

South Willesborough and Newtown Community Council
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Minutes of the Additional Meeting of the Council held on

Tuesday 19th March 2024

March 2024 Additional Minutes

The Chair opened the meeting at 7pm

In attendance Cllr Sue Mullan (SM) Cllr Paul Bohill (PB) Cllr David Smith (DS) Cllr Steve Campkin (SC) Cllr David Mullan (DM) Cllr Malcolm Webb (MW)

Also, in attendance Sarah Evans Community Council Manager (SE CCM)

69/24 Record attendance and list apologies for absence

Apologies were received from Cllr Nirosha Thilagarajan Cllr Andy Hodges

70/24 Declarations of pecuniary, other significant or voluntary interest

SC advised he is a tenant at Gas House Fields Allotments

- i. Updating of Declarations of Interest for the Code of Conduct**
- ii. To note the granting of any requests for dispensations and the decision**

71/24 Agree Minutes of the Council meeting of 5th March 2024 and sign (attached)

It was Proposed SC and Seconded PB that the Minutes were a true record of the meeting and the Chair signs them.

72/24 To consider a review of the Structure of the Council and Committees for 3 months and agree.

Members discussed a previously circulated report.

Resolved :- Proposed DS and Seconded MW to hold additional Council meetings for 3 months due to the challenge of achieving quorum for Finance and General Purposes Committee, Staffing Committee, Communications Workings Committee and Allotments Committee.

Dates for additional meetings agreed as follows to be held at Baxendale Court Community Lounge.

April 23rd 2024

May 21st 2024

June 25th 2024

73/24 To consider the Work Nest Health Proposal for Health and Safety Policy and Health and Safety Handbook and agree

Resolved:- Proposed DS and Seconded MW and agreed unanimously to 1) To review the Health and Safety Responsibilities delegation within the Policy, to seek advice on which responsibilities should be assigned to Committees and which responsibilities should be assigned to an Officer. 2) To accept the Health and Safety Handbook and to circulate this to all staff.

Actions 1) SE CCM to investigate how to effectively determine Committee and Officer responsibilities within the policy.

2) SE CCM to circulate handbook to all staff by 28th March 2024.

74/24 To receive the Work Nest Health and Safety Report and agree actions

Members discussed the Work Nest Health and Safety Report and a previously circulated report on critical and high actions for the Council review.

Resolved:-Proposed PB and Seconded DM and Agreed:-

- 1) To receive and note the Work Nest Health and Safety Report.**
- 2) To agree the critical installation of fencing requirements and review as a separate Agenda items.**
- 3) To review the required actions on a month by month basis with a report to the monthly Council Meeting.**
- 4) To receive and note the response from the Landlord on the Fire Detections fire alarm panel fault.**
- 5) To seek 3 quotations for fire risk assessment actions from the report. On completion of the fire risk assessment to review the Landlord responsibilities.**
- 6) To bring forward the Actions required for Legionella Management at Gas House Fields and arrange for the allotments to be assessed by a competent person for potential areas of legionella growth including dead legs, long pipe runs, water tanks and old fittings.**
- 7) To have a risk assessment completed in line with the report specification from Work Nest Health and Safety before turning the water service back on.**
- 8) To accept the Work Nest Quote for completion of the Legionella Risk Assessment at Gas House Fields.**
- 9) To update the allotments terms and conditions adding that a 30-minute fire watch to ensure all flames and embers are fully extinguished prior to allotment holders leaving the site. To email and post this to all tenants and add it to the noticeboards on the Gas House Allotment Site.**
- 10) To formally contact the tenant with fuel powered machinery to ensure there is no storage of fuel on the allotments and ensure all fuel is removed from the allotments by 28th March 2024**

- 11) To confirm with the Consultant if Hazard Barbed Wire or Hazard Razor wire signs are required and then to post these signs every 2 bays on the Allotments by 28th March 2024
- 12) To seek 3 quotations for the removal of waste and debris on vacant plots and review
- 13) To seek 3 quotations for first aid at work training and review
- 14) To receive and note the return of the signed risk assessment for the Young Person at Work by the School and Parents.
- 15) To ensure on the first day the student is also required to sign the risk assessment and has understood the health and Safety Requirements.
- 16) To prevent the young person from using the kettle when boiling. If the young person wishes to have a hot drink to use the café for services. To update the risk assessment accordingly
- 17) To review this risk assessment on an annual basis or sooner if the Council is made aware of Legislation changes.
- 18) To review the actions for Contract Management and seek advice on how this would apply to self employed contractors and small businesses to ensure fair and equal opportunities for all size companies.

