/A'.
5. Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and listed as part of your declaration. A template for providing additional information is provided at the end of this document.
6. Please return a completed version of this document in accordance with the Submission requirements.

Verification of Information Provided

7. Whilst reserving the right to request information at any time throughout the procurement process, the Council may enable the Supplier to self-certify that there are no mandatory/ discretionary grounds for excluding their organisation. When requesting evidence that the supplier can meet the specified requirements (such as the questions in section 7 of this Selection Questionnaire relating to Technical and Professional Ability) the Council may only obtain such evidence after the final tender evaluation decision i.e. from the winning Supplier only.

Sub-contracting arrangements

8. Where the Supplier proposes to use one or more sub-contractors to deliver some or all of the contract requirements, a separate Appendix should be used to provide details of the proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.
9. The Council recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However, Suppliers should be aware that where information provided to the Council indicates that sub-contractors are to play a significant role in delivering key contract requirements, any changes to those sub-contracting arrangements may

affect the ability of the Supplier to proceed with the procurement process or to provide the supplies and/or services required. Suppliers should therefore notify the authority immediately of any change in the proposed sub-contractor arrangements. The Council reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

Confidentiality

10. When providing details of contracts in answering section 6 of this Selection Questionnaire (Technical and Professional Ability), the Supplier agrees to waive any contractual or other confidentiality rights and obligations associated with these contracts.

11. The Council reserves the right to contact the named customer contact in section 6 regarding the contracts included in section 6. The named customer contact does not owe the Council any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.

12. The Council confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the Public Contract Regulations.

1. Supplier Information		
1.1 Supplier Details	Answer	
Full name of the Supplier completing the Selection Questionnaire		
Registered company address		
Registered company number		
Date of Incorporation		
Registered VAT number		
Name of parent company (if applicable)		
Please mark 'X' in the relevant box to indicate your trading status	i. a public limited company	
	ii. a limited company	
	iii. a limited liability partnership	
	iv. other partnership	
	v. sole trader	
	vi. other (please specify)	
1.2 Bidding Model		

Please mark 'X' in the relevant box to indicate whether you are;

i. Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself	
ii. Bidding as a Prime Contractor and will use third parties to deliver <u>some</u> of the services If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.	
iii. Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver <u>all</u> of the services If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.	

1.3 Contact Details

Supplier contact details for enquiries about this Selection Questionnaire

Name	
Postal address	
Country	
Phone	
Mobile	
E-mail	

1.4 Licensing and Registration

Please give details (including membership number where applicable) of any professional body the company is registered with.

2. Grounds for Mandatory Exclusion

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

If you have answered "yes" to question 2.2 on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using a separate Appendix. You may contact the authority for advice before completing this form.

2.1 Within the past five years, has your organisation (Directors or partner or any other person who has powers of representation, decision or control) been convicted of any of the following offences?

Please indicate your answer by marking 'X' in the relevant box.

	Yes	No
a. conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;		
b. corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;		
c. the common law offence of bribery;		
d. bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983;		
e. any of the following offences, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities:		
i. the offence of cheating the Revenue;		
ii. the offence of conspiracy to defraud;		

iii.	fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;		
iv.	fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;		
v.	fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;		
vi.	an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;		
vii.	destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;		
viii.	fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or		
ix.	the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;		
f.	any offence listed—		
i.	in section 41 of the Counter Terrorism Act 2008; or		
ii.	in Schedule 2 to that Act where the court has determined that there is a terrorist connection;		
g.	any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);		
h.	money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;		

i. an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996;		
j. an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004; or any offence involving Racial Discrimination		
k. an offence under section 59A of the Sexual Offences Act 2003; or any offence involving Sexual Harassment		
l. an offence under section 71 of the Coroners and Justice Act 2009		
m. an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or		
n. any other offence within the meaning of Article 57(1) of the Public Contracts Directive—		
i. as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or		
ii. created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.		
<u>Non payment of taxes</u> 2.2 Has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions? If you have answered Yes to this question, please use a separate Appendix to provide further details. Please also use this Appendix to confirm whether you have paid, or have entered into a binding arrangement with a view to		

paying, including, where applicable, any accrued interest and/or fines?		
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3. Grounds for Discretionary Exclusion – Part 1

The authority may exclude any Supplier who answers 'Yes' in any of the following situations set out in paragraphs (a) to (i);

3.1 Within the past five years, please indicate if any of the following situations have applied, or currently apply, to your organisation.	Please indicate your answer by marking 'X' in the relevant box.	
	Yes	No
a. your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contract Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time;		
b. your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State;		
c. your organisation is guilty of grave professional misconduct, which renders its integrity questionable;		
d. your organisation has entered into agreements with other economic operators aimed at distorting competition;		
e. your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contract Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures;		
f. the prior involvement of your organisation in the preparation of the		

procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures;		
g. your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions;		
h. your organisation— i. has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or ii. has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contract Regulations 2015; or		
i. your organisation has undertaken to		
(i) unduly influence the decision-making process of the contracting authority, or		
(ii) obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or		
j. your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.		

Conflicts of interest

In accordance with question 3.1 (e), the authority may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the Council, detailing the conflict in a separate Appendix. Provided that it

has been carried out in a transparent manner, routine pre-market engagement carried out by the Council should not represent a conflict of interest for the Supplier.

Taking Account of Bidders' Past Performance

In accordance with question (g), the Council may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). The Council may take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing this Selection Questionnaire. The Council may also assess whether specified minimum standards for reliability for such contracts are met.

In addition, the Council may re-assess reliability based on past performance at key stages in the procurement process (i.e. supplier selection, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

'Self-cleaning'

Any Supplier that answers 'Yes' to questions 2.1, 2.2 and 3.1 should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively "self cleans" the situation referred to in that question. The supplier has to demonstrate it has taken such remedial action, to the satisfaction of the authority in each case.

If such evidence is considered by the Council (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has;

- paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
- clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
- taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Council to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

4. Economic and Financial Standing

Financial Information

4.1	Please provide one of the following to demonstrate your economic/financial standing; Please indicate your answer with an 'X' in the relevant box.
	a. A copy of the audited accounts for the most recent two years
	b. A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation
	c. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position
	d. Alternative means of demonstrating financial status if any of the above are not available (e.g.

	Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).			
4.2	Where the Council has specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this Selection Questionnaire, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out here.		Yes	No
4.3	(a) Are you are part of a wider group (e.g. a subsidiary of a holding/parent company)? If yes, please provide the name below:			
	Name of the organisation			
	Relationship to the Supplier completing the Selection Questionnaire			
	If yes, please provide Ultimate / parent company accounts if available.			
	If yes, would the Ultimate / parent willing to provide a guarantee if necessary?			
	If no, would you be able to obtain a guarantee elsewhere (e.g from a bank?)			
5. Technical and Professional Ability				
Relevant experience and contract examples				
Please provide details of up to <u>three</u> contracts, in any combination from either the public or private sector, that are relevant to the Council's requirement. Contracts for supplies or services should have been performed during the past <u>five</u> years. The named customer contact provided should be prepared to provide written evidence to the Council to confirm the accuracy of the information provided below.				
		Contract 1	Contract 2	Contract 3
5.1	Name of customer organisation			
5.2	Point of contact in customer organisation Position in the organisation E-mail address			
5.3	Contract start date			

	Contract completion date Contract Value			
5.4	In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market.			

5.5 If you cannot provide at least one example for questions 6.1 to 6.4, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up.

6. Additional Selection Questionnaire Modules

Suppliers who self-certify that they meet the requirements for these additional modules will be required to provide evidence of this if they are successful at contract award stage. Please indicate your answer by marking in the relevant boxes.

a. Project Specific questions to assess Technical and Professional Ability

Further project specific questions relating to the technical and professional ability of the supplier.

Please self-certify against the requirements below (Please indicate your answer by marking in the relevant box):

Does your organisation requires your staff and your sub-contractor's staff to undergo a Disclosure and Barring Service (DBS) check to the standard level.

Yes

No

Please self-certify that your organisation has a Safeguarding Policy or would be willing to ensure that one is in place upon award of the Framework Agreement that complies with current legislative requirements.

Yes

No

b. Insurance

Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below (Please indicate your answer by marking in the relevant box):

Employer's (Compulsory) Liability Insurance = £10,000,000

Yes

No

Public Liability Insurance = £10,000,000

Yes

No

Professional Indemnity Insurance = £2,000,000

Yes

No

* It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.

Compliance with Equality Legislation

c. For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. (Please indicate your answer by marking in the relevant box):

In the last five years, has any finding of unlawful discrimination been made against anyone within your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	Yes	No
In the last five years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?	Yes	No
If you have answered "yes" to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.		
If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.		
You may be excluded if you are unable to demonstrate to the Council's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.	Yes	No
If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?		
Environmental Management		

d. (Please indicate your answer by marking in the relevant box):

Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last five years by any environmental regulator or authority (including local authority)?	Yes	No
If your answer to this question is "Yes", please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.		
The Council will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 5 years, unless the Council is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.		
If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?	Yes	No
Health and Safety		

e. (Please indicate your answer by marking in the relevant box):		
Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.	Yes	No
Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 5 years? If your answer to this question was "Yes", please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. The Council will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Council's satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.	Yes	No
If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	Yes	No
Quality		
f. (Please indicate your answer by marking in the relevant box):		
Please self-certify that your organisation holds a quality certificate such as ISO9001 (or equivalent) or a policy that attests to your organisations' approach to quality management.	Yes	No
If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	Yes	No
Declaration		
I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement, and I am signing on behalf of..... (Insert name of supplier). I understand that the Council may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions. I also declare that there is no conflict of interest in relation to the Authority's requirement.		

SELECTION QUESTIONNAIRE COMPLETED BY	
Name	
Role in organisation	
Date	

4 Award

4.1 Award Criteria

The following criteria and weightings will be applied in the evaluation of the questions asked of Applicants within this section 4 Award.

Evaluation Criteria Breakdown		Means of Evaluation	
		Sub Criteria	Main Criteria
Method Statements			100%
Approach	20%		
Quality	30%		
Previous Project Experience	15%		
Management and Communication	10%		
Programme	5%		
Budget management	20%		

4.2 Scoring Guidelines

The questions asked of Applicants within this section 4 Award shall be scored using the marking system described within this section. Applicants should refer to the Council's minimum requirements to ensure that they meet or exceed the minimum requirements wherever possible.

Applicants should be aware that the responses provided to the questions will be evaluated in such a way that the highest scores will be awarded to Applicants who show innovation, creativity, further relevant details and information that could potentially enhance the Applicant's proposal. It should be noted that to achieve the highest scores available the Applicant must not only meet but exceed the Council's minimum requirements, where these are stated.

All scored question shall be evaluated in accordance with the guidelines below:

Score 0	No response	No response	
Score 1	Extremely Weak	Very poor proposal/response; does not cover the associated requirements, major deficiencies in thinking or detail, significant detail missing, unrealistic or impossible to implement and manage	Weak
Score 2	Very Weak	Poor proposal/response, only partially covers the requirements, deficiencies in thinking or detail apparent, difficult to implement and manage	

Score 3	Weak	Mediocre proposal/response, moderate coverage of the requirements, minor deficiencies either in thinking or detail, problematic to implement and manage	
Score 4	Fair - Below Average	Proposal/response partially satisfies the requirements, with small deficiencies apparent, needs some work to fully understand it	Fair - Good
Score 5	Fair - Average	Satisfactory proposal/response, would work to deliver all of the Council's requirements to the minimum level	
Score 6	Fair - Above Average	Satisfactory proposal/response, would work to deliver the majority of the Council's requirements to the minimum level with some evidence of where the Applicant could exceed the minimum requirements	
Score 7	Good	Good proposal/response that convinces the Council of its suitability, response slightly exceeds the minimum requirements with a reasonable level of detail	
Score 8	Strong	Robust proposal/response, exceeds minimum requirements, including a level of detail or evidence of original thinking which adds value to the bid and provides a great deal of detail	Strong - Excellent
Score 9	Very Strong	Proposal/response well in excess of expectations, with a comprehensive level of detail given including a full description of techniques and measurements employed	
Score 10	Outstanding/ Excellent	Fully thought through proposal/response, which is innovative and provides the reader with confidence of the suitability of the approach to be adopted due to the complete level of detail provided	

4.3 Award Questions

Question Number	Question
Approach (20%)	
4.3.1	The Applicant shall provide a method statement detailing how it would plan, manage and deliver the Project
Council's minimum requirements: Please note that the Council is looking for evidence of the Applicant's previous experience in relation to managing and delivering projects of a similar nature to that required here, as well as detail of how that experience will be used during the delivery of this Contract.	
Response:	
Quality (30%)	
4.3.2	The Applicant shall provide a method statement detailing how it proposes to deliver the new length of path at competitive installation rates.

