

# EUXTON PARISH COUNCIL



Meeting: Allotment Committee Meeting

Hosted virtually via Zoom Meeting ID: 847 3546 1290 Passcode: 583497

Thursday, 1<sup>st</sup> October 2020 at 7.30 pm

## A G E N D A

1. Apologies
2. Public participation
3. Minutes of the last meeting held on 10<sup>th</sup> September 2020
4. Verbal update on signed Chorley Council lease process
5. Draft planned site by 'Cass Associates'  
Consider the updated draft, adopt the plan to be used for planning purposes
6. Consider planning application  
Discuss and approve requirements, costs, other items
7. Project Management  
Discuss CASS quotations for project management, visits and itemised lists
8. Contractors List  
Discuss CASS suggested contractors for whole project delivery, process for tendering and actions to be taken
9. Project programme – discuss timings for the project
10. Any other items which need attention or research
11. Date for next meeting

### Allotment Committee


1	Katrina Reed
2	Patricia Fellows
3	Dez Rigg
4	Steve Walker
5	Mark Wilmot
6	Aidy Riggott
7	Helen Tune
8	Eric Jones
9	Chris Jones
10	Andy Oddy
11	Philip Preston


*D. Platt*


CLERK


Published: 28/09/2020


LEGEND


- 


Site Ownership Boundary
- 

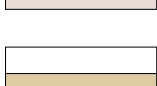
2m High Green Weld Wesh Fence
- 


2m High Green Weld Mesh Double Leaf Vehicular Gate
- 

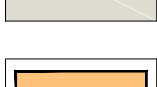
2m High Green Weld Mesh Single Leaf Pedestrian Gate
- 


1m High Post and Rail Timber Fence
- 

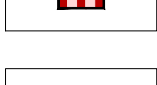
1m High Post and Rail Timber Field Gate
- 


Proposed Permeable Stone Car Park Area  
Car parking bays to be identified by timber markers
- 

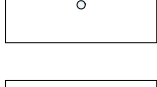
Proposed Compacted Stone Footpath
- 


Proposed Concrete Flag Paving
- 


Proposed Site Office
- 


Proposed Allotment Produce Exchange
- 

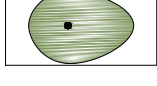
Proposed Timber Garden Shed  
(Indicative location shown)
- 

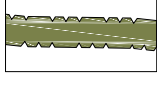
Proposed 200L Water Butt
- 

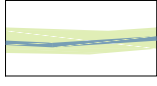
Proposed Compost and Storage Bay
- 


Existing Underground Services and Easement
- 

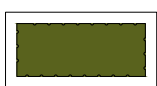
Existing Manhole
- 


Existing Trees to be retained
- 


Existing Hedgerow to be retained
- 


Existing Drainage Ditch
- 


Proposed Fruit Tree  
As per Planting Schedule
- 


Proposed Native Hedgerow Planting  
As per Planting Schedule
- 


Flexible Plots (7,8,9 & 10)  
Potential to subdivide the Plots for DDA use or combine plots for a "men in Shed" use. Men in Sheds is a service run by Age UK to support older men who want to get together, share and learn new skills - all in the welcoming space of a "Shed".
- 


A Site Entrance  
To include vehicular and pedestrian entrances
- 


B Site Office  
To include a toilet, flexible office space and a small kitchen
- 

C DDA Car Parking Provision  
Provision for 3 vehicles
- 

D Car Park Area  
Provision for 17 vehicles
- 

E Proposed Water Storage and Tool Wash Area  
Water harvested from Site Office roof
- 

F Market Stall Area  
Excess Fruit and vegetables left avaiable for others or donation
- 

G Storage Area  
Composting, Recycling and Storage
- 

H Fruit Orchard



NORTH



Fruit Trees											
Code	Name	Common Name	Form	Age	Girth (cm)	Height (cm)	Clear Stem (cm)	Root Type	Ctr Spacing per m	Density per m <sup>2</sup>	Quantity
MdBS	Malus domestica 'Bramley's Seedling'	Apple 'Bramley's Seedling'	Standard (Heavy)	3x	8-10	250-300	min 175-200	RB	N/A	N/A	3
MdGS	Malus domestica 'Granny Smith'	Apple 'Granny Smith'	Standard (Heavy)	3x	8-10	250-300	min 175-200	RB	N/A	N/A	3
PaER	Prunus avium 'Early Rivers'	Sweet Cherry 'Early Rivers'	Standard (Heavy)	3x	8-10	250-300	min 175-200	RB	N/A	N/A	3
PaO	Prunus domestica 'Opal'	Plum 'Opal'	Standard (Heavy)	3x	8-10	250-300	min 175-200	RB	N/A	N/A	3
PdBH	Pyrus communis 'Beurre Hardy'	Pear 'Beurre Hardy'	Standard (Heavy)	3x	8-10	250-300	min 175-200	RB	N/A	N/A	2
PdC	Pyrus communis 'Concorde'	Pear 'Concorde'	Standard (Heavy)	3x	8-10	250-300	min 175-200	RB	N/A	N/A	2

