Whitewater Meadows Cattle fencing 2023/24



APPENDIX 1. Specification

01 SCOPE AND SCHEDULE OF WORKS

Summary of works and parts of project.

- (1) Prepare groundworks, including scrub removal.
- (2) Supply and install cattle stock proof fencing.
- (3) Remove and dispose of any existing fencing in areas where it has been removed for new fencing.
- (4) Install vehicle access gates and amend pedestrian gates as per specification.

02 SITE OVERVIEW

Site Description: Whitewater Meadows is a Suitable Alternative Natural Greenspace (SANG) based in Hook. It is accessed via a local housing estate and borders with the Crooked Billet pub and other private landowners. The site has a higher sloped ground area to the west and in winter months the eastern half of the site can undergo waterlogging in areas.

Site address: Area can be accessed by vehicle from Papemill Road off the A30 (London Road). Nearest postcode is RG27 9QU.

What3Words / Grid reference: handrail.supposing.winemaker

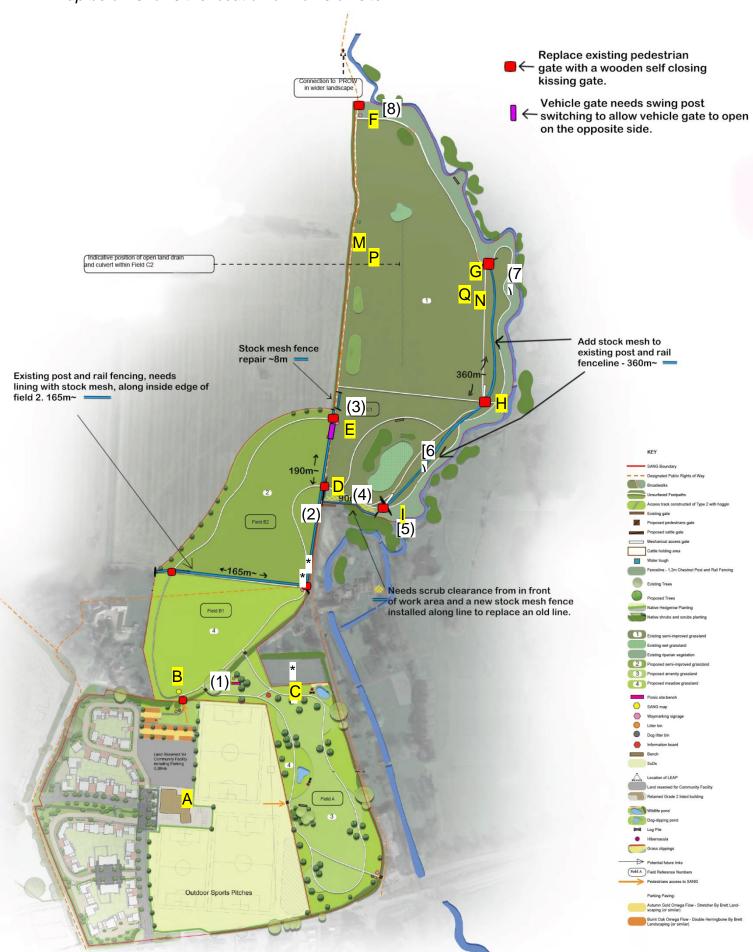
Access restrictions: Hardcore path in higher sections of site, but lower section is grass mown paths and will not be easily accessible by vehicle in wet periods. Site access restricted to 4x4 or tracked vehicles.