Council's minimum requirements: Please note that the Council is looking for evidence that the Applicant has an understanding of managing key stakeholder's expectations within a particular budget envelope.

Response:

Previous Project Experience (15%)

4.3.3	The project examples provided as part of the Selection Questions will be used to assess this question.
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Council's minimum requirements: The Council is looking for relevant project examples which demonstrate the Applicants' track history of successful delivery.

Response:

Management and Communication (10%)

4.3.4	The Applicant shall provide details of the project team that will be involved in the delivery of this Contract.
-------	---

Council's minimum requirements: Please note that the Council is looking for the appropriateness of the project team to meet the requirements of the Project, details of their previous experience of working together as a team, the project management structures that will be in place and the means by which they will communicate with the Council and key stakeholders throughout the life of the Contract.

Response:

Programme (5%)

4.3.5	The Applicant shall provide an outline plan for delivering the requirements of the Project
-------	--

Council's minimum requirements: Please note that the Council is looking for the submission of a realistic programme and completeness of services offered.

Response:

Budget Management (20%)

4.3.6	The Applicant shall describe its proposed approach to managing the budget, working with the Council and Eligible Users to manage any potential cost overruns and reporting cost information to the Council.
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Council's minimum requirements: Please note that the Council is looking for a Contractor that is willing to work with the Council to manage the costs of the project within the agreed cost of the works

Response:

5 Project Costs

5.1 Project Costings

Applicants are required to give a breakdown of the costs at section 0 Activity Schedule below that would be allocated to each Project task required as against the total Project budget.

The Applicant may include additional lines within the Activity Schedule as required. The Contractor will not exceed the rates quoted within its Bid at any time during the Contract. Please note that this information will not be scored as part of the procurement process.

5.2 Activity Schedule

Item Number	Description	Price (£)
1	Design, surveys, searches and drawings	
2	Materials	
3	Installation costs	
4	Project Management/H&S/CDM Compliance	
5	Ancillary items	
	Total of the prices (excluding VAT)	£

6 Price Review Framework

6.1 Price Validity Period

As a minimum, all prices submitted must remain fixed and firm for six months from date of Contract commencement. In support of this, please detail exactly how long your prices will remain fixed and firm for below:

Prices will remain valid for ... years and ... months from the beginning of this Contract (Applicant to complete).

6.2 Price Review Proposals

The Council does not expect the Applicant to implement any price increases throughout the life of this Contract. The Applicant's signature at section 6.4 Pricing Schedule Declaration will be assumed to be an acceptance of this condition. Applicant's whose price review proposal differs from the Council's expectations under this 6.2 Price Review Proposals must state their proposal below.

Price Review Proposal if different from above:
--

6.3 Contract Renewal

No Contract once awarded shall be renewed at a higher rate than agreed between the parties through this price review framework or through any other such agreement as submitted to and approved by the Council in writing.

6.4 Pricing Schedule Declaration

offer to supply the goods or services as per the pricing schedule above, in accordance with the Specification, terms and conditions and all other documents forming the Contract.

Signed*:	Date:
Name (<i>in block capitals</i>):	
In the capacity of: (<i>State official position, i.e. Director, Manager, etc.</i>)	
Organisation name and postal address:	
Telephone No:	Fax No:
*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which he/she signs or is employed).	

7 Certificates

7.1 Conditions of Tender

ALTON TOWN COUNCIL CONDITIONS OF TENDER	
Reference number and Title of Contract: Shall be as per the Reference Number and Title of Contract as detailed on page one (1) of this Volume Two (2) Applicant's Offer	
1.	Tenders are invited for the supply of the goods or services specified or described in the invitation. Tenders with conditions of contract duly completed should be marked with the title of the Contract and returned electronically to: townclerk@alton.gov.uk . Tenders must be returned no later than the specified time and date. Tenders received after the time stated or not properly completed will be disregarded. Facsimile copies will not be accepted.
2.	The Contract shall be subject to the specified terms and Conditions of Contract. Offers by Applicants made subject to additional or alternative conditions may not be considered and may be rejected on the grounds of such conditions alone. No alteration must be made to the printed conditions or schedules. Any Tenders bearing such alterations will not be considered.
3.	The Council does not bind itself to accept the lowest or any Tender, and reserves the right to accept a Tender either in whole or in part, for such item or items specified in the Invitation to Tender, and for such place or places of delivery as it thinks fit, each item and establishment being for this purpose considered as Tendered for separately.
4.	To ALTON TOWN COUNCIL I/We the undersigned DO HEREBY UNDERTAKE on the acceptance by the Council of my/our Tender either in whole or in part, to supply (<i>or perform the services</i>), on such terms and conditions and in accordance with such specifications (<i>if any</i>), as are contained or incorporated in the Invitation to Tender. I/We agree and declare that the acceptance of this Tender by letter on behalf of the Council, whether for the whole or part of the items included therein, will constitute a Contract for the supply of such items, I/We agree to enter into a further agreement for the due performance of the Contract, and I/We declare that I am/We are acting as the Delegated Authority for the purposes of signing off this Tender, and therefore, the Contract.
Signed*: Date: 	
Name (<i>in block capitals</i>): 	
In the capacity of: 	
(<i>State official position, i.e. Director, Manager, etc.</i>)	
<i>*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which he/she signs or is employed).</i>	

7.2 Certificate of Undertaking and Absence of Collusion or Canvassing

CERTIFICATE OF UNDERTAKING AND ABSENCE OF COLLUSION OR CANVASSING	
The Applicant shall sign the below Certificate of Undertaking and Absence of Collusion clearly indicating whether they sign as a Consortium or Member of Consortium (Box A), or as a single body and/or individual (Box B) by striking through Box A or B, whichever does not apply.	
Box A – Consortium I/We the undersigned do hereby certify that:- (a) the consortium's Tender is bona fide and intended to be competitive; (b) the consortium has not entered into any agreement with any person outside the consortium with the aim of preventing Tenders being made or asked the amount of another Tender of the conditions or which the Tender is made; (c) the consortium has not informed any person outside the consortium other than the person calling for the Tenders the amount or approximate amount of the Tender except where the disclosure in confidence of the approximate amount of the Tender was necessary to obtain insurance premium or other quotations necessarily required for the preparation of the Tender; (d) the consortium has not caused or induced any person to enter into such an agreement as is mentioned in (b) above or to inform the consortium of the amount or the approximate amount of any rival Tender for the Contract. (e) the consortium has not and will not canvass or solicit any Member, Officer or employee of the Council in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by the consortium or acting on the consortium's behalf has done or will do such an act. (f) I/We further undertake that the consortium will not do any of the acts mentioned in (b), (c), (d) and (e) above before the hour and date specified for the return of the Tender.	
Box B – Single Body and/or Individual I/We the undersigned do hereby certify that:- (a) My/our Tender is bona fide and intended to be competitive and I/we have not fixed or adjusted the amount of the Tender by or under in accordance with any agreement or arrangement with any other person; (b) I/we have not indicated to any person other than the person calling for the Tender amount or approximate amount of the proposed Tender except where the disclosure in confidence of the approximate amount of the Tender was necessary to obtain insurance premium or other quotations necessarily required for the preparation of the Tender; (c) I/we shall have not entered into any agreement or arrangement with any other person that they shall refrain from Tendering or asked the amount of any Tender to be submitted; (d) I/we have not offered to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the said work any act or thing of the nature specified and described above. (e) I/we hereby certify that I/we have not and will not canvass or solicit any Member, Officer or employee of the Authority in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by me/us or acting on my/our behalf has done or will do such an act. (f) I/we further undertake that I/we will not do any of the acts mentioned in (b), (c) and (d) above before the hour and date specified for the return of the Tender.	
Signed*:	Date:
Name (in block capitals):	
In the capacity of: (State official position, i.e. Director, Manager, etc.)	
*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which he/she signs or is employed).	

7.3 Certificate of Confidentiality

CERTIFICATE OF CONFIDENTIALITY	
I/we hereby agree with the Authority that I/we shall not at any time divulge or allow to be divulged to any person any information, confidential or otherwise, relating to information passed to me regarding this project.	
It is appreciated by the parties that in the event of negotiations in respect of the proposed Contract being entered into between the Authority and my organisation that it may be necessary to share information with colleagues within my organisation. In this event this confidentiality clause may be waived to allow such information sharing to take place but not further or otherwise.	
Signed*:	Date:
Name (in block capitals):	
In the capacity of: (State official position, i.e. Director, Manager, etc.)	
*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which he/she signs or is employed).	

7.4 Commercially Sensitive Information

I declare that I wish the following information to be designated as Commercially Sensitive.

--

The reason(s) it is considered that this information should be exempt under Freedom of Information Act 2000 is:

--

7.5 Conflict of Interest

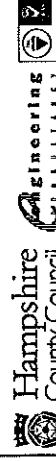
CERTIFICATE OF CONFLICT OF INTEREST	
I/we hereby notify the Authority that I/we consider the following declaration to be a conflict of interest (Applicant to insert details of the conflict of interest):	
I/we hereby understand that in accordance with Article 24 of the Public Contract Regulations 2015 that the Authority is obliged to take appropriate measures to effectively prevent, identify and remedy conflicts of interest arising in the conduct of procurement procedures so as to avoid any distortion of competition and to ensure equal treatment of all economic operators.	
Signed*:	Date:
Name (in block capitals):	
In the capacity of: (State official position, i.e. Director, Manager, etc.)	
*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which he/she signs or is employed).	

NOTES:

1. ALL DIMENSIONS ARE IN MILLIMETRES.
2. SELF BINDING PATH GRAVEL SHALL BE AS SPECIFIED IN CLAUSE 1174AR.
3. TIMBER FOR PATH EDGINGS AND STAKES SHALL BE LARCH OR DOUGLAS FIR PRESERVED IN COMPLIANCE WITH CLAUSE 311.
4. STAKES SHALL BE DRIVEN AT NOT GREATER THAN 1000 CENTRES AND EDGING TIMBER SHALL BE FIXED TO EACH STAKE BY 2 No. 80 LONG GALVANISED NAILS.
5. WHERE FOOTWAY EDGINGS ABOUT THEY SHALL BE SECURED AS SHOWN IN DETAIL 'A'.
6. SUBBASE SHALL BE ONE OF THE MATERIALS COMPLYING WITH CLAUSE 803 OR CLAUSE 891AR, 892AR, 893AR OR 894AR AS SPECIFIED IN THE WORKS INFORMATION.
7. WHERE SPECIFIED IN APPENDIX 11/1 GEOTEXTILE SHALL BE LAID ON FORMATION TO THE FULL WIDTH OF THE FOOTWAY.
8. EDGING LEVELS ARE SCHEDULED IN APPENDIX 11/1, WHERE BOTH EDGING LEVELS ARE THE SAME THE FOOTWAY SHALL BE FORMED WITH A CENTRAL CAMBER FALLING 2.5% TO EITHER SIDE.

REV	AMENDMENTS	DATE	CAO	CHD	APPD

CONSULTANT



STUART JARVIS BSc (Hons) MPhil, DIRECTOR OF ECONOMY, TRANSPORT & ENVIRONMENT

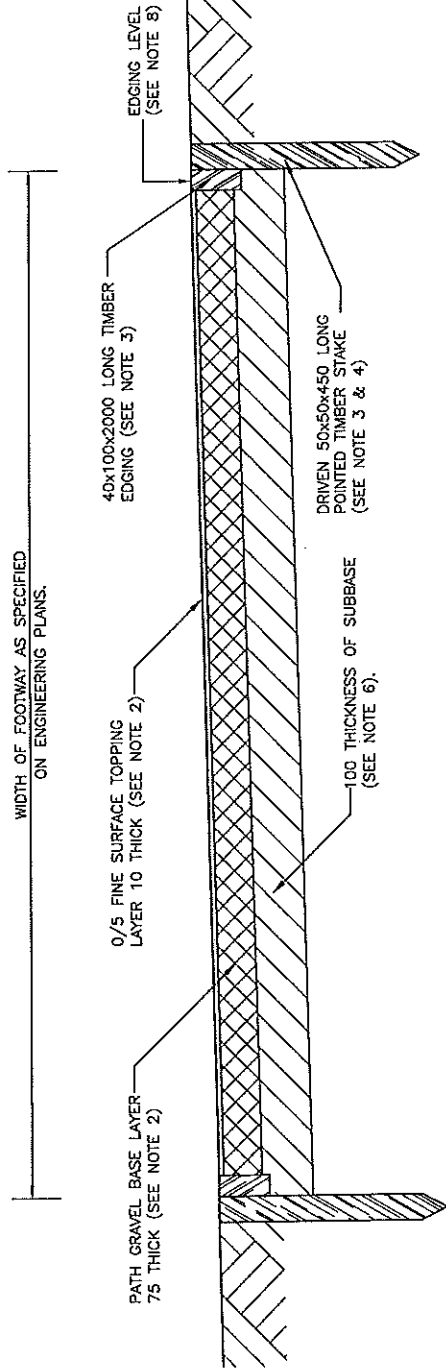
SCHEME

STANDARD DETAILS

CHAMING TITLE

FOOTWAY TYPE 4 RURAL

DRAWN	CHECKED	SCALE @ A3	N.T.S
RB	WW	DATE	July 2015
CAO	APPROVED	REVISION	
RB	CP		
DWG No.	HCC10/C/050		



FOOTWAY TYPE 4 - RURAL

DRIVE ADJOINING STAKES AND NAIL TO EDGING WHERE EDGINGS ABOUT.

