



ASHMANHAUGH PARISH COUNCIL

SPECIFICATION FOR IMPROVEMENT WORKS TO THE COMMON 2016/7 - WORKING DOCUMENT

Created: 13/10/2016

Agree at Council: 11/11/2016

Author: Clare Male, Clerk and RFO.

Location: The Common, Church Road, Ashmanhaugh. Situated at the end of Church Road. Bordered to the north by the private section of Church Road; to the east by a ditch and field belonging to the Hoveton Hall Estate; to the south by the grounds of the Ashmanhaugh & Barton Wanderers Cricket Club (leased from Hoveton Hall) and to the west by a pair of cottages - Corner Cottage and Meadow Cottage.

Status: The Common is registered as Common Land with the Secretary and is registered as a Surveyors Allotment with North Norfolk District Council. Appropriate permissions will need to be sought with both parties before works begin.

Outcomes:

1. Drain the waterlogged land across the Common and reduce the volume of water in the culvert that flows north-south along the east side of Church Road by reinstating the ditch that travels west to east across the Common. Maintain access between the Cricket ground and the Common by installing a single plank bridge with handrail.
2. To allow local properties to disperse suitable treated liquid waste into the reinstated ditch. An annual charge would be paid to the Parish Council to fund regular maintenance of the Common and the ditch.
3. To identify and mark the boundaries of the Common with durable and identifiable stakes.
4. To prevent further erosion between Church Road and the northern edge of the Common by installing railway sleepers.

Specification:

1. Reinstatement of drainage ditch. To dig out a 1 - 2 foot ditch with the fall running east as shown approximately on the attached diagram. This would follow the path of the old ditch which in some places can be clearly seen on the ground. Contractors would need to account for several hazards in the area - the electricity meter that serves the Cricket Club Pavilion and the septic tank. Some scrub and branches may need to be removed to allow this work to be undertaken. Since the ditch travels across the Cricket Ground and the Common the cost for this work would need to be shared between Ashmanhaugh Parish Council and the Hoveton Hall Estate. Spoil would either need to be removed or distributed across the Common in some way. If

the spoil is distributed across the Common this would then need to be reseeded. A single plank bridge with handrail is to be reinstalled.

2. To install suitable drainage pipes from local properties into the reinstated ditch (at expense of householder?).
3. To install boundary markers to establish the boundary of the Common. These are not continuous bollards to prevent access/reduce erosion but maybe 6-7 stakes which would mark the boundary. These would need to be durable and of limited maintenance.
4. To install railway sleepers to keep/maintain the existing edge to the Common. Access onto the Common would need to be maintained, potentially by just having a gap in the sleepers. Drainage would need to be considered. Need to avoid creating problems with water flowing back onto Church Road. Sleepers must be suitably level with the Common to allow grass cutting and not to require the need for strimming. Consider using the spoil from the ditch reinstatement to level out the land up to the sleepers. Sleepers would allow the residents of the far end of Church Road to build their road up to. Consider liability issues with installing a barrier of any type.

Procurement regulations:

The Council must ensure **best value** at all times. The RFO shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers. This excludes specialist services. Costs must be reported and approved at Council meetings. Any works over £5K must be put out to tender. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

Actions:

1. Check the run and specification of ditch with Hoveton Hall Estate. Also if further details of bridge and scrub/branch removal is required.
2. Liaise with Cricket Club to see if they have any detailed drawings showing the run of the power cable and the position of the septic tank. Agree spec.
3. Research which agencies would need to give permission to reinstate ditch and spread spoil across the site.
4. Take advice from Norfolk County Council to see what permissions would need to be sought to discharge treated septic waste into the ditch.
5. Write to local householders to see who is interested in discharging into the ditch.
6. Research how much a suitable charge might be for discharging into the ditch.
7. Contact NNDC and see if they would be able to install boundary markers.
8. Once the boundary markers are installed the line of the railway sleepers can be agreed.