75/24 To receive 3 quotations for the critical replacement of fencing on Gas House Fields Allotments and agree

Resolved:- To accept the quotation from Four Seasons Fencing. 2) To seek advice from the National Allotment Society on the necessary movement of tenant's compost. 3) To seek 3 quotes for the removal of unsafe inherited compost bins if required. 3) To fund from the General Reserve but to investigate S106 funding for the fencing.

Action SE CCM 1) To seek advice from National Allotment Society. 2) To seek 3 quotes for removal of Compost if required. 3) To investigate applying for S106 funding for the fence.

76/24 To review the budget performance to date, bank reconciliation, reserves and recommended bank transfers and agree actions.

Resolved: Proposed PB and Seconded DM and Agreed Unanimously

- 1) To use the Pay Award Budget for the litter picker salary and the Ear Marked Reserve for Staffing for the salaries for staff and staff training costs to the end of March 2024.
- 2) To accept the Bank Reconciliation for March 2024.
- 3) To accept the Reserves report.
- 4) To transfer from Current account to Allotments rents received £56.00
- 5) To transfer from Current account to Expense account £1000.00.
- 6) To transfer from the Reserves Account £5500 to maintain the balance of the Current Account and £8350 for the costs of critical fencing.

- 7) To receive a Scribe Budget Monitor report run to the same date as the Bank Reconciliation to ensure it is tallying in date order on the payments presented. Action SE CCM to run Scribe Budget Monitor report to 11th March and email to the Chair.

77/24 To receive a report on the VAT Position for 2023 2024 and agree

Resolved :- Proposed SC and Seconded PB and Agreed unanimously to submit the VAT claim from January to 11th March 2024. 2) That the 2 minor errors from the manual system had been corrected with HMRC with the Mid Aug to Dec 23 reclaim. 3) That the Scribe system included 3 payments claimed on the 2022 2023 reclaim and the balance of VAT for the Council 1.4.23 -8.3.24 is £4568.15.

Action SE CCM to submit VAT reclaim.

4782.90	Scribe Calculation		
-£194	Mar-23	CLAIMED	
-£10	Mar-23	CLAIMED	
-£10.75	Mar-23	CLAIMED	
4568.15	BALANCE		
£1710.02	April to July reclaim		
£2218.76	Mid Aug to Dec reclaim (including corrections)		
-3.17	Corrected with HMRC		
-5.47	Corrected with HMRC		
648.01	1 Jan 2024 – 8 th March 2024 to claim		
4568.15	Balance		

<u>VAT to reclaim 1/1/2024 – 8/3/2024</u>	<u>£648.01</u>
<u>Total VAT Council to reclaim 1.4.23-8.3.24</u>	<u>4568.15</u>

78/24 To review the Fixed Asset Register and agree

Resolved :- Agreed unanimously to the updated fixed asset register, 2) To the disposal of the community noticeboard at Newtown Green notified to Council September 2023.

79/24 To agree the payments listing (attached), new beneficiaries, endorse any payments agreed by email and any deposit key refunds required.

Resolved Proposed DM And Seconded MW and Agreed unanimously to the payments listing.

Description	Net	VAT	Total
NEST Pension	235.55	0.00	235.55
Ashford Borough Council Repayment of unspent Grant	350.00	0.00	350.00
Agilico Telecoms and Broadband	30.27	6.05	36.32
Room Hire Baxendale	350.00	0.00	350.00
HMRC Cumbernauld	617.63	0.00	617.63
Staffing Salaries	2,570.79	0.00	2,570.79

80/24 To agree under Section 12a of the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the public from the following part of the meeting.

Resolved:- Agreed Unanimously to close the meeting to the Public at 8:07pm

81/24 To agree the hire of temporary assistant to the SWAN Office for 3 months

Resolved Agreed unanimously 1) to the hire of a temporary assistant to the SWAN Office for 3 months 2) To use the allocated budget for 2024 2025 for 7,5 hours a week for 3 months and the additional 7.5 hours a week to be funded by the Ear Marked Reserve for Staffing Costs.