PLAN DETAIL 'A' (SEE NOTE 5)

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Aquamaintain Ltd

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Worth
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+44 293886900
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VAT Registration No.: 124623732



Estimate

ADDRESS

Town Clerk
Alton Town Council
Town Hall,
Market Square
Aiton
Hampshire
GU34 1HD

ESTIMATE NO. 872**DATE 29/03/2021**

ACTIVITY	ACTIVITY	RATE	AMOUNT
Labour	4No. Hazel bank repairs @ Kings Pond, Aiton	1,450.00	1,450.00
Materials	8No. Hazel faggots, 16No. 1.8m Chestnut Posts, Coir Geotextile and Type 1 Backfill	1,050.00	1,050.00

This is an estimate only, not a contract for services. This estimate is for completing the job as described above. It is based on our evaluation and does not include material price increases or additional labour, plant and materials which may be required should unforeseen problems arise after the work has started. Full Terms and conditions are available on request.

SUBTOTAL	2,500.00
VAT TOTAL	500.00
TOTAL	£3,000.00

Accepted By

Accepted Date

Aquamaintain Ltd

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Worth
West Sussex
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VAT Registration No.: 124623732



Estimate

ADDRESS

Town Clerk
Alton Town Council
Town Hall,
Market Square
Alton
Hampshire
GU34 1HD

ESTIMATE NO. 873**DATE 29/03/2021**

ACTIVITY	ACTIVITY	RATE	AMOUNT
Labour	25M x 1M Green Oak post and plank revetment @ Kings Pond, Alton	16,000.00	16,000.00
Materials	Green Oak posts and planks, geotextile, anchors and fixings, 20- 40mm Gravel reject stone	7,900.00	7,900.00
Plant mobilisation, fuel and insurance	3T Excavator, Compact Loader	2,450.00	2,450.00
Site security and welfare	Site loo and Heras fencing	500.00	500.00

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SUBTOTAL	26,850.00
VAT TOTAL	5,370.00
TOTAL	£32,220.00

Accepted By

Accepted Date

Aquamaintain Ltd

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Worth

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VAT Registration No.: 124623732



Estimate

ADDRESS

Town Clerk
Alton Town Council
Town Hall,
Market Square
Alton
Hampshire
GU34 1HD

ESTIMATE NO. 875**DATE 29/03/2021**

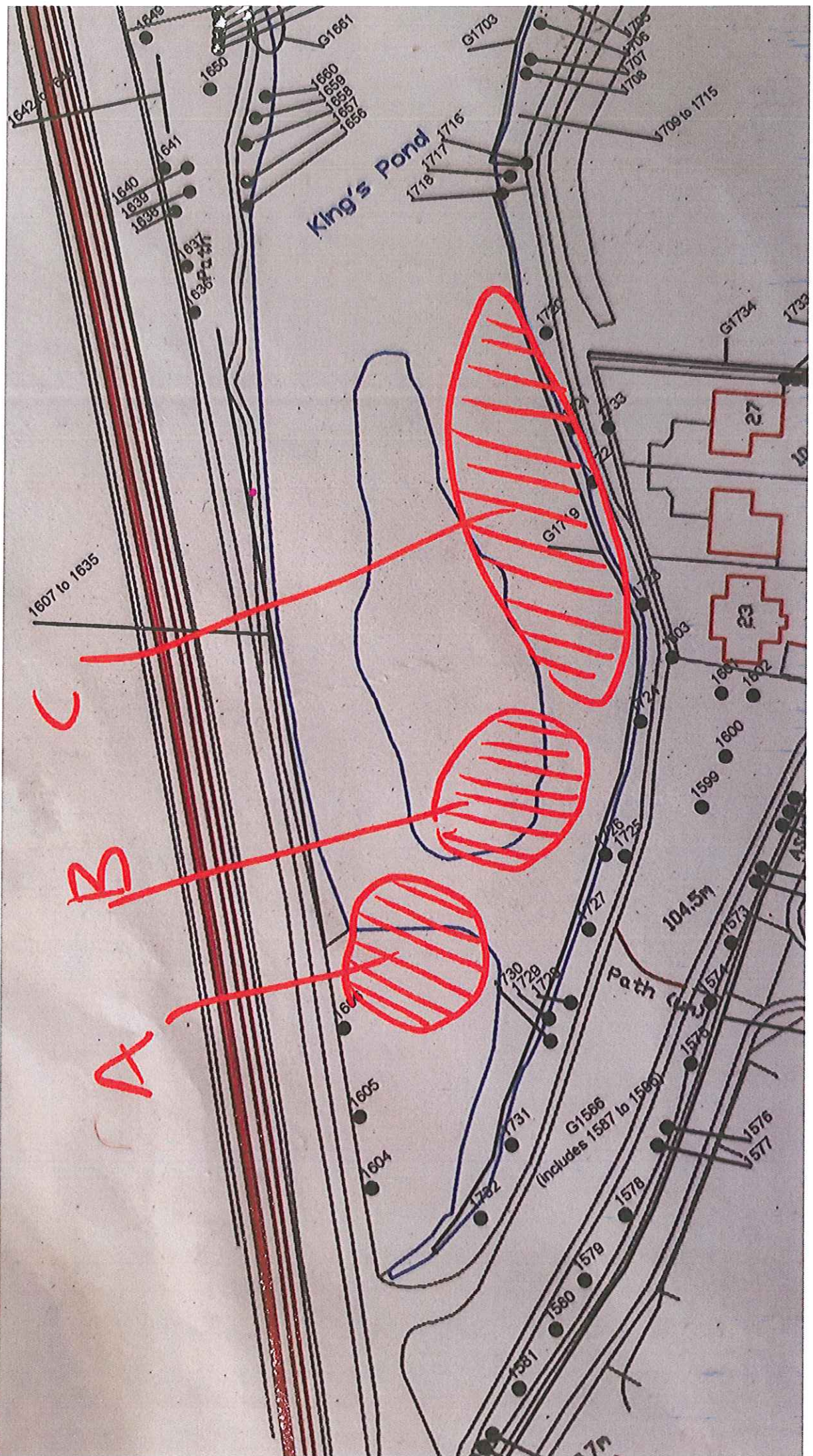
ACTIVITY	ACTIVITY	RATE	AMOUNT
Labour	Install 10 lin/m x 200mm x 28mm Green Oak Timber pile capping and tarmac remedial works @ Kings pond, Alton	4,800.00	4,800.00
Materials	Green Oak Planks and associated fixings, Type 1 backfill, AC10 tarmac	1,550.00	1,550.00
Plant mobilisation, fuel and insurance	3T Excavator, Pedestrian vibrating drum roller, Compact Loader	1,400.00	1,400.00
Site security and welfare	Site loo and Heras fencing	250.00	250.00

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SUBTOTAL	8,000.00
VAT TOTAL	1,600.00
TOTAL	£9,600.00

Accepted By

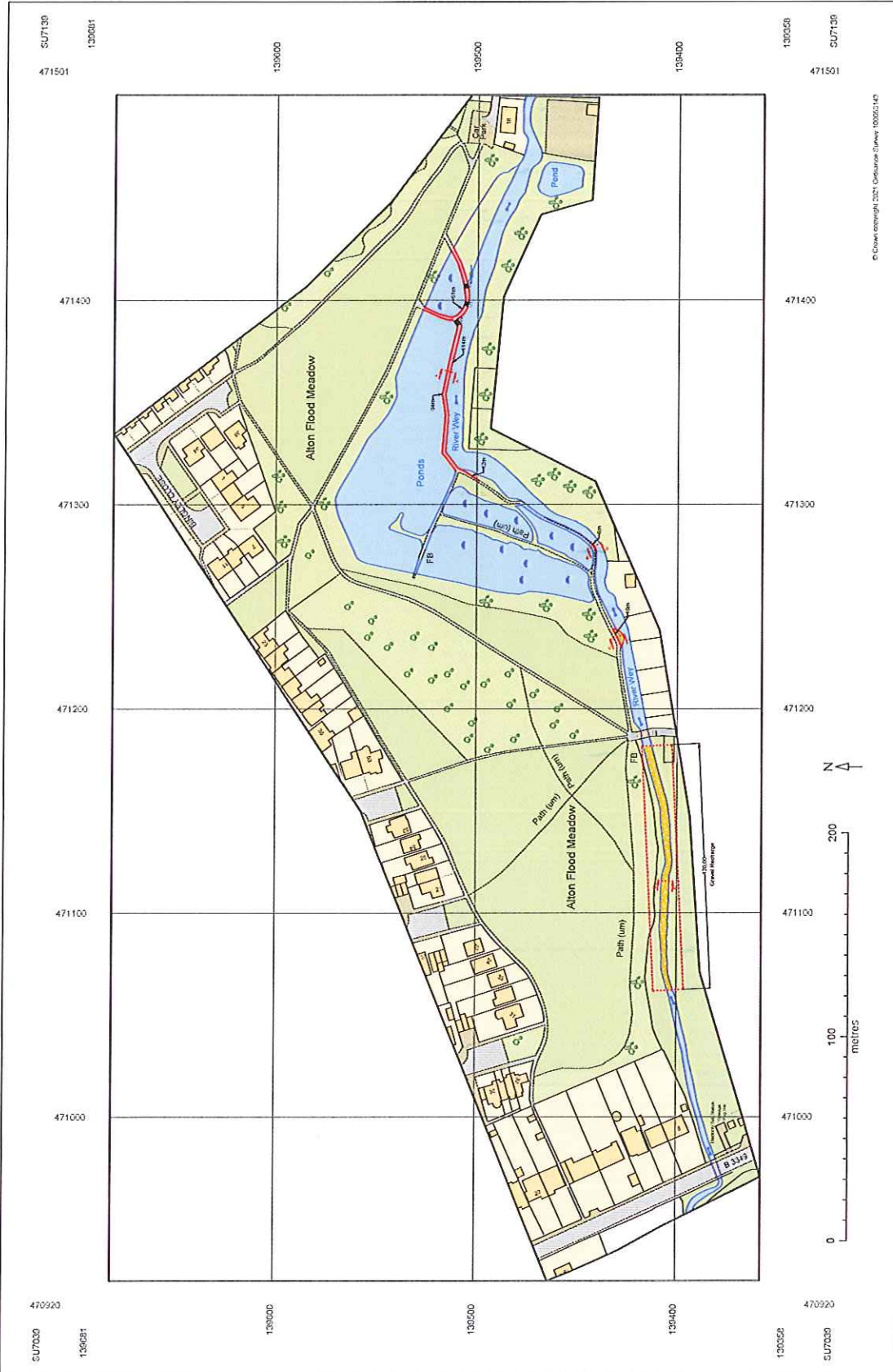
Accepted Date



Notes:



Site Overview



PROJECT

Path Works

TITLE

Site Overview

CLIENT

Alton Town Council

SITE

Alton Flood Meadows
GU34 1TR

GRID REF.

