

To Hythe Town Council
Date 9th July 2021
Status **Non Exempt**
Responsible officer Responsible Financial Officer

Subject **ALLOTMENT WORKING GROUP REQUESTS REPORT
F&GP/09/21**

SUMMARY: This report sets out a proposal by Eaton Lands Hythe Allotment Society 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/09/21
2. To identify who will be instructed to complete the works for Eaton Lands Meadow allotment site.
3. To identify a Contractor to complete the works for Twiss Road allotment site.
4. To cost the agreed expenditure for all works to Budget code 5005 Allotment maintenance.

INTRODUCTION

The following items were discussed at the Allotments Working Group meeting on 04.08.2020.

- 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;

Hythe Town Council's Report F&GP 24/20 dated 12 November 2020 provided quotes for the above works and was submitted to the Finance and General Purposes committee at the 19 November 2020 meeting, the following minute was recorded;

188/20 ALLOTMENT WORKING GROUP REQUESTS – REPORT F&GP/24/20 REFERS

Members discussed the previously circulated Allotment working group request and the recommendations contained therein.

It was

PROPOSED BY: Councillor M Whybrow

SECONDED BY: Councillor J Martin and

RESOLVED – That:

1. The report F&GP/24/20 be received and noted.
2. That due to the current financial situation caused by the Pandemic a letter be sent to the Allotment Working group stating that as Hythe Town Council are unable to proceed with this request and that it be deferred for discussion in the next financial year.

Voting:

For 8 Against 0 Abstain 0 **The motion was carried.**

With this in mind and covid restrictions anticipated to be lifted, Eaton Lands Hythe Allotment Society would like to make a proposal for the additional tank at Eaton Lands meadow to be constructed by the allotment tenants themselves.

The existing quotes for all works have been updated and currently stands as follows;

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 £3,284.69 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 £6,539.10 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 £3,669.83 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 £5,150.00 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 £5,775.00 plus VAT

Quote 3 – Twiss Road Allotment site

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

All for the sum of £4,410.00 plus VAT

Contractor C

A Third contractor was contacted no response has been received.

As the committee resolved to defer the works because the Covid pandemic had restricted expenditure, Eaton Lands Hythe Allotment Society have put together a proposal for the works as below;

MATERIALS ESTIMATE ADDITIONAL WATER TANK – E.L. MEADOW

ITEM: (inc vat)	STOCK CODE	PRICE
LIVESTOCK WATER TROUGH (Galvanised) 6' [1830mm] L x 18" [457mm] W x 16" [405mm] D.	WT06	219.71
SERVICE BOX (Secure ballcock housing)	WT01	47.58
BALL VALVE TROUGH KIT 1/2" (Pt 2)	KWTV01	15.65
MDPE PIPE 50 Metres x 25mm	PPBU25050	49.90
STOPCOCK x 2 @ 54.58	PHP2833	109.34
T PIECE	PHP9333	18.04
ELBOW	PHP9533	12.66
MDPE LINERS x 10 @ 0.46		5.04
FENCE POSTS 75mm x1650_x 5 @ 3.81 (Creating bay for trough in Plot 1) (Delivery free over £300)	F8M520	22.85
	TOTAL	£500.78

All items in stock on 19.05.2021

Installation of additional water supply and water trough (Meadow)

Involves:

- Removing turf and hand digging 40m long trench to existing pipe depth.
 - Installation (where necessary) of protective barriers.
 - Installation of new water pipe and fittings to match the existing system.
 - Installation of new galvanised water trough and fittings to match the existing system.
 - Alterations to existing allotment perimeter fence (M1) to accommodate new trough.
- Access on-site to be between 8 am – 5 pm.

Supervision Volunteers

Team will be led by tenant of plot M19 with tenant of plot N12 responsible for the safe storage of materials,
A full list of volunteers to be notified to HTC prior to commencement of the project.
The team will work in conjunction with the Hythe and District Volunteers.

Volunteers

All volunteers are to be competent to carry out required tasks.
All tools provided by volunteers should be well maintained and fit for purpose.

Risk Assessments will be provided before any works are carried out.

SUMMARY

Eaton Lands Meadow water trough.

The committee is asked to accept the proposal from the Eaton Lands Hythe Allotment Society and identify which contractor, A, or B or if they would be happy to instruct the allotment tenants to complete the works themselves with Hythe Town Council meeting the cost of £500.78 for materials.

Twiss Road water trough.

The committee is asked to identify which contractor A or B should they wish to proceed with 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 and the crops suffer.	Low	Low	The Council authorises the Town Clerk to instruct for the works to be completed.

CONTACT OFFICER

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

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