

EUXTON PARISH COUNCIL



Meeting: Allotment Committee Meeting

Hosted virtually via Zoom Meeting ID: 861 7135 6071 Passcode: 847847

<https://us02web.zoom.us/j/86171356071?pwd=N2wyTVAxNHY5WFhNQ3hPbjdhT29tZz09>

Tuesday, 12th January 2021 at 7.00 pm

A G E N D A

1. Appoint a Chair and consider the Committee membership
2. Apologies
- 3 Public participation
4. Minutes of the last meeting held on 1st October 2020
5. Verbal update progress with Chorley Council lease and s106 agreement process
6. Planning permission discussion (attached)
7. CASS discussions and progress update
8. Project items which need guidance and agreement before writing into the tender documents
 - Cabin specifications and size
 - Store specifications and size
 - Shed specification confirmation size 6x4 no window
9. Drainage ditch - discuss the work which needs to be done prior to end of January, consider costs, order work
10. Project programme – discuss timings for the project attached
11. Budget considerations
12. Any other items which need attention or research
13. Date for next meeting

Allotment Committee

1	Katrina Reed
2	Patricia Fellows
3	Dez Rigg
4	Steve Walker
5	Aidy Riggott
6	Helen Tune
7	Eric Jones
8	Chris Jones - Vice Chair
9	Andy Oddy

D. Platt

CLERK

Published: 06/01/2021

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.

Date: 24 December 2020
Our Ref: 20/01170/REM
Please ask for: Caron Taylor

Civic Offices
Union Street
Chorley
PR7 1AL

Clerk
Euxton Parish Council
9 Ambleside Avenue
Euxton
Chorley
PR7 6NX

Reserved Matters Application

Dear Madam,

Proposal: Reserved matters application for community allotments (associated with outline permission ref: 16/00380/OUTMAJ), including perimeter treatments, car parking, indicative plot layout, indicative positions of fencing and shed positions on plots, landscaping plans, site office and associated items for the site
Location: Land Adjacent To 120 Copland Place Euxton
Reference: 20/01170/REM

Please find attached the Decision Notice in respect of the above application. The 'important notes' attached to the notice should be read carefully, they will help you to understand this decision, your rights and other things you may have to do.

Chief Planning Officer
Chorley Council

APPROVAL OF RESERVED MATTERS

Town and Country Planning Act 1990

Applicant:

Clerk, Euxton Parish Council
9 Ambleside Avenue Euxton Chorley PR7 6NX

Application Number
20/01170/REM

Date Received
2 November 2020

The Development and Reserved Matters submitted for Approval:

Reserved matters application for community allotments (associated with outline permission ref: 16/00380/OUTMAJ), including perimeter treatments, car parking, indicative plot layout, indicative positions of fencing and shed positions on plots, landscaping plans, site office and associated items for the site

Location:

Land Adjacent To 120 Copland Place Euxton

Chorley Borough Council (the Local Planning Authority) gives notice of its decision to grant **Approval** for the above Reserved Matters, subject to the following conditions -

1. The Development shall only be carried out in accordance with the approved plans, except as may otherwise be specifically required by any other condition of the outline planning permission or this approval of reserved matters.

Reason: To define the permission and in the interests of the proper development of the site.

2. The development hereby permitted shall be carried out in accordance with the approved plans below:

Title	Plan Ref	Received On
General Arrangement	1537-001 Rev D	2 November 2020
Boundary Fencing Detail	1537-003	2 November 2020
Location Plan	1537-002	2 November 2020

Reason: For the avoidance of doubt and in the interests of proper planning.

3. The proposed development must be begun not later than two years from the date of this permission.

Reason: Required to be imposed by Section 51 of the Planning and Compulsory Purchase Act 2004.

4. All planting, seeding or turfing comprised in the approved details of landscaping (as shown on the approved General Arrangement plan) shall be carried out in the first planting and seeding seasons following the site being brought into use or the completion of the development, whichever is the earlier, and any trees or plants which within a period of 5 years from the completion of the development die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species..

Reason: In the interest of the appearance of the locality.