SU71413954



www.aquamaintain.co.uk

Lake View Fishery, Old Hollow, Veron, Crawley, RH10 4TA

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DRAWING NO. AM-2021-177

DRAWN M. Kavanagh

APPROVED D. Holland

REVISION 01

SCALE NTS

SIZE A2 SHEET 1/5

Notes:

Section A/A

1. New path finished levels brought up to height of 3x plastic walkway bridges (PFB).
2. Existing mixed path edging removed, including concrete and bags.
3. New path edging = 271m

PROJECT	Path Works
TITLE	Path Repairs 1
CLIENT	Alton Town Council
SITE	Alton Flood Meadows GU34 1TR
GRID REF.	SU71413854



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 Lake View Fishery, Old Hollow, Verth, Crawley, RH10 4TA
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DRAWING NO	AM-2021-177			
DRAWN	M.Kavanagh	12/04/2021		
APPROVED	D.Holland	22/04/2021		
REVISION	01	SCALE	NTS	
SIZE	A2	SHEET	2/5	

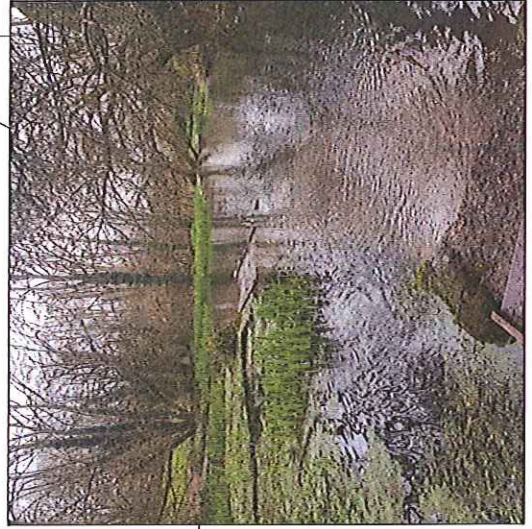
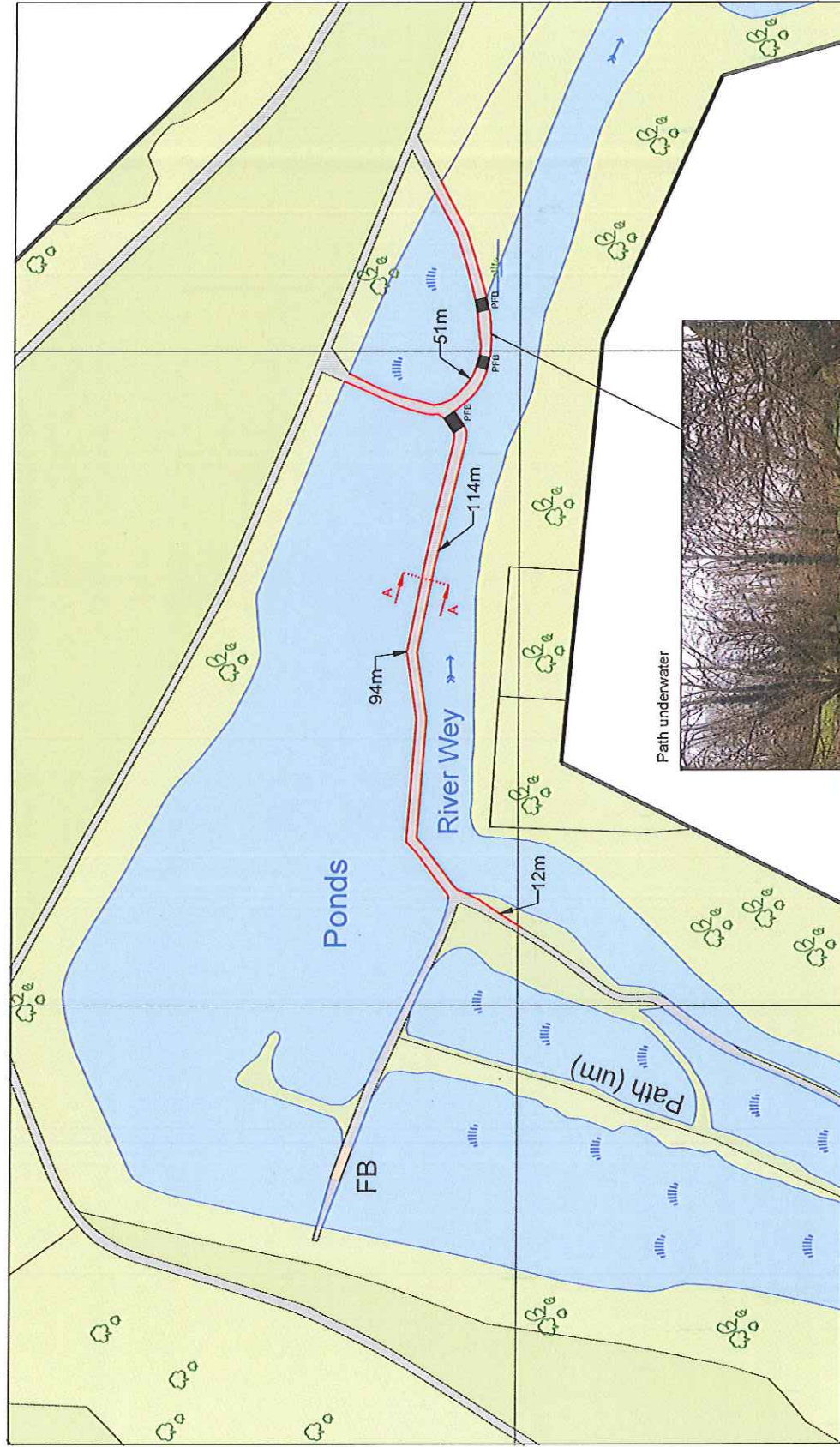
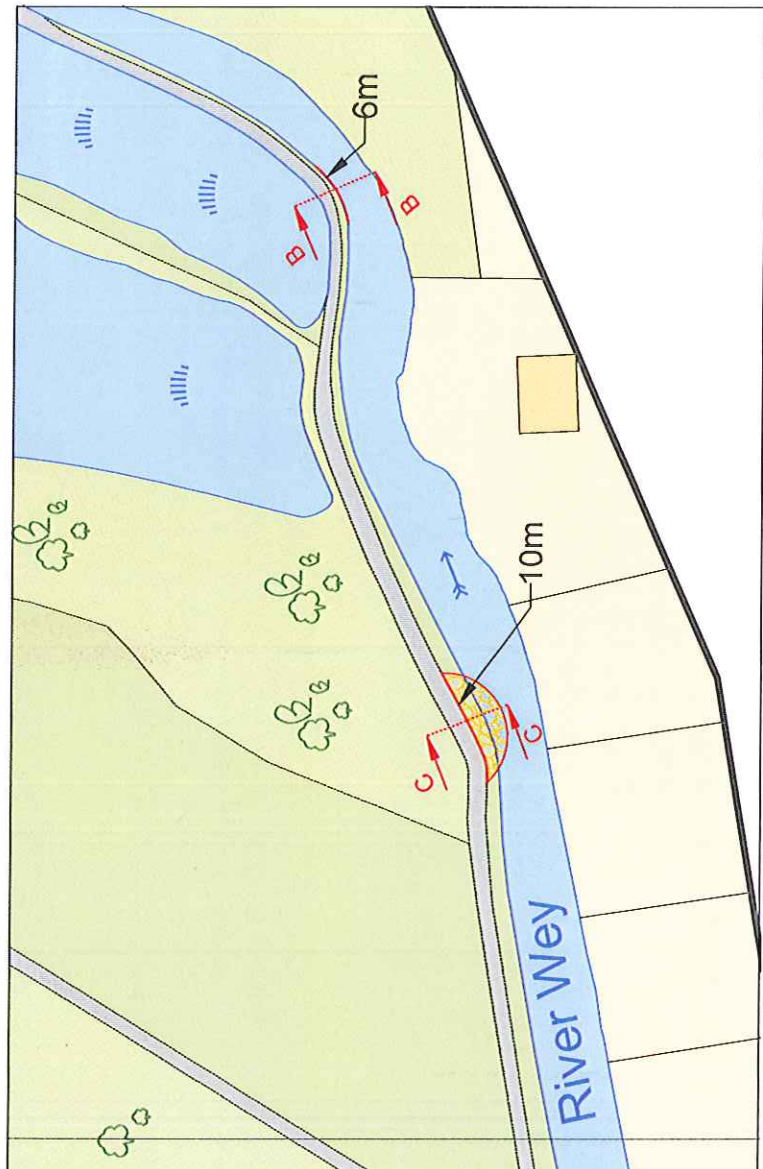


Fig 1.

Notes:



Path Repairs & Gravel Beach



Gravel Beach (C:C)

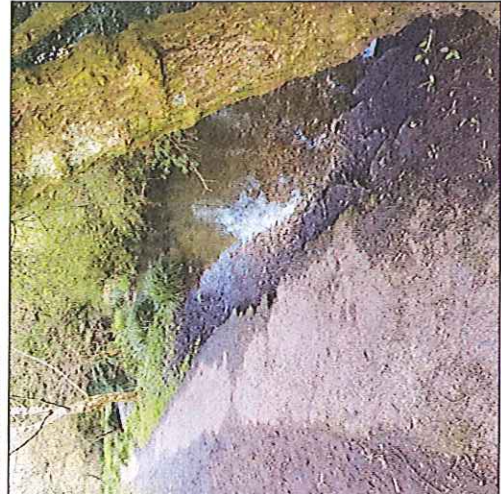


Fig 2.

Sleepers (B:B)



Fig 3.

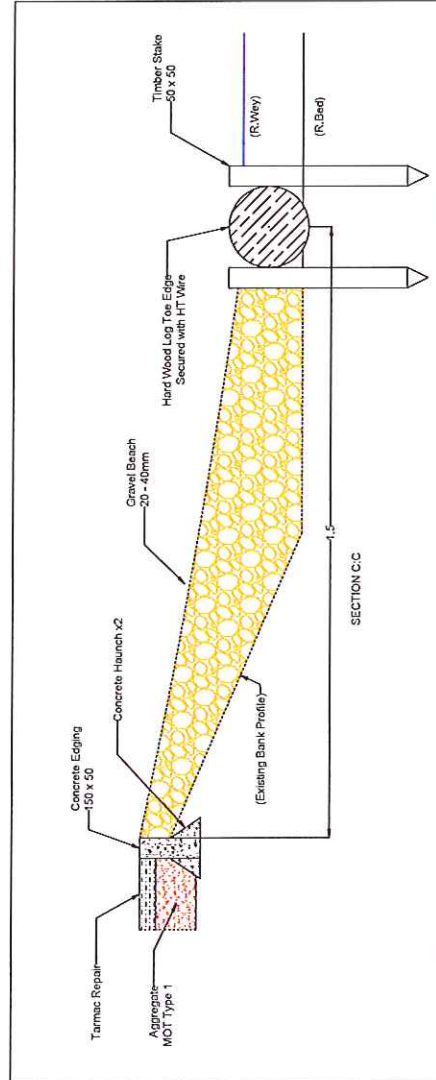
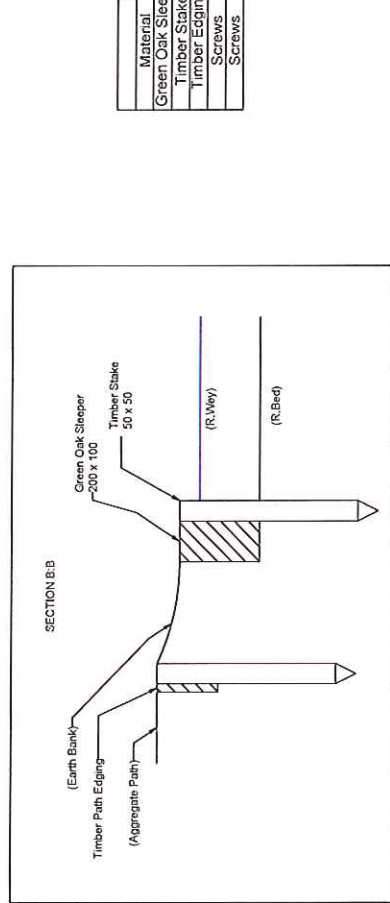
PROJECT	Path Works
TITLE	Path Repairs 2
CLIENT	Alton Town Council
SITE	Alton Flood Meadows GU34 1TR
GRID REF.	SU7141984
 Aquamaintain Green fisheries management www.aquamaintain.co.uk This drawing is the property of Aquamaintain Ltd. It must not be used or reproduced without the written permission of Aquamaintain Ltd.	
DRAWING NO	AM-2021-177
DRAWN	M. Kavanagh
APPROVED	D. Holland
REVISION	01
SCALE	NTS
SHEET	3/5

Cross Section A-A

Diagram illustrating the cross-section of the bridge deck, showing the internal structure and materials. The diagram is labeled "SECTION A-A" on the right side.

Key components and labels:

- Timber Stake** (20 x 50)
- High Tensile Wire** (3.5mm)
- (Indicative Existing Path Level)**
- Aggregate** (MOJ Type 1)
- Green Oak Boards** (200 x 20)
- (R.Way)** (Right Way)
- (R.Bad)** (Right Bank)
- (P.Bad)** (Left Bank)
- (Pond)**
- 1.5** (Dimension line indicating the width of the deck)
- Tensioning Cripple**



Estimated BoQ - Section A/A		Qty.
Material	Dims / Spec.	
Green Oak Boards	200 x 28	668 Linear Metres
Timber Staple	50 x 50	200
Aggregate	Mot Type 1	40m3
High Tensile Wire	3.5mm	300m
Gripplles	Large	100
Screws	50mm	500

* Oak Board quantity based on average of 3x boards on River Side, 2x boards on pond side.