Native Hedgerow Planting											
Code	Name	Common Name	Form	Age	Girth (cm)	Height (cm)	Clear Stem (cm)	Root Type	Ctr Spacing per m	Density per m <sup>2</sup>	Quantity
Ac	Acer campestre	Field Maple	Transplant - seed raised	1+1	40-60	40-60		B	1	1	20
Cm	Crataegus monogyna	Hawthorn	Transplant - seed raised	1+1	40-60	40-60		B	1	1	11
Lv	Ligustrum vulgare	Wild Privet	Transplant - seed raised	1+1	40-60	40-60		B	1	1	9
Rc	Rosa canina	Dog Rose	Transplant - seed raised	1+1	40-60	40-60		B	1	1	9
Vo	Viburnum opulus	Guelder Rose	Transplant - seed raised	1+1	40-60	40-60		B	1	1	9

REVISIONS				
Rev	Description	Date	By	Chk'd
A	Men in Sheds plots added,	07.09.20	PS	PS
B	Graphics change to Car Park	07.09.20	PS	PS
C	Minor amendment to plots and key, Planting Schedule added	23.10.20	PS	PS

**Cass**  
associates

client  
**Euxton Parish Council**  
project  
**Euxton Allotment, Euxton Lane**

architecture  
masterplanning  
planning  
landscape  
conservation

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W: [www.cassassociates.co.uk](http://www.cassassociates.co.uk)

drawing title  
**General Arrangement**

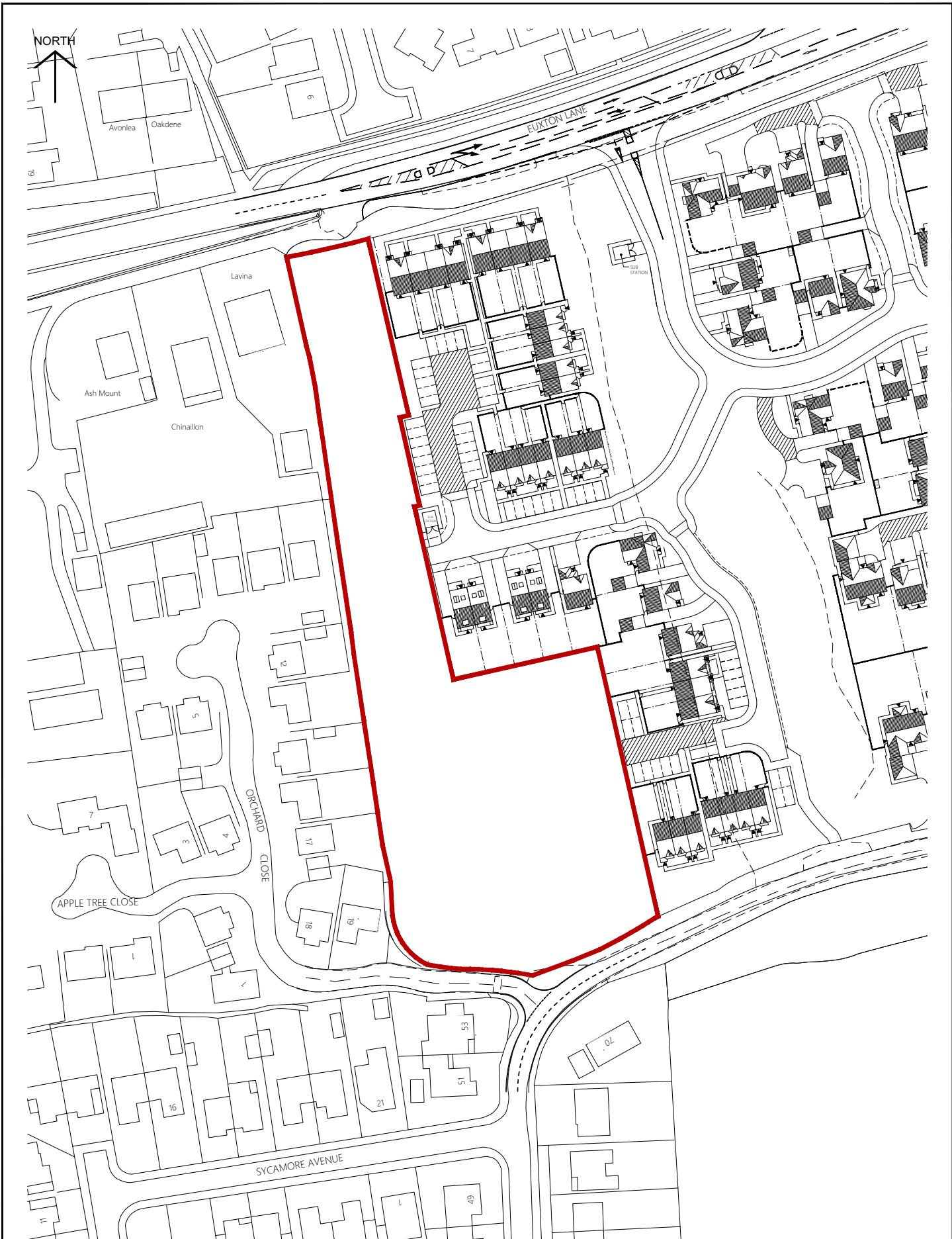
scale @ A2 1:500  
date 15/09/2020  
dmr PS chkd PS