5. The parking and associated manoeuvring facilities shown on the plans hereby approved shall be surfaced or paved, drained and marked out and made available in accordance with the approved plan prior to the allotments being brought into use; such parking facilities shall thereafter be permanently retained for that purpose (notwithstanding the Town and Country Planning (General Permitted Development) Order 2015).

Reason: To ensure provision of adequate off-street parking facilities within the site.

6. That part of the access extending from the kerb line/edge of carriageway with Copland Place for a minimum distance of 5 metres into the site shall be paved in permanent construction, such as tarmacadam, concrete, block pavements, bound stone or other permanent fixed material (notwithstanding what is shown on the General Arrangement Plan) before the access is used for vehicular purposes.

Reason: To prevent loose surface material from being carried on to the public highway, thus causing a potential source of danger to other road users.

7. Before the site office is brought on to the site, full details of it shall have been submitted to and been approved in writing by the Local Planning Authority. The site office shall then comply with the approved details.

Reason: Plans of the site office have not been provided with the application, so to ensure the final details are acceptable.

Please Note: The proposal complies with the development plan and would improve the economic, social and environmental conditions of the area. It therefore comprises sustainable development and the Local Planning Authority worked proactively and positively to issue the decision without delay. The Local Planning Authority has therefore implemented the requirement of Paragraph 38 of the NPPF.

This decision has been made having regard to the policies of the Development Plan which comprises the Adopted Central Lancashire Core Strategy (2012) and the Adopted Chorley Local Plan 2012-2026 and all other relevant planning policy and guidance including National Policy (the Framework), supplementary planning guidance and supplementary planning documents and Corporate documents of the Council.

Signed:

Date: 24 December 2020

Chief Planning Officer, Chorley Council

Please read the notes attached to this notice carefully. They will help you to understand this decision, your rights and other things you may have to do. Further information is available at chorley.gov.uk/planning.

APPROVAL OF RESERVED MATTERS

Important Notes

1. This decision is to grant an approval of reserved matters. No work may be carried out until all reserved matters are approved and other conditions which may also have been imposed on both the outline permission and any approval of reserved matters are satisfied as required.
2. This decision is to grant an approval of reserved matters. This decision does not imply or grant any other form of consent or approval which may separately be required under the Planning Acts or any other Act, Byelaw, Order or Regulation. This permission is not:
 - i) an approval under the Building Regulations;
 - ii) a Listed Building Consent or Conservation Area Consent for demolition or other works;
 - iii) a consent to display advertisements;
 - iv) a consent to top, lop, prune, fell or carry out any other works to a protected tree or a tree in a Conservation Area;
 - v) an authority to close, divert, or in any way block a public footpath, a public bridleway or public highway.
 - vi) an authority to carry out any works within the public highway (e.g. to form or alter a footway crossing);
 - vii) an indication that the requirements of any other legislation (e.g. public safety, pollution control or food hygiene) have been satisfied.
 - viii) a permission by the Council as landowner or landlord.
3. This permission is for the development described only. Carrying out of a different form of development could result in enforcement action. You should therefore seek advice in writing from the Development Control team on any proposed amendment or alteration.
4. Certain animals species (e.g. Barn Owls) are afforded special legal protection under the Wildlife and Countryside Act 1981. It is an offence to intentionally disturb such protected species.
5. If you are building or carrying out excavation in the vicinity of other buildings you may have a duty under the Party Wall Act 1996 to notify the owner of that property of your intentions.
6. You can usually appeal to the Secretary of State for Communities and Local Government against conditions imposed by the Council. Further details are below. However, it may help to discuss the position with Council officers first.
7. We aim to provide a fair and helpful service. Should you be unclear about any aspect of this decision, wish to discuss the decision, are concerned that the application was not dealt with properly, or have any comments on the Council's planning service, please [contact](#) us.

Statement of applicant's rights in accordance with article 22 of The Town and Country Planning (General Development Procedure) Order 1995

Appeals to the Secretary of State

8. If you are aggrieved by the decision of your local planning authority to refuse permission for the proposed development or to grant it subject to conditions, then you can appeal to the Secretary of State for Communities and Local Government under Section 78 of the Town and Country Planning Act 1990. You must do so within six months of the date of this notice. The Secretary of State can allow a longer period for giving notice of an appeal, but he will not normally be prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal.