Estimated BoQ - Section 8:B		
Material	Dims /Spec.	Qty.
Green Oak Sleeper	200 x 100	3
Timber Stake	50 x 50	12
Timber Edging	20 x 150 Treated	6 Linear Metres
Screws	50mm	30
Screws	Timberlok 100mm	30

Estimated BoQ - Section C-C		
	Qty.	Units / Spec.
Concrete Edging	150 x 50	10 Linear Metres
Timber Stakes	50 x 50	20
Hard wood log	Ø200mm Min.	10 Linear Metres
High Tensile Wire	3.5mm	10 Linear Metres
Aggregate	MOT Type 1	100
Tarmac	Cold Lay	500
Gravel	20-40mm Clean	10m3
Cement	25 kg	2 bags
Ballast		10 bags

Notes:



Section A:A

1. Oak edging boards secured with stakes driven into river bed.
2. Alternate stakes secured with wire and tensioned with gripples.
3. Existing path repaired with aggregate to correct levels.

Section B:B

4. Path edging and sleepers tied into existing and secured with stakes.
5. Eroded bank reinstated. Path repaired as required.

Section C:C

6. Broken tarmac cut back to clean edge. New concrete edging installed.
7. Tarmac repaired and gravel beach created down to river bed.

PROJECT

Path Works

[illegible]

Cross Sections

CLIENT

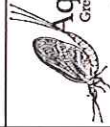
on Town Council

SITE

In Flood Meadows

GRID REF.

SU71413954

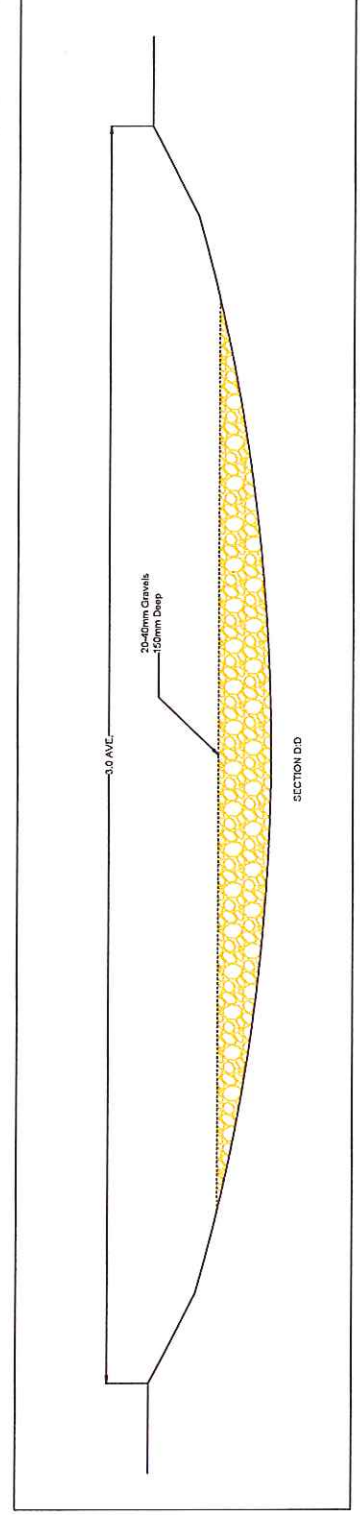
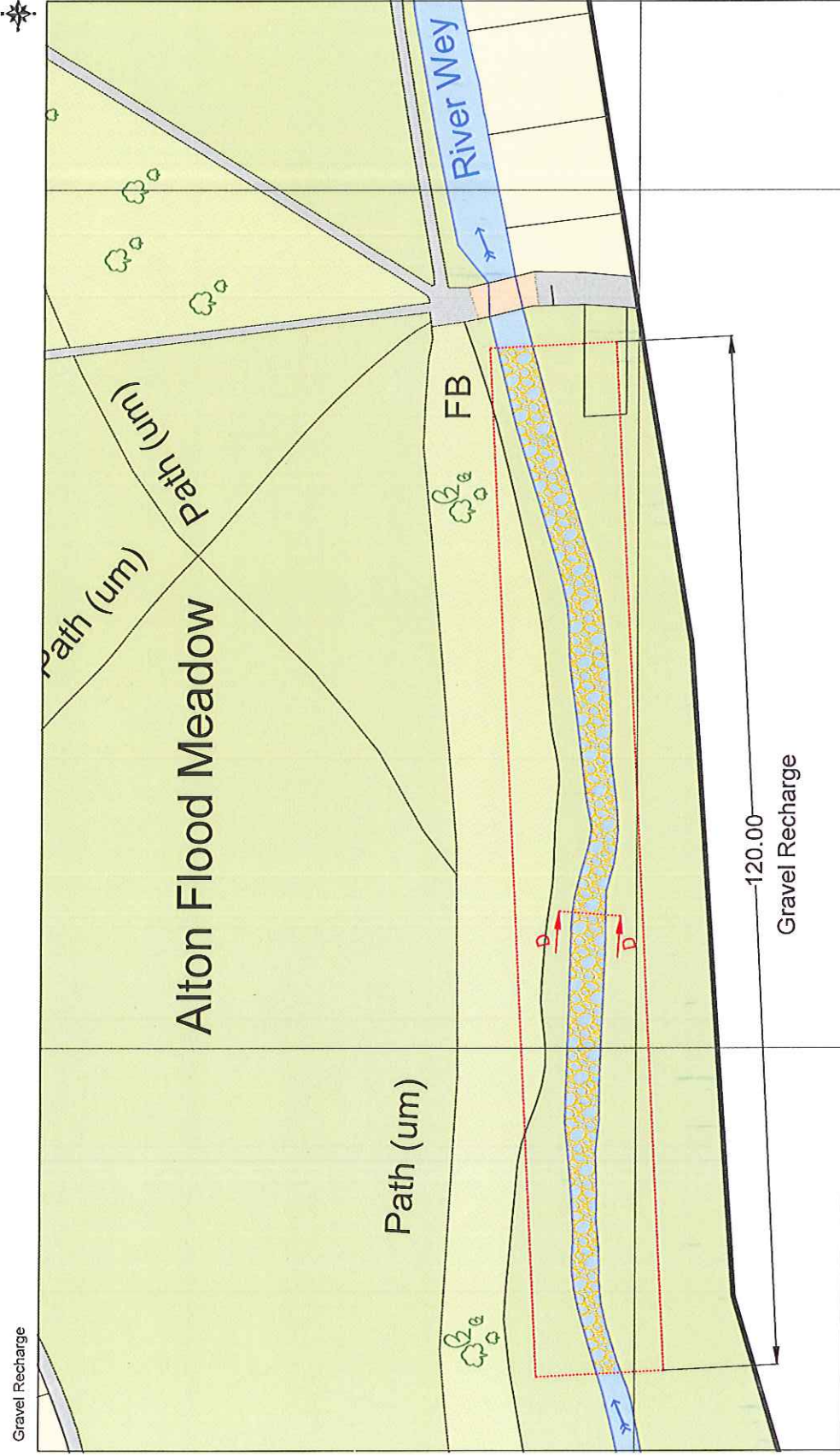


www.Aquamaintain.co.uk
Lake View Fishery, Old Hollow, Worth, Crawley, RH10 4TA

DRAWING NO	AM-2021-177		
DRAWN	M.Kavanagh	12/04/2021	
APPROVED	D.Hellard	22/04/2021	
REVISION	01	SCALE	NTS
SIZE	A2	SHEET	4/5

Notes:

1. Gravel topped up in strategic locations along 120m stretch where access allows.
2. Gravel to be laid in such a way to naturalise the river and promote saucy.
3. Gravel estimated quantity: 60m³



PROJECT

Path Works

TITLE

Gravel Recharge

CLIENT

Alton Town Council

SITE

Alton Flood Meadows

GRID REF.

GU34 1TR

GRID REF.

SU71413854



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DRAWING NO	AM-2021-177			
DRAWN	M. Kavanagh	12/04/2021		
APPROVED	D. Holland	22/04/2021		
REVISION	01	SCALE	NTS	
SIZE	A2	SHEET	5/5	

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VAT Registration No.: 124623732



Estimate

ADDRESS

Town Clerk
Alton Town Council
Town Hall,
Market Square
Alton
Hampshire
GU34 1HD

ESTIMATE NO. 880**DATE 09/04/2021**

ACTIVITY	ACTIVITY	RATE	AMOUNT
Labour	Gravel introduction @ North Wey, Alton Flood Meadows	3,000.00	3,000.00
Materials	80T 20-40mm Gravel reject Stone	2,400.00	2,400.00
Plant mobilisation, fuel and insurance	3T excavator, compact loader	1,200.00	1,200.00
Site security and welfare	Site luo & Heras fencing compound	250.00	250.00

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SUBTOTAL	6,850.00
VAT TOTAL	1,370.00
TOTAL	£8,220.00

Accepted By

Accepted Date

Aquamaintain Ltd

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Worth
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RH10 4TA
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VAT Registration No.: 124623732



Estimate

ADDRESS

Town Clerk
Alton Town Council
Town Hall,
Market Square
Alton
Hampshire
GU34 1HD

ESTIMATE NO. 879**DATE 09/04/2021**

ACTIVITY	ACTIVITY	RATE	AMOUNT
Labour	Removal of concrete sandbag path edging and replacement with approx 200 lin/m x 600mm Green Oak post and plank revetment, infield with compacted recycled type 2 and topped with a treated softwood timber edged and compacted type 1 path @ Alton Flood Meadows	18,750.00	18,750.00
Materials	100mm x 100mm Green Oak posts and 200 x 25mm Green Oak planks. Associated timber fixings and anchors, recycled type 2, 150mm treated softwood path edge boards & pegs, recycled type 1	14,800.00	14,800.00
Plant mobilisation, fuel and insurance	5T Excavator, 3T tracked dumper, compact loader	4,500.00	4,500.00
Site security and welfare	Site loo and Heras security	450.00	450.00

ACTIVITY	ACTIVITY	RATE	AMOUNT
	fencing		

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SUBTOTAL	38,500.00
VAT TOTAL	7,700.00
TOTAL	£46,200.00

Accepted By

Accepted Date

Holybourne Village Association

Future Vision for the Pond

Introduction

The pond has a siltation problem at present which is limiting its potential and if not addressed will cause the pond to be filled in. If this can be resolved and the pond desilted there exists the possibility to make the pond a greater asset to the community by improving its ecology. The benefit of this would be to increase biodiversity in the area, bringing more insects and pollinators and the creatures that feed on them, fish, dragonflies, kingfishers, etc. The benefit in educational resource could be enormous with potential for pond dipping activities for children, school visits, added amenity value.

It is understood that once improvements have been made, Alton Town Council is prepared to take over the maintenance of the pond, ensuring the benefit to the community will be ongoing.

What needs to be done?

Drainage issues

The amount of silt transported into the pond via highway drainage needs to be reduced and controlled. This includes the large amount of run off carrying silt from adjacent farmland that finds its way into the pond via the highway drains. If this is not done, any improvements made to the pond will be put at risk. There are various options for controlling silt within the pond itself, however, the main thrust of this must be to prevent highway run-off entering the pond in the first place.

A part of the solution for this should include looking at silt entering the local highways from the neighbouring farmland. It is currently the case that large amounts of silt from farm vehicles tracking onto the lanes and from run-off directly onto the highway from fields is contributing to the silt load in the pond.

Desilting the pond

For the best ecological results the silt would need to be removed from the pond to allow for deep water areas to be re-established. These will be vital to the ecological sustainability of the pond. The ideal method of doing this would be to drain the pond and have an excavator enter the pond and dig out the silt.

Disposal of the silt will be expensive, unless it can be demonstrated that the silt is not contaminated and, with permission, can be spread on the neighbouring farmland where it originally came from.

Improving the ecological environment

There are several measures that will help to improve the potential for ecological development of the pond. These are outlined below:

- Introduction of marginal planting that is resistant to the bird population. This will create habitat for invertebrates, which, if they thrive, will provide food source for other creatures. It will also give cover for nesting birds and their chicks, and for fish fry.
- Letting more sunlight in. Crown lifting (removal of lower branches of the trees) some of the trees surrounding the pond will help to increase the amount of sunlight getting in, making a better habitat for invertebrates. This will also reduce the amount of autumn leaf fall that can overload the pond with decaying material, reducing the oxygen levels in the pond. This exercise would involve removal of lower tree branches and removing, or reducing in size, some of the bushes surrounding the pond. This will need to be proposed sensitively but could have an additional benefit of increasing the amenity value to Holybourne residents by improving the views across the pond and into the church and surrounds.
- Deepening the pond. In one or two areas, the pond would benefit from deeper water to increase the volume of water. This helps with giving a refuge from predators or from extremes of temperature and creates variety of habitat.
- Introducing a reed bed adjacent to the drainage outfall to manage the residual highway run-off silts and contaminants in a more sustainable way.
- Bird numbers: it may be that the numbers of water birds needs to be managed in future to avoid the dominance of water fowl in the ecological balance. For instance, an over-abundance of ducks and other fowl might mean less chance for insects in their larval stage to survive predation, hence no mayflies or dragon flies, etc.

