

To Hythe Town Council
Date 12 November 2020
Status **Non Exempt**
Responsible officer Responsible Financial Officer

Subject **ALLOTMENT WORKING GROUP REQUESTS REPORT
F&GP/24/20**

SUMMARY: This report sets out the options for consideration as recommendations by the Allotments Working Group and asks the committee to review in accordance with good practice.

REASON FOR RECOMMENDATION:

The Committee is asked to agree the recommendations set out below because:-

- a) The Council is committed to control and manage its financial affairs in accordance with The National Association of Local Councils (NALC) guidelines.

RECOMMENDATIONS:

1. To receive and accept the report F&GP/24/20
2. To identify a Contractor to complete the works.
3. To cost the agreed expenditure to Budget code 5005 Allotment maintenance.

INTRODUCTION

The following items were discussed at the Allotments Working Group meeting on 04.08.20.

- Item 7 on the Agenda
WATER SUPPLY TO EATON LANDS MEADOW ALLOTMENT SITE
Members discussed the fact that there was only one tank at Eaton Lands meadow shared by 20 plots.
It was agreed that a request for an additional tank should be submitted by the Allotments Clerk to Council for a decision, in principal, for an extension of the main water supply to an extra tank.
- Item 8 on the Agenda
WATER SUPPLY AT TWISS ROAD ALLOTMENT SITE
Members discussed the request from a tenant on Twiss Road allotment site for the mains water supply to be extended to a new tank at the Southern end of the site next to plot 4 where there is an existing hand pump. .
It was agreed that a request for additional tanks should be submitted by the Allotments Clerk to Council for a decision in principal for an extension of the mains water supply to two new tanks.

Quotes were requested for the works as below;

Contractor A

Eaton Lands Meadow Allotments:

- Allow for pedestrian management for the duration of the works in the location of the proposed trench using warning tape and pins.
- CAT scan to location of new trench.
- Trenching to appropriated depth to allow for the install of new water mains.
- Allow to supply and fit isolating valve on existing water trough in coming supply.
- Supply and install new 25mm MDPE water main from existing water services to new position of proposed water trough. Pipe to be laid upon and covered with soft material.
- Install of warning tape above new pipework.
- Allow to adjust the existing fence line to accommodate the location of the new trough.
- Supply and install new water trough 1.2m x 457mm x 405mm (48 Gal capacity) and make all necessary water connections.
- Allow for reinstatement of excavations to as found.
- All areas to be left clean and tidy upon completion.

All for the sum of £ 2,934.83 plus VAT

Twiss Road Allotments:

Option 1 to include 2no troughs in locations adjacent to plot 4 and plot 19 as detailed by client:

- Allow for pedestrian management for the duration of the works in the location of the proposed trench using warning tape and pins.
- CAT scan to location of new trench.
- Trenching to appropriated depth to allow for the install of new water mains.
- Allow to supply and fit isolating valve on existing water trough in coming supply.
- Supply and install new 25mm MDPE water main from existing water services to new position of proposed water troughs. Pipe to be laid upon and covered with soft material.
- Install of warning tape above new pipework.
- Supply and install 2no new water troughs 1.2m x 457mm x 405mm (48 Gal capacity) and make all necessary water connections.
- Allow for reinstatement of excavations to as found.
- All areas to be left clean and tidy upon completion.

All for the sum of £ 5,796.21 plus VAT

Twiss Road Allotments:

Option 2 to include 1no trough in location Adjacent to plot 19 as detailed by client:

- Allow for pedestrian management for the duration of the works in the location of the proposed trench using warning tape and pins.
- CAT scan to location of new trench.
- Trenching to appropriated depth to allow for the install of new water mains.
- Allow to supply and fit isolating valve on existing water trough in coming supply.

- Supply and install new 25mm MDPE water main from existing water services to new position of proposed water trough. Pipe to be laid upon and covered with soft material.
- Install of warning tape above new pipework.
- Supply and install new water trough 1.2m x 457mm x 405mm (48 Gal capacity) and make all necessary water connections.
- Allow for reinstatement of excavations to as found.
- All areas to be left clean and tidy upon completion.

All for the sum of £ 3,258.35 plus VAT

Contractor B

Quote 1 – Eaton Lands Meadow Allotment site

- Remove a section of the fencing on allotment plot Eaton Lands Meadow 1
- Clear vegetation and remove from site.
- Fit isolation valve to existing supply.
- Supply and site new galvanised tank (as per existing one), including ball valve in tank and isolation valve on supply pipe.
- Connect mains water supply from existing tank to new tank.
- Replace fencing behind new tank replacing posts or fencing with new as needed.

All for the sum of £ 4,276.00 plus VAT

Quote 2 – Twiss Road Allotment site

- Install isolation valve on existing supply line near to existing tank shown in blue on the site plan.
- Supply and site new galvanised tanks (as per the existing mains supplied one) including ball valve in tanks and isolation valve on supply pipes.
- Connect mains water supply from existing tank to new tanks adjacent to plot 4 and plot 19 shown in green on the site plan.

All for the sum of £ 4,774.00 plus VAT

Contractor C

A Third contractor was contacted no response has been received.

SUMMARY

The committee is asked to accept the request from the Allotment Working Group and identify which contractor, A, or B they would wish to use to complete the works.

RISK MANAGEMENT

A summary of the perceived risk follows;

Perceived Risk	Seriousness	Likelihood	Preventative Action
The Council does not provide extra water troughs to the allotments.	Low	Low	The Council authorises the Town Clerk/RFO to purchase and install.

CONTACT OFFICER

If you have any queries about this report please contact The Responsible Financial Officer of the Council.

Tel: 01303 266152 or email RFO@hythe-tc.gov.uk prior to the meeting.