82/24 To agree the Statement of Terms for the temporary assistant

Resolved Agreed to the draft Statement of Terms provided by Work Nest HR for 15 hours a week on Spinal Point 10 of the Government Agreed Pay Scales

83/24 To agree the Candidate for the temporary assistant

Resolved:- Agreed Unanimously to interview of the proposed candidate by DM and SM and to hire subject to satisfactory interview.

84/24 To agree the purchase of equipment for the SWAN Office Temporary Assistant

- 1) Resolved Agreed Unanimously to the purchase of New HP Laptop HP 17-cn0532na 17.3 Laptop - Intel® Core™ i3, 128 GB SSD, Silver £499.00 Currys

2) Initial Safety Items and Uniform to agree

Safety Boots water resistant steel toe cap	Thanet Tools	£49.00			
Waterproof Coat SWANCC	Araes Workwear	£32.00 plus VAT			

Safety Gloves	Thanet Tools	£2.90	Texthide premium safety gloves		
Safety Glasses	Thanet Tools	£4.00			

85/24 Urgent Correspondence

No items were brought to the meeting.

There being no further business to discuss the Chair closed the meeting at 8:30pm

Signed Chair _____ Date _____

Appendix of Reports

A review of the Structure of the Council and Committees

Health and Safety Report

Critical Fencing

Report of the Community Council Manager on the Structure of the Council and Committees.

Following a review of the last 4 months of Council it has been challenging to achieve quorum for committees. It has not been possible to have quorum for 3 Finance and General Purposes Committee meetings and 2 Communications Committees and it was not possible to have quorum for a Staffing Committee. It has also been difficult to agree a date for the Allotments Committee. The Planning and Highways Committee has remained effective and carrying forward the Highways Improvements Plan and due diligence on Planning Applications.

This is not a reflection on the Council Members themselves who are immensely appreciated and committed to the Council and this is highly commendable. But it does suggest that the Committee system needs to be reviewed and modified to support Member capacity.

Going forward the Council does need to be able to make effective decisions, continue the projects in hand, effectively manage its responsibilities and the essential need to review budgets and agree payments as a whole body. Therefore, it is proposed to review the Council Structure and agree for 3 months to hold an additional Full Council Meeting to cover Finance and General Purposes including Health and Safety, Communications Workings Items, Staffing items (with closure of the meeting to the Public if required) and Allotments Committee items. This would ensure there is the required quorum, the Council can still progress with its duties and responsibilities and the Council remains efficient and effective.

It would also mean Members of these committees only had one additional meeting and this change in structure would hopefully reduce the demand on Members and allow them to continue in their role with the very many pressures many Members are under at this present time.

The Planning and Highways Committee is effective and carrying forward the Highways Improvements Plan and due diligence on Planning Applications. It is therefore recommended to continue this Committee and consider if the membership should be expanded for any further Members who wish to join it.

It is hoped that this proposal is agreeable to members as a supportive move to facilitate the change in capacity of members, whilst still supporting the functions of the Council. The SLCC advice service have supported this recommendation with the advice of a 3 months running as additional meetings.

Proposed Dates for Additional Meetings

April 23rd 2024

May 21st 2024

June 25th 2024

Sarah Evans
Community Council Manager
14th March 2024

Work Nest Health and Safety Audit report**Recommendations**

- 1) To accept the work nest health and safety report and the requirements within it
- 2) To agree the priority dates set by WorkNest