Further Improvements - Ideas?

Landscape and Amenity

Re-landscaping the existing pond-side areas adjacent to Church Lane would benefit the amenity of the area. Several low value scrub plants can be removed and native plants introduced benefitting bees and birds.

Further benches could be introduced, making the pond more of a destination for local people.

There could be a circular walk introduced around the pond and through the graveyard. Linking the Church Lane side of the weir to the graveyard could be done with a sensitively designed boardwalk and steps or ramp over the weir and up the bank. A boardwalk could facilitate pond dipping activities for children and a scenic reflective walk for adults.

The Plan and Timescale

Initial surveys can be carried out in Spring 2021 to provide a baseline from which design and future monitoring can develop.

It will then be necessary to involve all stakeholders in development of the plan for the pond, and to let all parties have their say. After this consultation is completed an agreed scheme can be designed that will meet the objectives of the project. It may be necessary to run fundraising activities alongside this design to ensure the proposals are affordable. The possibility of obtaining grant funding should be explored.

Following detailed design, planning consent can be applied for and a contractor can be procured to undertake the works.

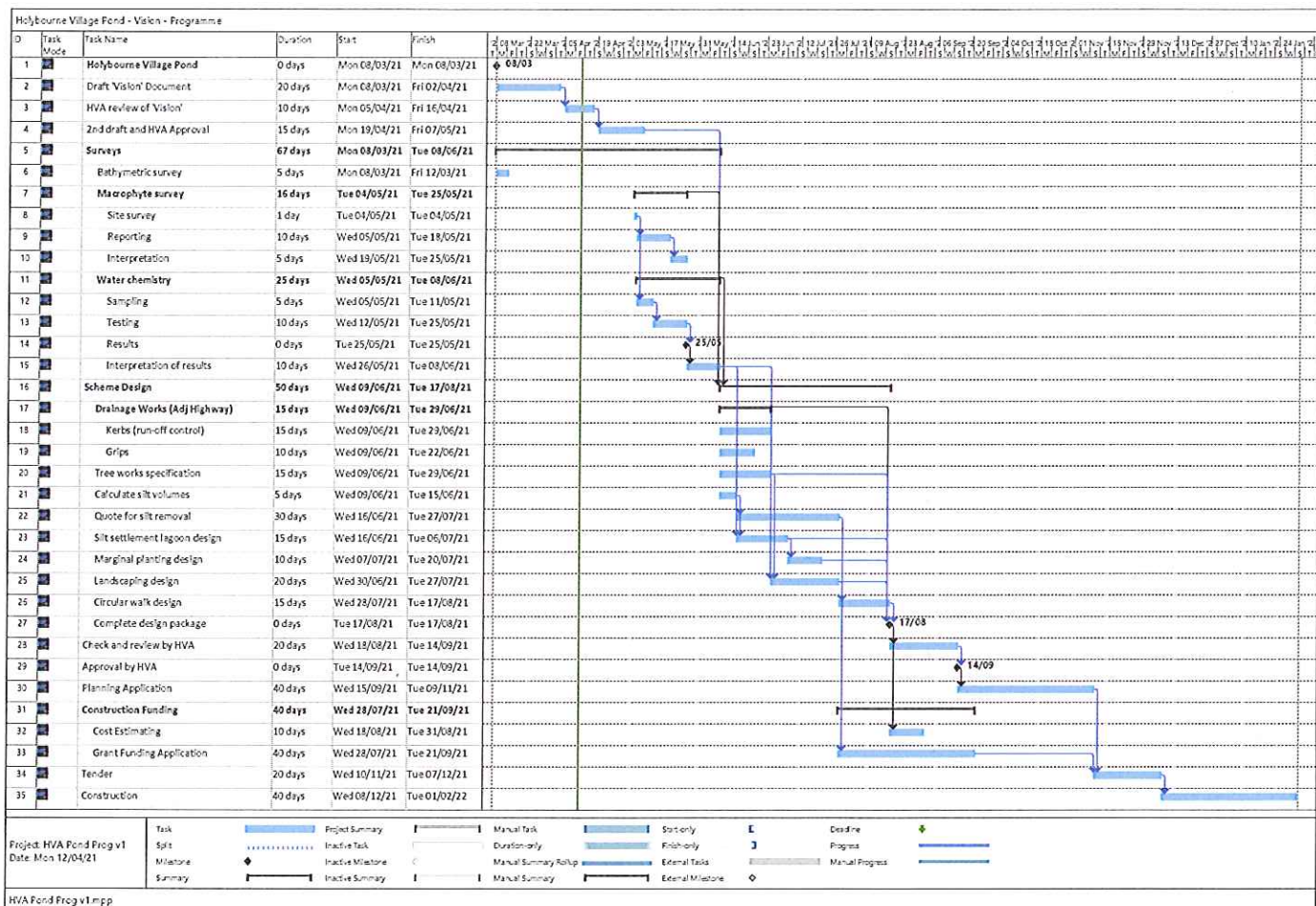
The design will include a management plan to demonstrate what maintenance activities Alton Town Council will be taking responsibility for in the long term. On completion of the works the pond can be handed over to ATC.

A draft programme for completing the project is attached, showing approximate timescales for the activities described. Key activities will be funding the construction and achieving planning consent. There may be other seasonal constraints as yet unknown, plus bird nesting season should be avoided for the works.

Comments on the above are welcomed from HVA committee members and other stakeholders the committee would wish to pass this document on to.

John Rapley

12th April 2021



Holybourne Village playground

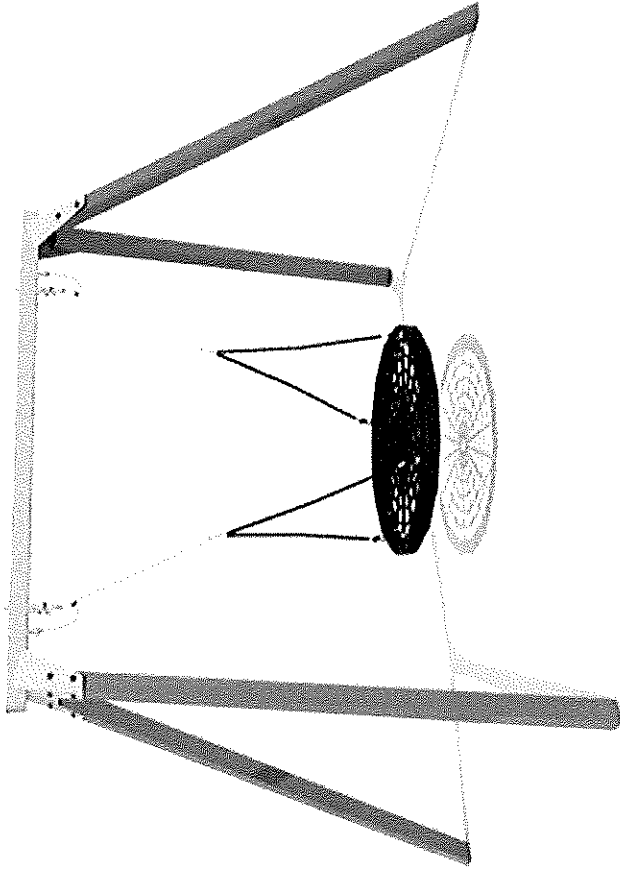
Having been invited by Councillor Graham Hill to submit our thoughts on the village playground, Kellie-Jayne Cox and I met at the playground to consider how it might be improved for the children of Holybourne. We came up with the following thoughts.

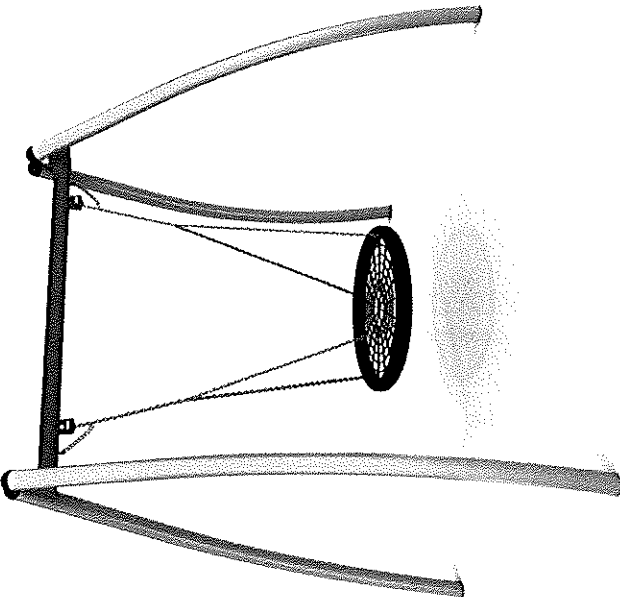
- 1) There is no provision whatsoever for disabled children – whatever the nature of their disability. We would suggest the provision of a full chair swing such as is in the Public Gardens in Alton town centre playground.
- 2) There is no shade in the playground and the planting of trees would be welcomed.
- 3) The playground lacks a central piece of equipment that groups might use. A ground level roundabout might be appropriate in the centre of the main play area.
- 4) The smaller swings are not fit for purpose if their purpose is to provide for toddlers. The crossbar is too low so the pendulum is too short. Even two and three-year-olds want to be excited by the swing. It is probably suitable for babies from 6 months to 18 months. We would suggest a new set of swings modelled on the ones at the Barley Fields playground where the swing frame is full size but the swings have bucket seats suitable for small children. These also prevent inappropriately older children from using them.
- 5) The zip wire is great and suitable for children of all ages.
- 6) The communal swings, set in a circle are also much appreciated by those that use them.
- 7) The walkway needs a major rethink and design and is a classic case of play equipment being designed for children by adults. The chain link is once again lying on the ground despite repeated requests to have it tightened. It's also largely pointless and can only be used by older, teenaged children. We would suggest a much longer, lower walk way such as is used in Farnham Park. Young children love walking on low walls or raised kerbs so all that is needed are foot high posts with planks linking them. It does not need to be anything more than that. It could run around the lower perimeter of the playground without getting in anyone's way.
- 8) The climbing frame is great but another example of short-sighted design means that for any child not big enough or strong enough to climb up the ladder or frame then it is out of bounds to them. Could steps not also be incorporated into the design? The wide slide is super but could it end in some artificial surface which does not get muddy for children landing in it?
- 9) When the first playground was designed, the strange "shelter" was built on the advice of the local police to discourage the use of an enclosed one by drug dealers! There is no "hang out" for children in Holybourne. Would it be possible to construct a three-sided shelter with glass or Perspex sides to alleviate any concerns but to provide shelter in adverse weather when older children want to socialise but not in their parents' houses?

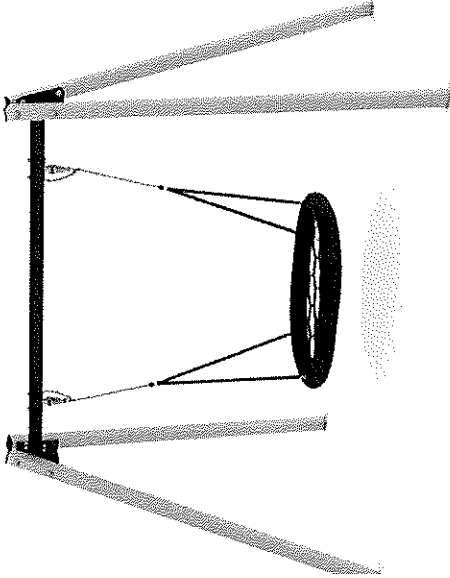
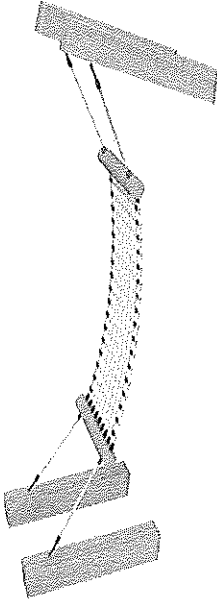
The playground is immensely popular but is showing its age. If our suggestions could be implemented it would bring it up to the standards of the other Town Council provided playgrounds.