**1537-001**  
**C**



REVISIONS

1	1	
2	1	



purpose

**PLANNING**

drawing title  
Location Plan

scale @ A4 1:1250

date 16.09.2020

dm PS chkd PS

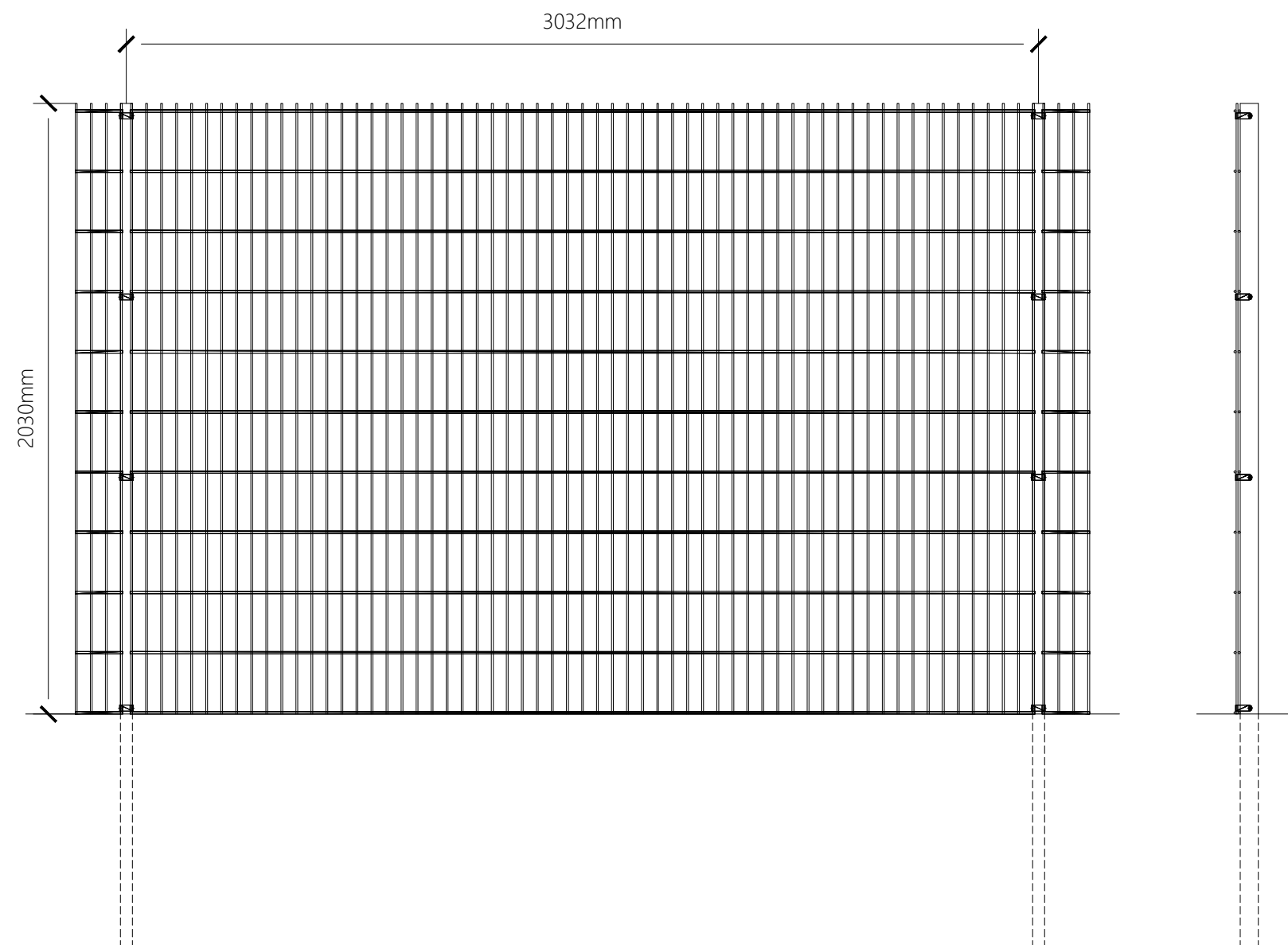
1537-002

**Cass**  
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architecture  
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client  
Euxton Parish Council  
project  
Euxton Allotment, Euxton Lane



