

MINUTES of ALLOTMENT COMMITTEE meeting of 1st October 2020 via Zoom.

Councillors present:

Cllr P Fellows

Cllr C Jones (Vice Chair)

Cllr E Jones (Project Mgr)

Cllr K Reed

Cllr D Rigg

Cllr A Riggott

Cllr M Wilmot (Chair)

Cllr S Walker

Officers present:

D Platt, A Platt, A Mayoh

1. Apologies

Received from Cllr H Tune, Cllr A Oddy.

The Chairman advised of the resignation of Cllr P Preston from the Committee.

2. Public participation

3. Minutes of the last meeting

Resolved: Minutes of the Meeting held on 10 September 2020 were agreed to be an accurate record and signed by the Chairman.

Cllr AO has been reminded to liaise with the builders to back fill the drain line.

Amendments to plot sizes stipulated within the s106 agreement are being dealt with by Chorley Council's Legal Team.

4. Lease update

The lease is being processed by Chorley Council's Legal Team.

5. Draft site plan

Resolved: the site plan was approved with a minor amendment to the plan legend. The title 'Market Stall Area' is to be amended to 'Allotment Produce Exchange'.

6. Planning application

Resolved: following confirmation of the lease and s106 funding, the application is to be submitted at the earliest opportunity.

7. Project management

Services offered by Cass Associates were discussed, along with costings for the individual items

A) Graphical Support/Consultation Information (cost £250).

B) Schedule of Works (cost £550)

C) Detailed Specification (cost (£550)

D) Contract Drawings (cost £825)

E) Preliminaries and Contract Conditions (cost £550)

- F) Pre-Construction Health and Safety Plan (cost £550)
- G) Tender Analysis (cost £550)
- H) Construction Phase Site Visits (cost £1500)

Resolved: items B-F were approved, with the provision of the site office/cabin to be added to the tender specification.

Item A - the Council notice boards and newsletter are to be used to publicise the details. Items G and H are to be considered at a later date.

8. Contractors list

A list of potential contractors provided by Cass was provided and Chorley Council is to be asked for details of the contractor responsible for the works on the Manor Road allotments. Members are also to research suitable local companies, which may be added to the list.

Resolved: the list of contractors was approved, with the possible addition of further suitable companies as provided by Members.

9. Project programme

This is to be confirmed at a future date, once the planning process has been completed.

10. Any other items which need attention or research

The finalised plan is to be included in the next newsletter.

11. Date for next meeting

The next meeting will be scheduled for early November.