Map below includes access to car park:



03 MAP OF WORKS

Map below shows the location of works on site:



04 MATERIALS

All timber to be FCS certified

Timber fencing materials – stock-proof fencing

- o Round peeled chestnut timber for all upright posts (strainer, struts, intermediate):
 - Straining posts 2.4m x 150 -175mm top diameter, pointed
 - Struts 2m x 100mm top diameter, pointed
 - Intermediate posts 1.8m x 75 100mm top diameter, pointed
 - Longer posts (minimum 2.1m to be used at (4), where posts run along or through ditch
- Wire: two strand high tensile 2.5mm (12½ swg) mild steel galvanised 4-point,
 Galfan coated or equivalent
- Stock fence netting galvanised Galfan coated or equivalent, 2.5m intermediate gauge, 3.0m top and bottom gauge
- Staples: 40mm x 4mm galvanised wire staples
- o Anchor stakes: half round min 75mm face, to use as trust plate for struts
- Wire standard BSEN 10223

Timber fencing materials – chestnut post and rail

- o To match existing chestnut post and rail on site, as at location (1)
- Single strand of wire along length of fencing

Kissing gates – self-closing hinges

- Self-locking hinge mechanism
- Two-way self-closing gate
- o 45-degree hinge

Kissing gates – Accessibility

- o Wheelchair accessible
- Not allow livestock to pass through.
- (Example TATE Kissing Gate or similar)

05 DESCRIPTION OF WORKS

Summary of measurements:

- o Total length new post and rail stock-proof fencing: 288m
- Total length of mesh and top wire only sections: 543m
- o Total length of additional chestnut post and rail fencing: 8m
- Total number of field gates to be replaced: 3
- Total number of pedestrian gates to be amended: 7

Description of Works: Fencing works

All fencing to be installed as cattle-proof stock fencing, unless otherwise stated

(1) Add stock mesh to existing chestnut post and rail fencing for full length of fencing to boundary (height of stock mesh fencing to be used as per fencing materials listed),

run single wire strand along top of existing posts, above stock mesh. (Fence should be on the side of field B2)

Type of fencing: mesh and top wire only Length of fencing = 165m

(2) Cut back any overhanging tree branches or scrub to existing hedge (e.g. with hedge strimmer or flail) and install new stock fencing along existing hedge line, approximately 1.4m (ped mower width) away from hedge to enable access for maintenance. Connect with all pedestrian and vehicle gates, the fencing should then continue to meet up with boundary fencing. Note that this hedge is subject to dormouse surveys and associated protection so prior to works commencing, contractor to liaise with Site Ranger and Hart DC Biodiversity Officer to ensure no dormice will be impacted by hedge works.

Length of fencing to be installed = 191m

(3) Continue installation of new fencing into hedgerow put up solid post and rail chestnut fencing to same specification as at location (1), include cattle-proof fencing as in description (1). Should meet up with kissing gate/fencing at 'E', add kick in if necessary to line up.

Type of fencing to be installed: chestnut post and rail, mesh and top wire Length of fencing to be installed = 8m + 2m

- (4) Flail vegetation to existing fence line (approximately 3m x 90m), install new fencing in front of current fence/gate, to join with existing pedestrian gate to the east and fencing to the west. Note: access not permitted through gate and existing fence ownership undetermined, so new fencing to go just in front.

 Length of fencing to be installed = 90m.
- (5) Add stock fencing mesh and top wire to existing chestnut post and rail fencing Type of fencing to be installed: chestnut post and rail, mesh and top wire. Type of fencing to be installed: mesh and top wire only Length of fencing = 360m
- (6) Instal new chestnut post and rail fencing from point M W3W///passing.twinkled.baths across the field to point N W3W///craters.shins.sourcing New fencing to be taken into join existing field fence.
 Point 'N' to be 20m from the end of existing fencing
 Type of fencing to be installed: chestnut post and rail, mesh and top wire

Length of fencing to be installed = 164m.

- (7) Install new accessibility kissing gates and new field gates. Kissing gates to be centre of footpath.
- (8) At points where fence line crosses existing or previous ditches (visible on the ground) chestnut fencing to be reduced or omitted and gap to be crossed with wire only.

Description of works: field gates

Replace existing vehicle gate at 'A' with wider timber field gate (12ft gate) – will require repositioning of existing chestnut post and rail to a wider angle to enable wide tractor access.

Re-place existing vehicle gate at 'B' and 'E' with wider timber field gate (12ft gate) – ensure gate opens towards the eastern field.