Proposed 2m high Regular Weld Mesh Fence  
To be galvanised and polyester powder coated RAL 6005.  
Gaps under Fence to be nominal to suit ground levels  
Posts to be 80 x 60 RHS

REVISIONS			
Rev.	Description	Date	By
-	-	-	-

purpose **PLANNING**

**Cass**  
associates

architecture  
masterplanning  
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drawing title
Boundary Fencing Detail

client  
Euxton Parish Council  
project  
Euxton Allotment, Euxton Lane

scale @ A3 1:20

date	16.09.2020
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drn	PS	chk'd PS
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1537-003

REF: PS/1537/A/01

Date: 29<sup>th</sup> September 2020

Debra Platt  
Euxton Parish Council  
9 Ambleside Avenue  
Euxton  
Chorley  
PR7 6NX

Dear Debra

**Euxton Community Allotment Project**

At our meeting on Monday the 14<sup>th</sup> of September we discussed the future steps in the delivery of the above project. Our commission at present only takes us up to the Planning Stage and does not include input in the tendering and contract delivery of the project. Please find below a fee quote for additional services we can provide to assist in the implementation:

**Fee Proposal**

Graphical Support / Consultation Information

- A - Public Consultation Display Board, including images and an updated on-plot 3D Image (similar to what we produced with our fee submission)

*Fee Proposal - £275*

Tender

When issuing a tender, we usually include for the following items to ensure the contract and items specified are robust.

- B - Schedule of Works

To provide project specific measured quantities of the items of work identified by the drawings and specifications in the tender documentation. This will assist tenderers in the calculation of construction costs for their tender, ensuring all tendering contractors will be pricing the same quantities and allowing a fair and accurate system. It allows comparisons for individual items as well as the overall price.

*Fee Proposal - £550*

- C - Detailed Specification

Full National Building Specification (NBS) describing the products, materials and work required by the construction contract to give you as client more certainty about the end product and remove uncertainty about what the contractor is pricing.

*Fee Proposal - £550*

- D - Preparation of Contract Drawings

Further details added to the General Arrangement Plan and inclusion for any construction details which are required, e.g. tree pit details, footpath / car park construction details.

*Fee Proposal - £825*

- E - Preliminaries and Contract Conditions

The preliminaries cover the specific circumstances of the project under which the work will be carried out and which are not covered elsewhere in the tender documents. They comprise a list of items affecting the works as a whole, which are priced by the contractor, and these costs are carried forward to the general summary. They include items such as the security arrangement, welfare requirements, access and egress, programme, payment procedures.

**Cass Associates**

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We would also list out site specific contract conditions in accordance with a standard form of contract and any non-collusion requirements in compliance with your standard form of procurement.

*Fee Proposal - £550*

#### Pre-Construction Health and Safety Plan

- F - The 2015 Construction (Design and Management) Regulations require that construction clients provide pre-construction information as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project. We can provide advice and help compile the pre-construction information to issue to contractors.

*Fee Proposal - £550*

#### Tender Analysis

- G - Allowance for answering any queries or discrepancies identified during the tender period.
- Undertake a tender evaluation report based on both the submitted rates and quality of the submission and to advise on any submitted discrepancies.

*Fee Proposal - £550*

#### Construction Phase Site Visits

- G - Visit the site at intervals appropriate to the contractor's programmed activities to inspect the progress and quality of the works.
- 1 x Prestart Meeting
  - 3 x site inspection or progress meetings.
  - 1 x Practical completion / handover meeting

*Fee Proposal - £1500*

*(Note this does not include for undertaking the Contract Administrator Role or any valuations or certificates for the work undertaken or invoices submitted by the contractor)*

Please note we have not included for advice, details or specification for any service connections or foundation requirements required for the proposed Site Cabin/Office. A suitably qualified engineering consultant and the specified manufacturers would be able to advise further.

Hopefully I have covered all the potential requirements, if you need anything further at this stage then please feel free to contact me.

Yours sincerely

**For Cass Associates**



**Paul Silcock**

Associate

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