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## Briefing Note

# South Avenue Drainage & Resurfacing Works

Presented to Council on 22 January 2026

### Introduction

The Parish Council intends to improve the drainage and surface of its privately owned section of South Avenue as shown on the plan in Appendix A.

In March 2024 a survey was undertaken by Wilbar Associates Ltd that showed that list of work was required as shown in Appendix B.

This list of works became a specification to use to seek initial quotations from competent contractors. Two quotes were received which indicated that the value of the contract exceeded the £25,000 (excl VAT) that requires the Parish Council to formally tender the works.

A tender document has therefore been created and the tendering process is proposed as follows:

### Tender Process

|                                           |                   |
|-------------------------------------------|-------------------|
| Invitations to Tender sent out            | 23 January 2026   |
| Tenders Returned                          | 13 February 2026  |
| Evaluation and Clarification of tenders   | 19 February 2026  |
| Tenders presented to Council for Approval | 26 February 2026  |
| Start on Site                             | Early Summer 2026 |
| Completion of Works                       | Summer 2026       |

### Funding

The Parish Council has budgeted £42,000 in 2026/27 from the Highways and Byways budget. There are also funds of £32,383 in the South Avenue Earmarked Reserve for these works. The Parish Council is not able to claim for Section 106 funding as there are no appropriate funds to apply to. The Parish Council will also have to underwrite the costs of this work from the General Reserve if for any reason costs increase.

### Next Steps

Members are asked to support the proposals outlined above including the tendering timetable in order that a contractor can hopefully be appointed at the 26 February 2026 Council meeting.

**RECOMMENDATION:** That the Parish Council AGREES the works outlined above including the tendering timetable in order that a contractor can hopefully be appointed at the 26 February 2026 Council meeting.

## Appendix A – South Avenue (Showing Section Owned by the Parish Council)



## Appendix B – South Avenue Works Required

| Item Ref | Description                                                                            | Unit  | Qty | Est £ |
|----------|----------------------------------------------------------------------------------------|-------|-----|-------|
| Q01      | Full depth construction / re-construction of carriageway WSCC S278/38/21 – Access Road | SqM   | 40  |       |
| Q02      | Lay new conservation kerbs WSCC S278/38/02                                             | Lin M | 85  |       |
| Q03      | Construct new gullies and connect to existing drains WSCC S278/38/11                   | Each  | 2   |       |
| Q04      | Construct new surface water catchpit and connect to existing drains WSCC S278/38/13    | Each  | 1   |       |
| Q05      | Excavate trench and lay new connection to existing surface water drain WSCC S278/38/33 | Lin M | 5   |       |
| Q06      | Provide Granite setts and Aco drain off highway – Developers expense.                  |       |     |       |
| Q07      | Lift sunken conservation kerbs and sections of brick gutter and re-lay.                | Lin M | 30  |       |
| Q08      | Plane off existing footway and resurface WSCC S278/38/13 - Type 1                      | SqM   | 170 |       |
| Q09      | Plane off existing carriageway and resurface WSCC S278/38/21 – Access Road             | SqM   | 500 |       |
| Q10      | Drop kerb and transition from C/way to f/way                                           | Lin M | 4   |       |
| Q11      | Lay parking bay markings TSRGD 1025                                                    | Lin M | 80  |       |