Gate 'E' needs swing post to be on opposite side.

New vehicle gates, 12ft,to be fitted at points P,Q. Gates to be adjacent to kissing gates, on the inside of field position.

Description of works: pedestrian gates

Amend existing pedestrian gates listed below to kissing gates and spring-loaded mechanisms at following locations: D,G, F

Accessibility kissing gates at locations: B, C, E, P, Q

06 ADDITIONAL WORKING REQUIREMENTS

Existing fence lines to be removed and disposed of by contractor in an appropriate and legal method off site (e.g. at licensed waste disposal site)

Fencing should not be strained or attached to gate posts, trees, shrubs or other structures. Gaps between the end straining posts and other structures should be stock proofed with post and rail sections a minimum of 1.5m long either side of structures (i.e. pedestrian gates, vehicle access gates, styles

Posts to be driven in minimum 2/3rd into ground and a minimum of 600mm

Fencing should be constructed in straight lines and be strained between strainer posts. Strainer posts should be used at each end of the fence and at least every 100m, along with at all changes of direction and sudden changes of gradient. Two struts per straining post should be used on changes of direction, in line with the fence. Anchors can be used where required for necessary minor directional changes in fence line

Intermediate posts to be spaced at 3.5m centres for timber posts, or 4.5m centres for steel posts

All works to be completed in line with Hart's Contractor Procedural brief (see Appendix), in addition to the points below:

Final specification details to be agreed with site ranger prior to ordering items. Works have only been formally awarded when contractor receives purchase order with cost details from Hart District Council

All material installations to follow manufacturer and supplier recommendations

Contractor to be aware and cautious of works that involve excavation of driving posts into ground, due to underground utility cables. CAT scanner should be used and exercise careful working near any utilities, ensuring digging is no deeper than necessary to install posts. Contractor can request utilities map from Hart DC prior to commencing works.

When working within the canopy of trees avoid damage to roots and avoid compaction of soil in tree root zones. Use the smallest, lightest machinery possible to undertake the works, and close to trees only hand tools should be used.

Set out line of paths on site for checking by client prior to constructing edges and carrying out any base excavations.

Contractor to consider how operational activities may impact on interaction with site users and put in provision to ensure users and dogs are kept safe (e.g. use of herras fencing to temporarily block access along route or sections of route).

Tree and scrub works must not have an adverse impact on wildlife, in particular nesting birds and dormice. Competent person to check immediate vicinity and trees/scrub for removal prior to carrying out works, to ensure no nesting is occurring. If any protected species and/or nesting birds are discovered during works then contractor is to make area safe, cease work and contact Project Manager/Site Ranger/Biodiversity Officer to inform them. Works should not recommence until signed off by above staff member (if active nests are found the area must be protected until the chicks have fledged).

Site ranger to view works with site foreman to view the work and ensure that the work has been completed to satisfaction. This is to take place ideally before any machinery and material are removed from site.

07 REINSTATEMENT AND COMPLETION

- a. Remove any temporary signage, barriers and fencing from site.
- b. Make good all damage to any natural and man-made surfaces caused by the works, from access to the works by plant and machinery, by storage of materials and other causes within the contractor's control such as ground rutting.
- c. Compacted soil should be de-compacted and re-graded. Contaminated soil (for example accidental spillage of fuel) must be excavated and removed from site to an approved landfill site and replaced with uncontaminated subsoil and topsoil to match existing soil profile.
- d. Make good any damage to retained trees and other woody plants by pruning back damage to healthy growth in accordance with good arboriculture practice.
- e. Leave site clean and tidy. Remove all excess materials from site to the contractor's store or to an approved tip, unless otherwise agreed in writing.

APPENDIX 2. Contractor's Procedural Brief

01 Permits to Work

Contractors must notify sub-contractors of any safety systems in place. Contract of working is between Hart District Council and the Contractor with whom the purchase order has been placed. Contractor takes full responsibility for any sub-contracted works and must obtain prior permissions from Hart Council in writing, when planning to use sub-contractors.