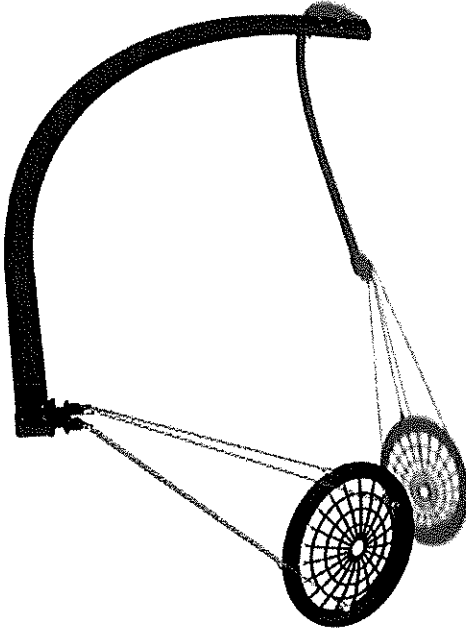
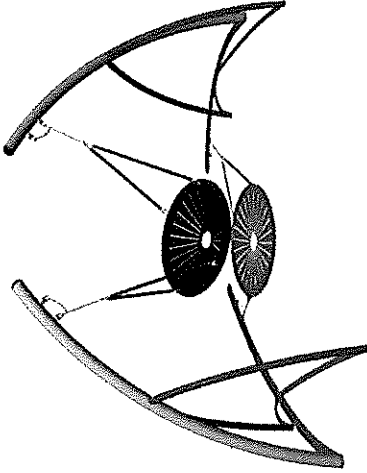
Jerry Janes

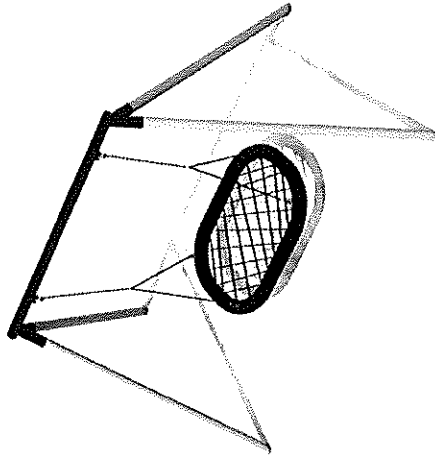
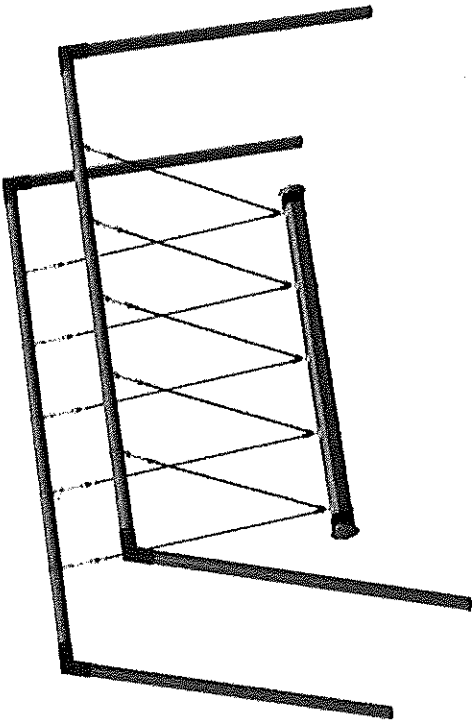
Two Basket swings for Public Gardens

Company A	
	Item Description Price Welfare & Security 1. Provide heras type fencing (as recommended by H&S executive) and signage for the duration of the contract. £454.33 2. Provide secure overnight storage, or split multiple deliveries, for the duration of the contract. £708.73 3. Provide re-filling of on-site water supply for installations for the duration of the contract – assuming fresh water tap accessible via client within 1 mile of installation site. £171.13 Equipment 4. 2.4m Eco swing with Basket Seat (x2) £5,973.96 Surfacing 5. 22m2 of recessed 50mm black wet pour (inc. 100m groundworks & PCC edging) – x2 - £6,059.50 6. Pre-Installation survey to access site/installation requirements. £149.00 Removals 7. Optional subsidised removal of spoil and/or waste material off site (one charge applicable er order). £200.00
	Total ex VAT £13,716.65

Company B	
Item Description Price Site Set Up 1. Site setup, machine hire & security fencing for the duration of the works. Provide all health and safety documents prior to starting works on site. £1,194.00 Equipment 2. Supply, delivery & installation of 2 Vesuvius Nest Swings (SB2054) £5,839.65 Bonded Mulch Surfacing 3. Supply & lay 36m2 of bonded rubber mulch (18m2 under each swing) £3,040.80 4. Supply & installation of 40LM Cut chase for above rubber mulch (20LM around each swing). £504.00 Site Completion 5. Reinstatement, soil work and seeding. Site clearance & removal of all packaging, leaving site clean & tidy on completion. £240.00 Total ex VAT £10,818.45	
Notes: All prices subject to: • A Site visit to mark out Swing areas prior to Installation. • Good access for delivery lorries, site vehicles, plant and machinery. • Service plans of the working and surrounding area will be required a minimum of 1 week prior to starting works.	

Company C	
 	Option 1 Item Description Price Equipment 1. Supply and install 2no Basket Swing. £4,250 Surfacing 2. Dig out and dispose of 36m2 of turf and soil 3. Supply and install 36m2 of Black EPDM safety surfacing on a type one stone subbase £2,700 4. Supply and install 20 linear Metres of PCC edging £1,400 Total ex VAT £8,350.00 Option 2 Equipment 5. Supply and install 1no Basket Swing. £2,125 6. Supply and install 1no Hammock. £1,925 Surfacing 7. Dig out and dispose of 32m2 of turf and soil 8. Supply and install 16m2 of Black EPDM safety surfacing on a type one stone subbase under Basket Swing £1,350 9. Supply and install 14m2 of Rhyno Mulch safety surfacing on a type one stone subbase under hammock. £1,190 10. Supply and install 20 linear Metres of PCC edging £700 Total ex VAT £7,290.00 General Notes: 11. All prices shown are Pounds Sterling and fully inclusive of delivery of materials and labour 12. All safety surfacing is installed to BSEN:1177

Option 3 (one unit only) 1. Supply and install 1no Velocity Basket Swing 2. Supply and install 21m² of Black EPDM safety surfacing on a type one stone subbase 3. Supply and install 20 linear Metres of PCC edging Total ex VAT £8550.00	 The diagram shows a swing set with a thick, curved metal arch. Two ropes are attached to the arch, each supporting a circular basket seat with a mesh-like pattern. The seats are positioned side-by-side.
 The diagram shows a swing set with a curved metal arch. Two ropes are attached to the arch, each supporting a circular basket seat. The seats are positioned side-by-side.	Option 4 (one unit only) 1. Supply and install 1no Cantilever Basket Swing 2. Supply and install 41m² of Black EPDM safety surfacing on a type one stone subbase 3. Supply and install 28 linear Metres of PCC edging Total ex VAT £10163.00

Option 5 (one unit only) 1. Supply and install 1no Birds Nest Swing 2. Supply and install 21m² of Black EPDM safety surfacing on a type one stone subbase 3. Supply and install 20 linear Metres of PCC edging Total ex VAT £6205.00	
Option 6 (one unit only) 1. Supply and install 1no rope end Swing 2. Supply and install 24m² of Black EPDM safety surfacing on a type one stone subbase 3. Supply and install 22 linear Metres of PCC edging Total ex VAT £8205.00	

BMX Pump Track

Background

BMX tracks were developed in the USA in the 1980s and became popular in the UK. However, the tracks were usually dirt which worked well in the US but quickly eroded in the UK weather. Most tracks which were created fell into disrepair and were closed. In 2008 BMX riding became an Olympic sport and popularity grew.

The track design allows for the rider to continue to travel over the jumps and round the berms (turns) gaining speed. The jumps are a mixture of heights and distances apart to ensure that all abilities can use the facility. Traditionally the track is flat and about 2-3m in width but recent innovations have seen a camber added across the width in increase the skill needed and variety of moves increased.

Existing Pump Tracks

The Alton Facebook page @Pumptrackforalton identified the track at Great Baddow, Chelmsford as being a wonderful example of a track design.



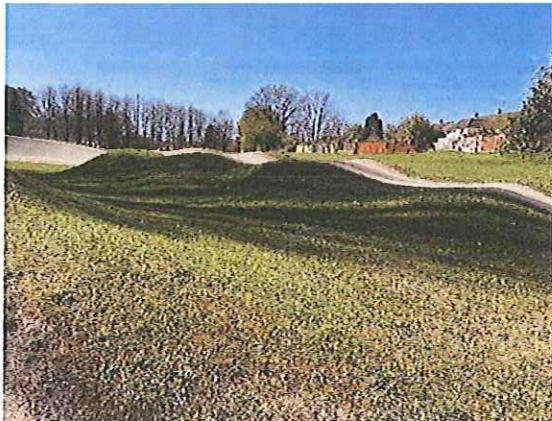
Having spoken to Paul Van-Damme at Chelmsford City Council, the track was installed 10 years ago at a cost of £60,000. The funding for the facility was raised by local groups and the Council supported them in setting up a group to make applications for grants. The track has 4 parallel routes with a sharp, banked 180 degree turn at the end which allows rider to travel continually around the track and use the start/end platform to return to the first lane.

Chelmsford City Council decided to go through a planning application process as this allowed for full consultation of residents and ensured any controversy about the project was discussed in a transparent arena.

The track was constructed by Maverick (not the same company who did our skatepark) but they have since gone out of business. The turns are made of tarmac as this is harder wearing and these areas get hard use with experienced rider taking these bends at a 45-degree angle. The rest of the track is crushed and rolled limestone, this surface is great for the riders and they prefer it to the tarmac but it

isn't very hard wearing. A bin of additional limestone was created at the track which allowed riders to add material into worn areas and this lasted for about 2 years but is now done by the Council. The limestone surface needs good drainage as it is prone to becoming waterlogged. The track is fenced to ensure dogs and small children do not run across the track causing accidents.

Whitehill and Bordon Town Council constructed a track in 2015 which was developed with a group of local enthusiasts. The track is approximately 50m in lengths and is more a circular design than the Great Baddow layout.



Whitehill Town Council had quotes from 3 providers:

- SN Jenks
- DT Leisure
- TrailCraft Track Construction

The third company won the contract at a cost of £22,930, the Council have done £3,000 of maintenance on the facility in the last 12 months to repair areas where the surface has become thin. The construction is similar to the Great Baddow site with tarmac used for the end turns and stone dust compacted down for the rest. This stone surface is excellent for bikes but is quickly damaged by scooters as the wheels are smaller and thinner which breaks down the compacted material.

Officers have spoken to James Shaughnessy who run TrailCraft Track Construction and he explained that a site needs to accommodate at least a 35m run with 2-3 features (undulations) in order to be interesting enough for riders. The disadvantage of a circular track is that riders always turn the same way, for example using the track in an anticlockwise way, riders would always turn left at both ends. The zigzag design at Great Baddow means that riders turn left one end and right the other. To construct a zigzag track each track needs to be 2-3m wide with a gap of about 3m between so the site should be 25m wide with tracks of 60-80m in length.

Officers met the Deputy Clerk and one of the Grounds Officers at the site and they informed that the track had been very popular with all age groups and that even very small children with the bikes with no pedals used the track as it allowed them to get momentum. The maintenance work carried out in 2020 was the repair the damaged surface and fill in dips which filled with water and became puddles. An additional heap of the top stone has been left for users to be able to fill any holes as required. I have tried to contact the other two companies but believe they are both no longer trading.

The Alton site.

The Northanger site which has been used as a simple Pump Track has some simple mounds which can be used as jumps.



The area currently used is approximately 80m by 25m wide and is on a slope. Having discussed with James this slope may allow for the soil to be removed to flatten the area and this repurposed as the jumps reducing the volume of material required.

The area would be large enough to put a track in, James estimated that a 4 track design like Great Baddow in full tarmac would be £40,000 - £70,000 and for part stone/part tarmac would be £30,000 to £50,000. These are very rough estimates but allow Councillors to get an understanding of basic costs for the project. It was indicated during the 2021/22 budget setting process that the £40,000 received by the Council for the installation of the phone mask at Greenfields would be allocated to this project.



Replacement fencing at Public Gardens

The fencing at the Public Gardens either side of the public toilets at the entrance to the gardens from Ladyplace Carpark have been identified as needing replacement.

The gates into the Garden have been replaced with hollow metal uprights which are finished at a 45-degree angle at the top.



Quotes for replace of 85m length of fencing are as follows:

Contractor 1



Based on your 'requirements' within the e-mail, [REDACTED] can and can't achieve the following: -

- a) 2.75m intervals - The largest length of ColourRail is 2.40m.
- b) 60x 60mm steel SHS posts – These are our standard size, although we also do 80x 80mm posts.
- c) Vertical bars to be 20mm solid round bar – [REDACTED] rails use SHS at 1.5mm thickness.

These are 20mm diameter, though no solid version is available.

- d) Concreted at depth of 75mm – Our standard depth is 60mm, which allows use of 2.4m SHS posts

The depth of 75mm can be achieved, but only by using 2.70m posts.

