



Document prepared by	Binfield Parish Council
Documentation type	Project Specification & Delivery Schedule
Title	Blue Mountain Allotment Site Development
Location	The allotment area is off Wood Lane, Binfield, RG42 4EX. Access to the site is via the same entrance as The Golfplex.

Project objective	<ul style="list-style-type: none"> • Develop a community allotment site with organised plots in various sizes, safe access, and community area. • Install essential infrastructure, including water access, fencing, roadway, and an entry gate. • Ensure the project remains within the allocated budget.
Introduction	<p>Binfield Parish Council is seeking a suitably qualified company to develop a new allotment site in Binfield.</p> <p>The area is approximately 100m x 50m and has been designated as land to be used for allotment purposes only. The site will be managed by Binfield Parish Council.</p> <p>Prior to the land transfer, the developers installed wooden fencing around the site, with various plot sizes marked out with wooden edging, none of which are fit for purpose. There is also a driveway leading up to the car park area next to the site. There are also two sheds, and a water trough situated within the fenced area.</p> <p>Unfortunately, the existing layout is not suitable, so the Parish Council has approved a new design for the site.</p> <p>Due to the time it has taken to complete the land transfer with the developers, the site is now very overgrown with weeds and grass.</p>
Project Completion Date	The Parish Council would like the site completed for late spring/early summer 2025.



The site layout shown was installed by the developer. Various size plots have been edged with boarding and a basic timber fence line was installed. The third picture shows the two sheds and the water trough.



Project Scope	<ul style="list-style-type: none"> • <u>Site Preparation</u>: Clear and prepare the land for development. This includes removing existing fencing and plot boards. The land will also need to be cleared of weeds and unwanted vegetation. • <u>Fencing and Gate Installation</u>: Install perimeter fencing and a secured access gate. • <u>Water Supply Extension</u>: Extend the water supply from the existing trough to serve the entire site. • <u>Access Road onto Allotment Site</u>: Construct a road to ensure safe and accessible entry to the allotment plots. • <u>Plot Layout</u>: Implement the pre-designed layout, marking boundaries for each plot and install edging boards. • <u>Community Area</u>: Develop a designated space with the potential for a seating area, delivery space and storage. • <u>Space for Sheds</u>: Space for sheds for tool storage and maintenance behind each plot.
Project Timeline	<p>The following timeline is approximate and will be finalised with contractor awarded the works.</p> <p><u>Phase 1: Pre-Construction (Weeks 1–6)</u></p> <ul style="list-style-type: none"> • Initiate Contract Finder procurement process for contractor selection • Complete site visits with interested contractors <p><u>Phase 2: Site Preparation (Weeks 7–9)</u></p> <ul style="list-style-type: none"> • Clear and grade the site • Mark plot layout and boundaries <p><u>Phase 3: Infrastructure Installation (Weeks 10–14)</u></p> <ul style="list-style-type: none"> • Construct access road and pathways • Install fencing and access gate • Extend water supply lines across the site • Plot layout with shed space • Topsoil for plots <p><u>Phase 4: Community Area (Weeks 15–16)</u></p> <ul style="list-style-type: none"> • Develop community area • Install any required infrastructure such as storage or seating <p><u>Phase 5: Final Inspection and Handover (Week 17)</u></p> <ul style="list-style-type: none"> • Conduct a full inspection of completed works • Make adjustments if necessary • Handover to BPC
Communication & Reporting	<p>The contractor will hold weekly project meetings with Binfield Parish Council to monitor progress.</p> <p>Reports will be prepared for Council meetings which will include project progress updates and budget status.</p>

Key Components	<ul style="list-style-type: none"> • Perimeter fencing around the site • Vehicle and pedestrian access gate • 36 plots in total – ranging between 33 and 90 square metres • Topsoil to be compliant for allotment use • Roadway for vehicles • Pathways between allotment plots • Installation of approximately 8 self-filling water troughs • Concrete hardstanding in communal area • Installation of polytunnel, noticeboard and picnic table • Move sheds to new position <p>All products and components used in this project must comply with British Standards.</p>
Timeline of Events	<ul style="list-style-type: none"> • Register interest with Binfield Parish Council between 20th November and 4th December. • Information Packs will be sent to all interested parties. • Site visits to commence following receipt of information packs. All site visits must be completed before the 18th December 2024. • Tenders and quotes must be received by 31st December 2024. • Tenders will be reviewed by the Allotment Working Group. • A recommendation will be brought to January Full Council Meeting (21st January 2025)
To Register Interest	<p>amenityofficer@binfieldparishcouncil.gov.uk Email Subject Title: BM Allotments – Register of Interest</p>
Tender/Quotation Submission	<p>FAO: Purveen Hira Email: amenityofficer@binfieldparishcouncil.gov.uk Email Subject Title: Tender for BM Allotments</p>