02 Safety Standards

- 1. All contractors working on site must sign in at reception/office daily.
- 2. Observe all local site rules. e.g. No smoking etc.
- 3. Always notify the Site Manager of any hot works, welding etc.
- 4. The creation of dust and fumes shall be controlled and kept to an absolute minimum.
- 5. Contractor must provide adequate and appropriate signage and set clearly defined work zones that are a safe distance away from members of the public, including closing path sections where appropriate. In the event of path closures, contractor must do so with prior agreement from Hart DC staff.
- 6. Contractor's electrical tools and other equipment must be suitable for the work and environment in which the work is being performed. Tools and equipment must also be adequately maintained and conform with current regulations.
- 7. Contractors are not permitted to make use of any premises services without the prior approval of the Site Manager.
- 8. Contractors must not operate any dead eye, hoist, lift or any other equipment without the approval of the Site Manager.
- 9. Contractors must maintain safe means of access and egress from every area where the contractors' employees will be working.
- 10. Contractors are required to use premises roads and gangways to and from the site of operation and are unauthorised to be in any other part of the site.
- 11. All excavations at all times must be securely protected and sign posted with warning lights. Some sites may require trenches to be filled/covered if left overnight.
- 12. Contractors shall report all accidents/incidents to the Site Manager immediately.
- 13. Good housekeeping is to be undertaken at all times by the contractor. All gangways, corridors and roads are to be kept clear of obstruction at all times.
- 14. The premises shall provide a safe place of work. The contractor and sub-contractors have a duty to implement and maintain a safe system of work.

- 15.On completion of work the contractor shall ensure that all materials and waste is removed from site and appropriately disposed of.
- 16. All contractors' personnel must be competent, adequately trained and equipped to perform the specific task required.
- 17. All works to be carried out in accordance with the Code of Safety document below.

03 Specific site rules:

To be advised by the Site manager where the work is being undertaken.

04 Countryside Site Works

Due to the very varied sites covered by the Service and varied weather conditions "contractors" must inform the Rangers when and where they are working at all times on council land.

Contractors must be courteous to the general public at all times and communicate any positive or negative feedback from the public back to the Countryside Service.

Any weekend working must be authorized before proceeding.

All fires must be carried out in accordance with the **Bonfire Protocol** outlined at the end of this document.

Appendix 3. CODE OF SAFETY

It is expected that all contractors, sub-contractors and consultants, awarded contracts by Hart District Council shall perform all work with due regard to the Health and Safety at Work etc. Act 1974, the Management of Health and Safety Regulations 1992/99, the Construction (Design and Management) Regulations 2015 and all other relevant Regulations, Approved Codes of Practice and HSE guidance. It is also expected that all contractors and their employees will be conversant with any specific safety rules of the premises and the particular area in which they are to work prior to any work commencing.

The contractor shall be responsible for nominating a representative/officer (Site Manager) whose name will be documented in any written contract prior to works proceeding. The contract document shall also name the officer responsible, who will act as the site contact for all matters concerning the works.

The main contractor shall be responsible for notifying all sub-contractors of any factors affecting their health, safety and welfare and the safety of others who could be affected by the work activities being carried out. The main contractor shall ensure that any sub-contractors receive a copy[s] of the site rules and that they are understood. The main contractor shall fully inform the Site Manager of the fact that sub-contractors will be used to perform the works.

01 Starting work

Appropriate arrangements for health, safety and welfare and safety shall be made and a safe system of work arranged with the Site Manager before the contractor's operations begin.

Daily, prior to commencing work, the contractor must report to the Site Manager or other previously designated manager in his/her absence.

When contractors' operations are expected to create special hazards on any particular day(s) e.g. hot works, electrical work, work in confined spaces, demolition work, use of dangerous substances or articles, working at height or any other activity then the attention of the Site Manager must be drawn to these hazards and adequate precautions must be taken. A "permit to work" scheme may be deemed necessary for the given examples dependent upon the findings of any assessment (i.e. serious risk, COSHH, confined spaces or fire).