You can appeal online at www.planningportal.gov.uk/pcs to complete an appeals form which you can get from the Planning Inspectorate, Room 3/18A Eagle Wing, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN (Direct Line: 0117 372 8562). The Inspectorate will publish details of your appeal on the Planning Portal website. This may include a copy of the original planning application form and relevant supporting documents supplied to the local authority by you or your agent, together with the completed appeal form and information you submit to the Planning Inspectorate. Please ensure that you only provide information, including personal information belonging to you that you are happy will be made available to others in this way. If you supply personal information belonging to a third party please ensure you have their permission to do so. More detailed information about data protection and privacy matters is available on the Planning Portal.

The Secretary of State need not consider an appeal if it seems to him that the local planning authority could not have granted planning permission for the proposed development or could not have granted it without the conditions they imposed, having regard to the statutory requirements, to the provisions of any development order and to any directions given under a development order. In practice, the Secretary of State does not refuse to consider appeals solely because the local planning authority based their decision on a direction given by him.

Purchase Notices

If either the local planning authority or the Secretary of State refuses permission to develop land or grants it subject to conditions, the owner may claim that he can neither put the land to a reasonably beneficial use in its existing state nor render the land capable of a reasonably beneficial use by the carrying out of any development which has been or would be permitted. In these circumstances, the owner may serve a purchase notice on the Council (District Council, London Borough Council or Common Council of the City of London) in whose area the land is situated. This notice will require the Council to purchase his interest in the land in accordance with the provisions of Part VI of the Town and Country Planning Act 1990.

Agenda Item 8 Report

8. Project items which need guidance and agreement before writing into the tender documents
- Cabin specifications and size
 - Store specifications and size
 - Shed specification confirmation size 6x4 no window