The sequence for timing of orders is as follows: -

Receipt of 25% deposit - 1 June

Materials ordered - 1 June (10 weeks lead time)

Materials received by me - 10 August

Installation - By arrangement in August

Costs:

Railings Height – 1.80m Colour – Black or mid green

Distance to be covered – 85.00m 37 x rail sections

Railings £ 7,712.49

Other Materials (posts, brackets, screws etc) £ 2,540.94

Ballast £ 485.00

Remove old railings £ 645.00

Dispose of old railings £ 426.00

Installation/labour £ 2,720.00

Total £14,529.43 plus VAT

Contractor 2

Takedown / clearing

Existing railings and clear off site.

Fence to be taken down as we go to keep security

82.0 linear metres of 1.8 metre high Vertical bar railings comprising of 20mm dia bars at 112mm centres welded to 2no 50 x 10mm flat horizontal and fixed to posts via anti vandal security bolts and cleats to 60 x 60mm SHS posts set in a concrete surround at 2.75 metre centres.

All steel to be galvanised and polyester powder coated RAL 6005 green.



Option 1

20mm Solid bar with Finial top

Total £15,413.67 plus VAT



Option 3

20mm Solid bar with Finial top

Total £13,772.61 plus VAT



Option 2

20mm CHS tube with Angle top

Total £13,020.71 plus VAT

Contractor 3

To take down 85m of existing railings and remove the waste from site.

85m of 1800mm high blunt top vertical bar railings.

Posts used will be 60x60mm SHS steel posts, the posts being dug approximately 750mm into the ground at 2.75m intervals and set in concrete.

2no 50x10mm flat bar rails will be fitted per bay.

The vertical bars to be 20mm solid round bar with flat top.

Finish to the above will be galv/ppc green or black.

£12270.00 plus 20% VAT

Quotation as above but the vertical bars will be 20mm hollow tubing.

£11190.00 plus 20% VAT

No Images provided but like for like replacement excluding the current pointed top.

Walk Alton Committee: meeting notes

Thursday 8 April 2021, 19.30 by Zoom

Present:

Phinna Brealey
Helen Dudley
Kat Guenioui
Ian Fleming
Sally Thomas
Julie Wakefield
Natalie Beckell

1 Ian welcomed Natalie Beckell from Alton Town Council to the meeting to discuss the May walking festival.

Outstanding actions and matters arising

2 The majority of the action points had been achieved. Ian updated on the plans for Walking for Health to restart walks from 20 April.

Annual Forum

3 Two further members had joined – HIWWT and the local NCT - bringing the current membership to 16 organisations. The committee agreed the draft agenda. It was hoped the Forum would be a source of good ideas that could be captured and evaluated by the committee. It was agreed to seek the Forum's views on the frequency of meetings – meeting annually might not be sufficient in the first couple of years. Ian confirmed that committee members are not expected to attend the Forum meetings, but there would be a chance to meet members of the Forum at the open meeting in the autumn.

Walk Alton - strategic plan

4 The Committee approved the strategic plan, and considered it a comprehensive document. The actions were ambitious and achieving them would require buy-in and involvement from our local partner organisations. Ian explained that he felt continued involvement with membership of the Walkers are Welcome scheme was a necessary preliminary objective, hence its positioning ahead of the four key priorities from the recent survey.

Walking Festival

5 Natalie reported that within a few days of going live there had been 76 bookings, with three walks already full. The festival was being advertised in the Herald, the Altonian, Walks around Britain, Walking Magazine as well as

Facebook and WaW website. Natalie, Ian and Helen would be meeting with walk leaders to brief them on 26 April.

6 Ian outlined plans to have a Walk Alton 'Start Walking' flag on display at as many walks as possible. This would make it clearly identifiable for visitors, publicise the festival and add a degree of professionalism. He asked the committee to review the programme and if possible to volunteer to take the flags to the start of the walk. Kat offered to put the programme on Google docs.

Action: all members to see if they can volunteer to take the flag to the start of walks. Kat to make the programme available on Google docs for online editing.

Note that the task will involve collecting the flag and base, transporting them to the walk start, assembling the flag and remaining until the walk has departed, then dismantling the flag and returning flag and base to the next user

Newsletter

7 Kat said she had a programme of long articles for the year ahead. It was important to try and publicise the newsletter as widely as possible as there are only c50 subscribers at present. It was agreed to promote on Facebook, in the Altonian, and put them on the website. Members agreed to continue feeding Kat information for supplementary items in the newsletter.

Action: Kat to publicise the newsletter on Facebook and liaise with Natalie over an article for the Altonian, and Julie for the website.

Website

8 The ongoing difficulties and frustrations with editing and updating the website were discussed. Simple editing was ok, but adding pages and new subheadings were proving very difficult. Kat wanted to use the newsletter to signpost material on the website, so it was vital that editing it and making changes were possible. Natalie agreed to do refresher training for Julie and Helen (and any other committee member that would like to be involved). She also offered to add copy and material to the website whenever Julie and Helen had difficulties.

9 Instagram was proving popular, with Julie doing a weekly posting of photos.

Action: Natalie to offer refresher training to Julie, Helen and any committee member who would like to join in.

Mapping

10 Julie reported that she had mapped around 10 walks and was planning to map the town walks on ViewRanger. Festival walk leaders would also be asked to map their walks using ViewRanger and share them with Natalie.

Action: Julie and Natalie to agree how to share the walks via the website.

Transport

11 Ian reported that Stagecoach had said they'd be ready to discuss a project for walks using buses from 26 April. He will contact them again.

WAW residential

12 Ian was keen to keep this on the agenda so that suggestions for the agenda could be identified. Julie said it would only go ahead in 2022 if the Kington event could take place in the autumn.

Alton Herald

13 Ian had received a request from Colin Channon for a fortnightly item from Walk Alton. This could be articles as well as walks. It was agreed that this would be quite onerous, and whilst the committee would support and help with monthly items fortnightly would be too frequent. Ian agreed to discuss the timing with CC. Phinna said ACAN could use the space for the intervening fortnights.

Action: Ian to discuss the request with the Herald and report back when a firm proposal is finalised

BHF walking challenge

14 It was agreed it was a good idea to support the BHF challenge. Sally agreed to see if she could get hold of publicity materials for the stall and social media.

Action: Sally to obtain BHF publicity materials.

Market/summer stalls

15 The plans and rota for the stall were approved. Kat and Natalie discussed setting up an explorer badge for younger visitors to the stall, and Kat offered to seek a raffle prize from Fill Up, with Ian and Helen to pursuing their prize suggestions.

Action: Kat and Natalie to consider developing an explorer badge for children.

AOB

16 Sally had been approached by Natalie Austin and Kirsty Cope about an Alton mental health programme to help people get active. She thought there might be a role for Walk Alton and would keep us informed.

17 Helen updated the committee on the finances which were currently very low. The ATC grant was due at the end of April, but was mostly accounted for. It was agreed to stop the Zoom subscription after the April payment.

**18 The next meeting would be held on Wednesday 9 June 2021.
Venue to be decided.**

cc: Committee members
Pat Harris, Alton Town Council
Jackie Brown, WAW mentor



Flood Meadows & King's Pond (Including the River Wey at Alton) Steering Group Meeting Notes 20th May 2021 at 10.30am, held virtually

In attendance: Cllr Pam Jones (Open Spaces Committee Chair), Charles Kaye (Wey Walk Working Group / AHRA) Brian Goode (Alton Society), Jenny Griffiths (ACAN) Councillor Suzie Burns, Louise Parker (Amery Hill Residents Association) David Tickner (AVLAN) and Leah Coney (Town Clerk)

1) Friends of King's Pond and Flood Meadows

SB reported that the first Friends of Kings Pond group since lockdown will convene this coming Sunday 23rd May. Martin Whapshott will attend on behalf of the Grounds Team. People can register their interest in joining the group by contacting her or the Town Hall. BG suggested SB pop down to the next Flood Meadows session to see how they run their volunteer mornings.

2) King's Pond Updates

- i) **Drainage Survey.** Professional survey costs were obtained and on average were going to cost in excess of £10,000. On that basis councillors wished to look at alternatives to paid engineering surveys. A pro-bono survey was undertaken by a local drainage engineer who looked at the paths around the pond both in the dry weather on Easter weekend and also again in the pouring rain on the 28th April. His recommendations are contained in a report which will be submitted to the next Open Spaces meeting.
- ii) **Rats.** A recent month-long deployment of traps resulted in the removal of 9 rats and 8 mice. Unfortunately, the rats are so well fed that they are no longer being lured into the traps with the bait as they are not hungry. There are still a noticeable number of rats at the pond and Environmental Health have been contacted to look at options going forward. It was noted by LC that in a recent correspondence with one of the experts working on the BioBlitz, he commented that the build up of silt, wildfowl waste and rat waste meant the ecologically the pond was "dead" and it meant he was unable to undertake pond dipping as part of the BioBlitz.
- iii) **Grill/Screen.** Following a request from a member of the public to confirm the "grill clearing" regime with the Environment Agency, the EA has since been in correspondence with ATC in respect of the grill which is owned by the Council. With the grill being brought to their attention, they have reviewed the current regime and concluded that due to resourcing constraints, they are now looking to the Town Council to clear it.
"We also monitor and clear the screen during the autumn/winter due to the volume of debris that falls in the watercourse. With the reduction in our resources and our drive to reduce carbon footprint. We would be looking to the council as the asset owner to undertake, regular checks and clearance where possible. When we clear the structure, we leave the debris on the bank, when this has built up we have been taking it away. It would be good if the council could aid in the removal of the debris"

The Environment Agency will, during high rainfall events continue to undertake flood runs and clear key pinch points and screens; Kings Pond is one of these and will still be checked.

The Environment Agency have also said they are keen to ensure that we work together to reduce flood risk to Alton. If there are any incidents that the council need to report please contact 0800 80 70 60. This is our 24-hour emergency incident hotline and is for not only flooding but pollution as well.
- iv) **Trees in the water.** Due to the pollution in the water at the pond it has been challenging to secure a tree surgeon to undertake the work to remove the trees currently in the pond. This work is recommended to be carried out around September time when the water level should be relatively low and costs for the work will be submitted to the Open Spaces Committee.
- v) **egg oiling.** Whilst the licence had been obtained, due to continuing issues associated with lockdown and an unwillingness by local companies to undertake the egg oiling due to the need to get across by boat to the island, which was partially flooded resulting in just three nests this year, the decision was taken not to egg oil for 2021.



In addition, CK noted that there was one mated pair of Canada Geese at Flood Meadows which will be monitored.

3) Project -state of the riverside paths in Flood Meadows

An indicative price of £38,000 has been provided to officers and will be presented to Open Spaces Committee next month. LP said she will go away and "percolate" some ideas for how fundraising may be achieved to help meet the cost.

Anecdotaly LC noted that Dr Chatfield had reported that a number of years ago a similar project had been discussed and due to the costs, this is why the Friends of Flood Meadows was set up to undertake the repairs to the paths through volunteer activities, however, the path, despite the best efforts of the Sunday working party, is becoming flooded more regularly.

4) Project – gravel recharge at Flood Meadows

LC noted the quotation from Aquamaintain at around £8500 which may be reduced to £2,400 if volunteers are engaged and just the material costs are provided by the Council. It was suggested that AVLAN volunteers might be able to help with the gravel recharge. A decision will be made by Open Spaces Committee next month as to how to proceed with this.

5) Project – River along Weyside Walk.

JG prepared a successful bid for £15,600 of funding for this project. Her thanks to Cllr Burns and Hunt for funding for the information board. An MOU has now been completed with the EA and awaiting first instalment of payment. Aquamaintain will be submitting the EA permit application which will also be submitted to EHDC as they will require a licence for AVLAN to work in the river as they are the landowner.

6) King's Pond former Car Park by the Railway Bridge

CK noted this is still embryonic and will be discussed further off-line before putting any proposals together.

7) River Wey Monitoring

AVLAN working with GS on sampling. Two groups of 6 went out at the end of April. Took some good samples at Flood Meadows. Baseline monitoring will also be done by Costa Coffee later in the year, GS noted that sampling could be done to see upstream and downstream of King's Pond AVLAN will have a stall at the bio-blitz so people can find out more

8) Management Plan review for Flood Meadows and King's Pond

The group noted that some water sampling is required at the Pond.

LC noted that any management plan review will need to be put out to tender later in the year providing the current plan and any information gathered at the BioBlitz by way of background.

9) Leaflets

- i) Flood Meadows. Is progressing well, artwork and layout are well advanced.
- ii) King's Pond – will wait until the Flood Meadows one is completed and additional information is available after the Bio Blitz which may wish to be included.

10) Trees for Life update

PJ also noted the Trees for Life book for the original project at Flood Meadows is now located at the Town Hall. It is hoped to have the book put on display at some point.

11) Date of next Meeting TBC

The meeting finished at 11.27am