When Contractors' employees may be at risk when working in certain areas on the premises, the Contractor will be notified accordingly and will also be provided with all relevant information relating to the identified risk. There will be a joint responsibility on the Site Manager and the Contractor to assess and inform their employees and to advise Hart DC of such hazards. Instruction and training will also need to be considered if the hazard is significant.

02 Services

Contractors must not connect or interfere with any electrical, gas, water, compressed air or other service on the premises without the expressed written permission of the Site Manager. The connection of portable electrical tools, such as drills, by means of a standard plug top is exempt from this rule provided that the appliances are of the 110volt centre tapped to earth type. The provision of any step-down transformer shall be designated as the responsibility of the Contractor.

03 Tools and Equipment

All plant, tools, tackle and equipment used by contractors on the premises must be suitable for the work and environment, in which it is being undertaken, must comply with all relevant legal standards and must be maintained in accordance with appropriate safety standards. The personnel using such equipment must be adequately trained and competent in the use of such equipment. Hart DC encourage the use of battery operated wherever possible.

Contractors are expressly forbidden to use any plant, tools, tackle or equipment which belongs to the premises at which the work is being performed.

04 Electrical Plant and Equipment

The contractor or his employees shall not enter any area of the premises without the expressed permission of the Site Manager or other previously designated manager in his/her absence.

It is recommended that battery powered tools and equipment are used whenever practicable. They have shown to emit lower noise levels and far lesser hand, arm vibration.

Portable electrical tools and equipment must be sufficiently earthed or double insulated. In appropriate cases, i.e. working in a wet environment e.g. swimming pools, such equipment must be of a voltage not exceeding 50volts for lighting and 100volts for portable tools. The electrical supply shall be by means of a double-wound transformer with the secondary circuit being centre tapped to earth.

As further means of protection from excess electrical current all equipment shall be sufficiently fused and the contractor shall use circuit breakers, miniature circuit breakers and residual current devices where possible. All such devices incorporate earth monitoring devices capable of switching off the electrical supply in the event of the earth connection being broken.

05 Guards, Fences, Barriers, Screens and Enclosures

Guards or fences must not be removed from any machinery or plant except to carry out work on that equipment and then only with the written permission of the Site Manager. Guards or machinery must not be removed while machinery plant is in motion or energized. Guards or Fences must also always be replaced and secured as soon as work is complete and before the machinery/plant is reinstated or energized.

All contractors' machinery brought onto the premises must comply with the Provision and Use of Work Equipment Regulations 1998 (PUWER) relating to that type of equipment, and must where appropriate, be adequately guarded or fenced. Where a contractor is performing work on the premises which involves the breaking of stone, grinding of metals, sand blasting etc. then the contractor shall be responsible for the installation and maintenance of suitable screening or enclosures to protect persons other than their employees who may be endangered by the activity. Test and examination certificates shall be made available as requested.

06 Working above ground

When work by a contractor involves the erection and use of any scaffold support, mobile tower scaffolds, mobile elevated work platforms, cradles and/or ladders then the contractor shall be responsible for the safety of such structures. The contractor's responsibility extends to incorporate features such as scaffold "fans", ties, walkways, covers, guard rails, toe boards, warning lights etc. as may be deemed necessary for reasons of safety. Daily inspections and precautions must be taken to ensure safety on such structures by the removal of ladders or other means of access when work ceases. Test and examination certificates shall be made available as requested.

07 Working below ground

Ground on premises may not be broken without the expressed permission of the Site Manager and Hart DC. Nearby underground services must be positively located by the contractor and their presence pointed out to those persons performing the excavations, prior to the work commencing. Excavators and JCB's should not be used in the vicinity of buried services. A "permit to excavate" may be issued to ensure these precautions are carried out. The excavation must be made safe by means of barriers, stop blocks and suitable warning notices until the ground is restored to its previous state.