Cabin

There is an indicative floorplan design attached

Size: (9.6m x 3m) or (32'x10') £24,205

Size: (7.2m x 3m) or (24'x10') £21,442

Delivery same for either £850

Store

There is a photo of an example store attached

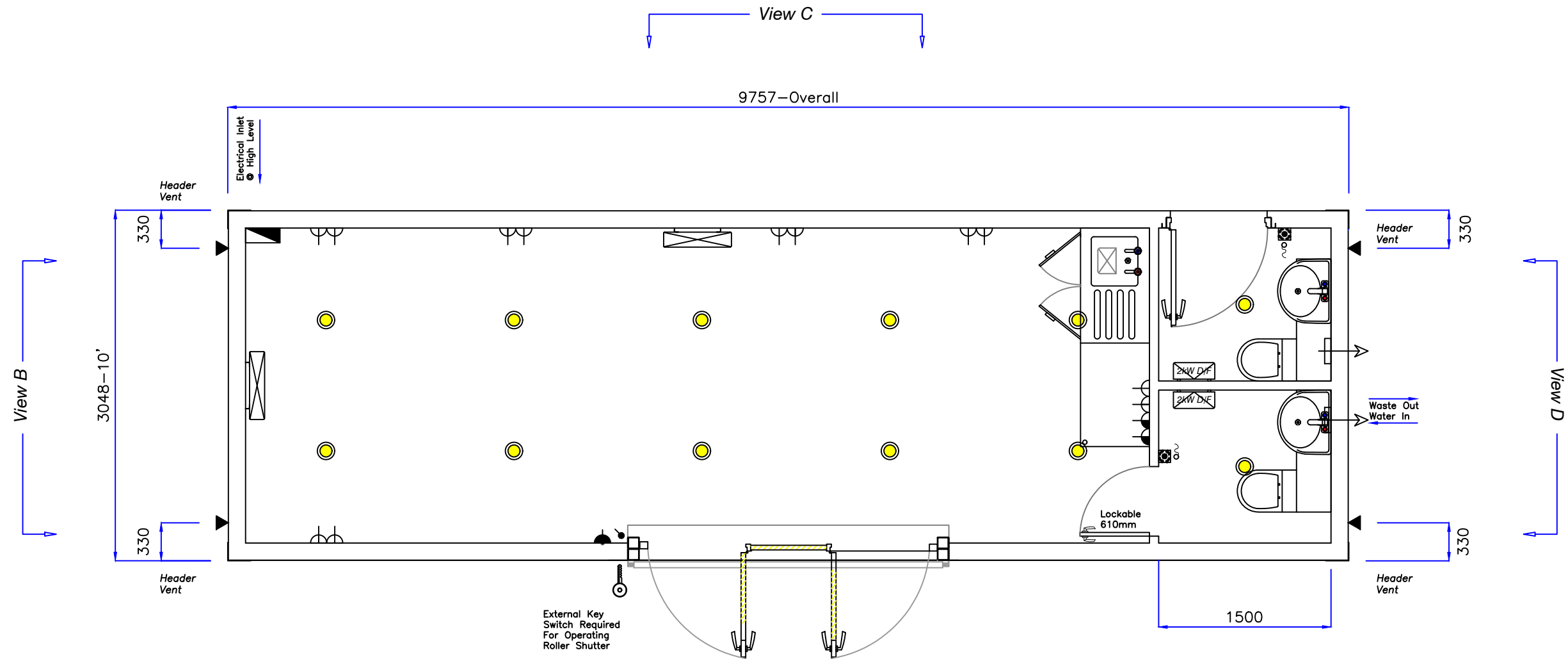
Size: (3m x 2.4m) or (8'x10') £2,665

Delivery £600

Shed

Suggested specification is a wooden shed, size 6'x4', no window

FLAT SIDED CONSTRUCTION



100x100x4mm S.H.S To Create Full Height Framework For Fitting Of
1 Off UPVC Outward Opening Double Glazed Doors.
Door/Window Frame Sizes: 2585mm W x 2135mm H
Frame Clearance Sizes: 2595mm W x 2145mm H
Doors Set Back Into Unit, On Additional 100x100x4mm S.H.S
White Powder Coated, Electrically Operated Roller Shutter Fitted On
Unit Roof Directly Above Doors.
Operated Via External Key Switch & With Manual Override.

Lining Details

WALLS	VINYL FACED, GREY SPECKLED PLYWOOD & 50mm INSULATION
CEILING	MONO WHITE & 50mm INSULATION
TRIMS	WHITE PLASTIC
FLOOR	VINYL FLOORING OVER 15mm PLYWOOD

PROFILED				
FLATSIDED			✓	
Rev.	B	Date	17/12/20	Amended By: DR
Checked By: JT		Date	10/12/20	
Amendment Details		Canteen Added.		
Drawn		DR	Date	28/08/20

Approved By:

Name:

Signature: _____

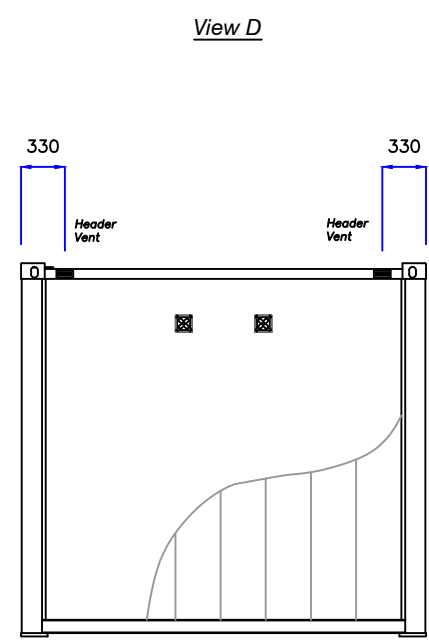
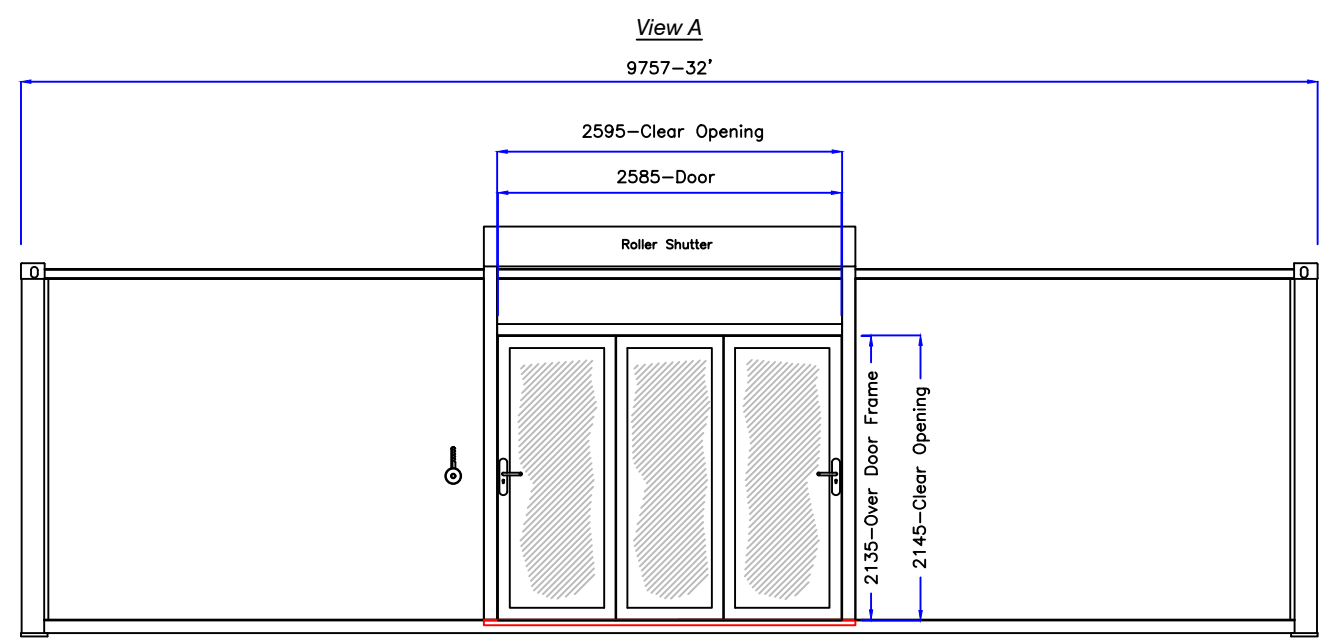
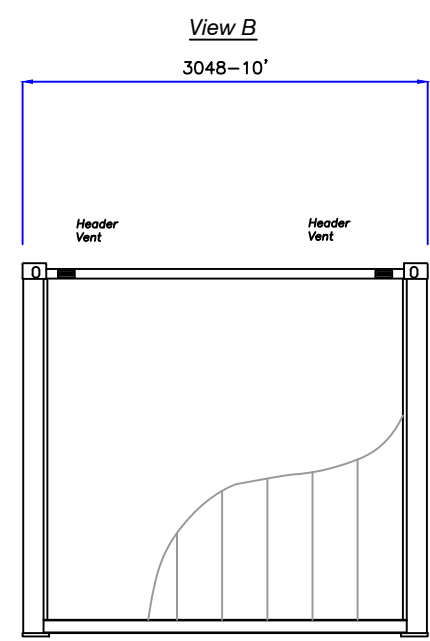
Date:

Dwg. No.
S20241B
Tab 1 Of 2 — Plan
Do Not Scale

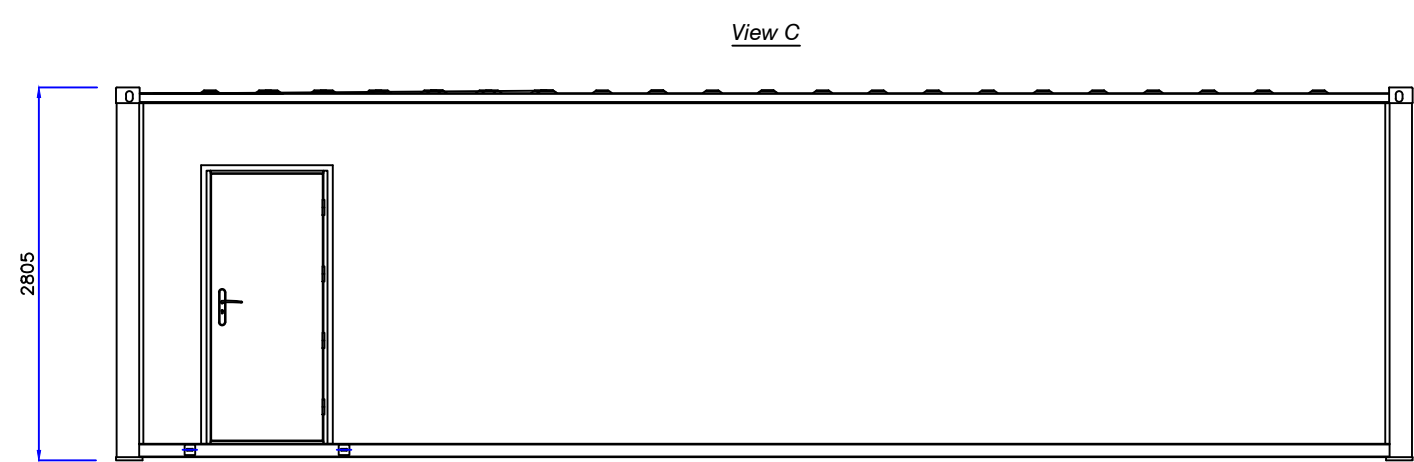
Title.	Portable Offices
	9757 L x 3048 W x 2805 H (Height Excluding Roller Shutter), Marketing Suite



FLAT SIDED CONSTRUCTION



100x100x4mm S.H.S To Create Full Height Framework For Fitting Of
1 Off UPVC Outward Opening Double Glazed Doors.
Door/Window Frame Sizes: 2585mm W x 2135mm H
Frame Clearance Sizes: 2595mm W x 2145mm H
Doors Set Back Into Unit, On Additional 100x100x4mm S.H.S
White Powder Coated, Electrically Operated Roller Shutter Fitted On
Unit Roof Directly Above Doors.
Operated Via External Key Switch & With Manual Override.



Lining Details

WALLS	VINYL FACED, GREY SPECKLED PLYWOOD & 50mm INSULATION
CEILING	MONO WHITE & 50mm INSULATION
TRIMS	WHITE PLASTIC
FLOOR	VINYL FLOORING OVER 15mm PLYWOOD

PROFILED			
FLATSIDED		✓	
Rev.	B	Date	17/12/20
Checked By:		JT	Date
Amendment Details		Canteen Added.	
Drawn		DR	Date
			28/08/20

Approved By:

Name:

Signature:

Date:

Title.
Portable Offices
9757 L x 3048 W x 2805 H(Height Excluding Roller Shutter), Marketing Suite



Dwg. No.
S20241B
Tab 1 Of 2 - Plan
Do Not Scale

Quotation Number:

S051484 Rev: 02

Date:

17/11/2020

Valid for:

30 Days

**Portable Offices (Hire) Limited**

Factory Road

Sandycroft

Deeside

CH5 2QJ

T: 01244 535566F: 01244 520347

susan.holland@portableoffices.co.ukwww.portableoffices.co.uk**Address:**

Debra Platt

Euxton Parish Council

Euxton

Chorley

PR7 6NX

Deliver To:

Debra Platt

Euxton Parish Council

Euxton

Chorley

PR7 6NX

Description	Item Ref	Qty	Sale Price Per item	Total Sale Price			
Unit							
Marketing Suites	Marketing	1	24,204.70	24,204.70			
9.6m x 3.0m (32' x 10') Sales Suite Unit - New Build Steel exterior finish painted in one colour (RAL number to be confirmed) UPVC Double Entrance Door 2585mmx2135mm outward opening with electric shutter. Open Plan Internally with Vinyl Floor Covering in silver oak 12 no 240V downlighters C/w switch 5 no double sockets 2 no wall mounted convector heaters 1 no W.C. with Vanity accessible internally. Extractor fan. 2kw downflow heater. 2kw 10litre under sink water heater 1 no W.C. with vanity accessible externally. Extractor fan. 2kw downflow heater. 2kw 10litre under sink water heater (multi point locking personnel door) Single drainer, s/s sink, hot and cold taps, cupboard under, worktop, 2kW water heater and double socket above and below worktop							
Marketing Suites	Marketing	1	21,442.20	21,442.20			
7.2m x 3.0m (24' x 10') Sales Suite Unit - New Build Steel exterior finish painted in one colour (RAL number to be confirmed) UPVC Double Entrance Door 2585mmx2135mm outward opening with electric shutter. Open Plan Internally with Vinyl Floor Covering in silver oak 10 no 240V downlighters C/w switch 5 no double sockets 2 no wall mounted convector heaters 1 no W.C. with Vanity accessible internally. Extractor fan, 2kw downflow heater. 2kw 10litre under sink water heater 1 no W.C. with vanity accessible externally. Extractor fan. 2kw downflow heater. 2kw 10litre under sink water heater (multi point locking personnel door) Single drainer, s/s sink, hot and cold taps, cupboard under, worktop, 2kW water heater and double socket above and below worktop							
Transport		1	850.00	850.00			
Delivery (Subject to site survey)							
Budget cost only at this stage and based on weekday delivery to site by hiab use, unless a crane is required for off-loading. Delivery is based on clear un-restricted access to site, with a suitable surface for travelling over to off load. Subject to further site survey. The delivery charge is based on one unit delivery from our manufacturing depot to site							
Installation							
Connection to on site services							

PORTABLE OFFICES

Space to enjoy

Typical Antivandal Steel Store



Typical Shipping Container



Typical Steel Storage Container



Typical Small Steel Storage Unit



Description:

Tough durable anti-vandal storage accommodation

Vandal resistant stores, from Portable Offices, are designed for unsecured sites or premises, and are available in various sizes for multiple uses.

Portable Offices can supply vandal resistant units to anywhere in the UK. These vandal resistant Buildings can be supplied for single use or double stacked. They can even be linked together to form larger structures.

All of our reliable, high quality, vandal resistant Buildings are finished in painted steel with robust double doors designed for personnel use. Optional extras include racking, access ramps and electrical components such as lights and background heating.

Options include:

> New and Refurbished

Further/Special Instructions:

Quotation Number:

S051479 Rev: 01

Date:

06/01/2021

Valid for:

30 Days

**Portable Offices (Hire) Limited**

Factory Road

Sandycroft

Deeside

CH5 2QJ

T: 01244 535566F: 01244 520347

susan.holland@portableoffices.co.ukwww.portableoffices.co.uk**Address:**

Debra Platt
Euxton Parish Council
Euxton
Chorley
PR7 6NX

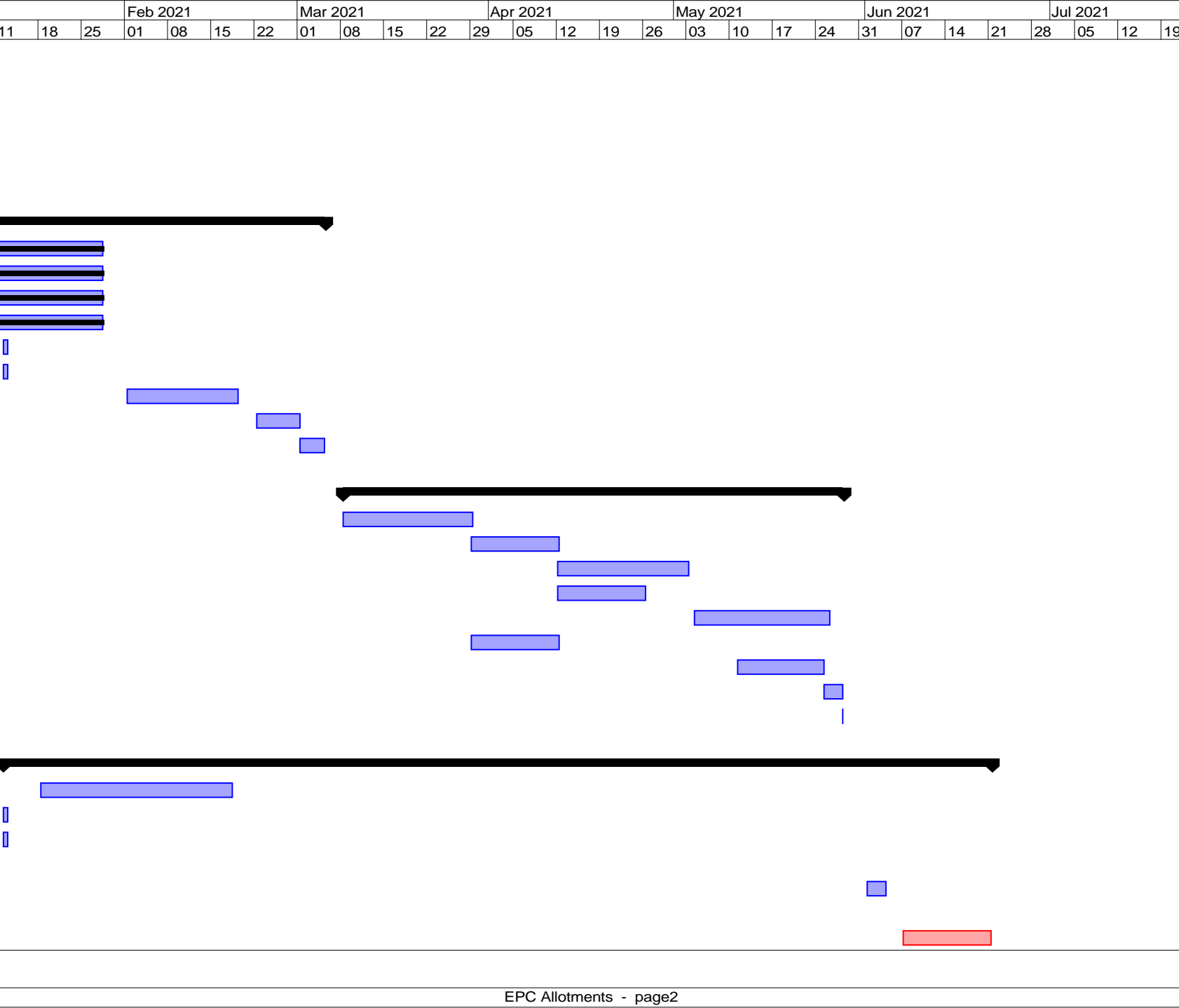
Deliver To:

Debra Platt
Euxton Parish Council
Euxton
Chorley
PR7 6NX

Description	Item Ref	Qty	Sale Price Per item	Total Sale Price			
Unit							
AV Store		1	2,665.00	2,665.00			
<i>10' x 8' (3.0m x 2.4m) - Based on new build Container with lock box in green</i>							
Transport		1	600.00	600.00			
Delivery (Subject to site survey)							
<i>Budget cost only at this stage and based on weekday delivery to site by hiab use, unless a crane is required for off-loading. Delivery is based on clear un-restricted access to site, with a suitable surface for travelling over to off load. Subject to further site survey.</i>							
Sales Total:				3,265.00			

This is a quotation on the goods named, quotation number **S051479 Rev: 01**; all prices are exclusive of VAT, chargeable at rate ruling at time of dispatch, subject to payment terms as attached and satisfactory credit check, exclusions apply. Hire rates quoted are based on the minimum weeks continuous hire as shown. To accept this quotation and confirm you have read and accept our terms and conditions please sign here and return:

Authorised Signatory: _____ Position in Company: _____ Name: _____
 Thank you for your enquiry Purchase Order: _____ Date: _____



Agenda Item 11 Report

11. Budget considerations

Budgets consist of:

Precepted monies which can be spent on 'non infra-structure' items

CIL monies which can only be spent on 'infra-structure' items

S106 planning monies which can only be spent on the specific project

Budget type	Budget	Spent	Allocated	Available
Precepted	17,000	3,707	3,275	10,018
CIL request	150,000	0	0	150,000
S106*	10,529	0	0	10,529

* clarifying if this figure is complete or if it may rise a little

Allocated costs so far:

CASS (Items b to f) £3,275 – ordered work