All trenches and excavations, particularly those adjacent to roads or existing buildings must be adequately "shored" and falls of material prevented by "battering back", caissons, or other effective means in accordance with any guidance and good practice. The safety of other persons on site is to be a continuous priority and excavations boarded over where practicable and/or otherwise suitably protected and signed when work is not actually proceeding.

08 Confined Space Entry

Contractors employees may not enter any chamber, tank, pit, vat, silo, trench, pipe, sewer, flue, well or other similar confined space where there may be dangerous fumes or lack of oxygen, without the expressed permission of the Site Manager and Hart DC. If permission is given then work in such spaces shall be carried out taking all necessary precautions and using the methods outlined in The Confined Spaces Regulations 1997.

09 Permits to work

In cases of specifically hazardous work or where contractors operations need to be strictly coordinated with those of the premises to ensure safety, the work shall be governed by means of a formal permit system. The relevance of such a system to the work envisaged must have been discussed and documented wherever possible during the planning stage. The necessity for such a system to be adopted must be noted before work commences and the Site Manager and Hart DC informed.

010 Control of pollution/waste

Contractors may not deposit any waste, chemical or other substance whatsoever into any drains, skips, bins or any other area on the premises. All waste must be disposed of as agreed in the contract, by an approved and authorised waste disposal contractor(s). Further advice can be obtained from the Environment Agency.

011 Cartridge operated fixing tools

Cartridge fixing tools may not be used on the premises without prior permission from the Site Manager. If permission has been granted, such tools may only be used in compliance with the standards set out in the PUWER Regulations.

012 Fire

Smoking, the use of flame lights or the application of heat e.g. welding or burning, is prohibited in most of the premises. When this type of work is essential contractors and their employees must seek prior written approval from the Site Manager and Hart DC.

Contractors are responsible for the provision of a formal Fire Risk Assessment and suitable and sufficient firefighting equipment appropriate to the work involved and possibly a 'Fire Watch Person to remain on site until the heat source or embers are made safe. Contractors and their employees must conduct the following checks upon their arrival at the work site:

- 1. The nearest means of escape in case of fire.
- 2. The location, type and method of operation of the nearest firefighting appliance.
- 3. The location and method of operation of the nearest fire alarm.

Contractors must obey all alarm signals whilst on the premises. Contractors using one or more of the premises' firefighting appliances must notify the Site Manager and Hart DC immediately.

013 Emergency Evacuation of the premises

The Site Manager will inform the Contractors' Manager of all fire and emergency procedures. The Contractor then has the duty to inform all workers, including subcontractors of these arrangements.

- Each Council site displays official FIRE INSTRUCTION notices which are generally located adjacent to each firefighting appliance. These notices are prominently displayed in all corridors and stairways.
- 2. The fire instruction notices state the assembly point for users vacating a building as a result of any EMERGENCY SITUATION and normally incorporates a map identifying the location of the assembly point in relation to the building.
- 3. All contract staff must be made aware of all familiar routes of escape from the building in which they work and fire assembly points.
- The continuous ringing of a bell/siren warning system will indicate that an emergency situation exists which necessitates the evacuation of the building. NO ONE INDIVIDUAL IS EXEMPT FROM EVACUATION.
- 5. Upon hearing the emergency warning it is vital that users evacuate the building in a controlled and orderly fashion. Lifts and paternosters must not be used whilst the emergency alarms are ringing.
- 6. A roll call is to be taken at each assembly point by a nominated person.

014 Personal Protection

The contractor shall be responsible for providing his own employees with personal protective equipment as may be required for the work in hand. Such equipment may include eye and ear protection, respirators, head protection and breathing apparatus etc.

O15 Reporting a near miss, accident or incident involving a contractors' employee or other person affected by the contractors' work

Any accidents of this nature must be reported to the Site Manager immediately. Copies of Reports should also be submitted to the Councils' Corporate Health and Safety Adviser Public and in Environmental Health Services department. All accident reports should be presented on an official Council accident/incident report form (ARF1) and completed on the same day as the accident/incident or within 3 days if a weekend.

16 Reporting an unsafe condition or hazard.

Unsafe conditions or unexpected hazards must be reported to the Site Manager immediately.

17 Contractor Code of Conduct

Whilst carrying out contracted work for Hart District Council Leisure and Environmental Promotion Department all contractors, their employees and any sub-contractors are expected to abide by the following:-

 Be polite, respectful and considerate to others be they Hart DC staff or members of the Public

- Not to discriminate unlawfully against any person for any reason
- Bad language unnecessarily raised voices and language or behavior that could be offensive on the grounds of age, physical appearance, gender, sexuality, disability, ethnicity or religion are all forbidden. Examples include –
 - Verbal abuse, or insulting behaviour
 - Sexist jokes, racist jokes, jokes about an individual's sexual orientation or jokes about disability
 - Unwanted physical contact ranging from touching to serious assault
 - Display or circulation of sexually suggestive or racially abusive material
 - Bullying, coercive or menacing behaviour
 - Ridicule or exclusion of an individual for cultural or religious differences
 - Obscene slogans on T-shirts, other items of clothing, stuck to toolboxes, etc.
- No alcohol or drugs (unless prescription medication) are to be consumed whilst in the workplace or brought into the workplace. [Workplace can mean a building or out on land owned or controlled by Hart DC].
- o All should be in a fit state to work and not under the influence of drink or drugs.
- Must observe any relevant national codes of practice and standards for his or her particular area of work.
- Be appropriately trained and certificated for what they are doing and /equipment they are operating.
- Comply with agreed arrangements relating to where, when and how works are to be completed.
- Observe operational regulations, safety rules, regulations and codes of
- o practice, safe working procedures.
- Provide copies of all relevant paperwork regarding health and safety for what they are doing, i.e. Risk assessments, hot works certification, etc.
- Be responsible for their personal safety, mindful for that of others working with them, that of staff members of Hart DC and of members of the public

18 Bonfire Protocol

The number of people required when controlled burning takes place depends on the size of the burn and other resources available, such as water tenders, etc. Adequate numbers of personnel and fire beaters should be available in the event of flare up and/or the burn jumping the brake line. A mobile water supply should be on site and/or a pump from adjacent water source. Back-pack (knap sack) sprayers should be available for spot fires.

Person in charge of daily operational activity is responsible for ensuring there is an adequate Fire Plan in place and accessible, in case of emergencies.

19 Fire Location

 Fire site to be free from obstructions and well away from buildings, trees and hazards such as overhead cables There should be multiple entrance and exit points to the fire site and supervisor should ensure everyone is aware of any loading and fire use procedures

20 Storage of materials

- Stacking of timber for burning should be a sufficient distance away from the fire site so that it will not catch fire and the pile for burning should be minimal at all times
- Timber should be stacked in the same direction as much as possible, for ease of removal and loading
- All fuel (e.g. matches, dry kindling, newspaper, etc) should be out of the fire break area unless being used to start or reignite the fire
- Sufficient water should be within easy reach to put out any fire issues, such as embers, fire creep, wind carried fires, etc

21 Burning procedures

Fire supervisor to carry out appropriate fire risk assessment prior to commencing any fires, to include identifying suitable site location, access, local conditions, emergency plans and contacts.

Controlled burns of vegetation should only be carried out in 0 - light winds with humidity at 50 - 60% and the mean air temperature must be below 50 degrees F.

The area to be burnt should be surrounded by an area clear of vegetation at least 4 metres wide. Burn should be carried out against the wind, where possible.

Bonfires should not be lit if there is a high risk of the surrounding vegetation catching light and / or large embers being dispersed widely. They should not be lit in high winds.

The fire brigade should be informed before controlled burns or bonfires are lit. (Telephone 01329221228).

At least one person should have a mobile phone with them when having a bonfire or carrying out controlled burn.

22 Fire Issues

If any fire looks to be getting out of control then the fire supervisor should arrange to call the emergency services on 999 as soon as possible. The site manager should also be informed as soon as it is appropriate and safe to do so.

Fire supervisor and all fire users should be aware of appropriate fire safety.