- 3) To agree to review as a Council at the beginning of each month the priorities set and agree actions to address these requirements as a regular programme
- 4) To follow the fire safety this up with the Landlord again and follow the remaining actions for fire risks with the Landlord as fire risk assessments should be an open book between both the landlord and the tenants own fire risk analysis and ensure due diligence is in place. The SWAN Office is a public office which is used by staff, volunteers, Cllrs and residents so its safety is a responsibility the Council needs to take.
- 5) To agree the installation fencing requirements and review separately 3 quotations for fencing installation.
- 6) To agree to bring forward the legionella risk requirements for Gas House Fields Allotments
- 7) To agree the risk assessment for legionella risk on Gas House fields Allotments and quote from Work Nest of £350
- 8) To agree the amendment to the Allotments terms and conditions for incinerators and burning onsite.
- 9) To agree the review of fuel powered machinery by 28th March 2024
- 10) To agree the security of the boundary fencing requirements and signage by 28th March
- 11) To agree the procuring of 3 quotations for cleanliness and waste management on Gas House Fields Allotments
- 12) To agree the procuring of 3 quotations for fire risk assessment, first aid at work and further costs in completing the required actions from the report
- 13) To agree the actions to date for the Young Person At Work, the receipt of the Council agreed signed risk assessment by the School and Parents.
- 14) To agree that supervision and training requirements have been put in place within the risk assessment
- 15) To agree the Young Person At Work risk assessment is reviewed on an annual basis or sooner if required or the Council is notified of any changes in legislation.
- 16) To agree to bring forward the actions applying to Contractor Works contained within this report.
- 17) Council to review and advise how best to put this in place with contractors.
- 18) To consider to hire a competent person to assist with the implementation of these measures to move the Council through the reactive actions of Health and Safety and then to consider how it will maintain a proactive response to Health and Safety going forward.

Background

In order to review the Health and Safety the responsibility of the Council, Work Nest completed their Health and Safety full site visit Monday 5th March 2024. The Health and Safety Audit Report was received Friday 7th March 2024 with 55 actions required and corresponding requirements to fulfil these responsibilities.

This has been downloaded into a spreadsheet for Member review into audit requirement date and priority order with timescales.

It is recommended to accept the Work Nest Health and Safety report and the requirements within it.

Outline of Report

This report now addresses the most critical items which need to be addressed by 2nd April 2024 **Fencing and Fire Safety** and drawn in corresponding actions within the Health and Safety report to

address this. The report then addresses the high items and makes recommendations to consider how best to implement this.

The fencing on the allotments (for which 3 urgent quotations have been sought and are to follow in a separate report) and water and site safety are addressed in this report with recommendations to agree actions and tasks

The fire safety at the SWAN Office has been addressed preliminarily with the Landlord and requires Members review and a fire risk assessment and it is proposed in this report.

This report will in the next section take the priority actions one by one with actions already taken and recommendations for Members to agree.

Going forward

After which Members need to review the medium and low priorities which need to be addressed and it is the recommendation of this report that

- The Council agrees the priority dates set by Worknest
- Then reviews each of the items at the beginning of each month and agrees its actions to address these requirements as a regular programme.

April Actions Critical

1) Critical

Health and Safety Visit Monday 5th March 2024 10 am – 3pm

Action Required: Workplace - Falls/Falling Objects. Fencing at the edge of the allotments is required where brush has been removed from the waterway/ditch to prevent falls/drowning hazards.

Secure fencing should be provided where a person might fall.

Date 2nd April 2024

Tuesday 6th March 2024

Emergency temporary measure of plastic green safety netting to define the fencing hazard tape and hazard warning tape in place

Quotations for Weld V Mesh Fencing

Country Fencing 8/3/2024 on site for quotation 11am

R James Fencing 8/3/2024 on site for quotation 3pm

Four Seasons Fencing 11/3/2024 on site for quotation 8:30am

Dyson Fencing 12/03/2024 on site for quotation 4:30pm

Quotes awaited.

2) Critical

Action Required: Fire Safety Overview - Detection & Alarms. It was noticed during the visit the fire alarm panel was showing fault.

Formally contact the Landlord to arrange for remedial works to be carried out.

This was reported to the Landlord on the day and a response received see appendix. The response from the Landlord does not address the requirement for arranging remedial works to be carried out. Therefore it is recommended to follow this up with the Landlord again and follow the remaining actions for fire risks with the Landlord as fire risk assessments should be an open book between both the landlord and the tenants own fire risk analysis and ensure due diligence is in place. The SWAN Office is a public office which is used by staff, volunteers, Cllrs and residents so its safety is a responsibility the Council needs to take.

3) Water HIGH Priority GHF Allotments

Worknest have also raised the need for a review of Legionnaires on the Allotments this is required by 2nd May 2024 but as the water is turned off until April 2024 it is recommended to bring this item forward to April 2024

4) Action Required: Legionella Management - General Controls. Gas House Fields allotments has not been assessed for sources of Legionella growth and dissemination.

Arrange for the allotments to be assessed by a competent person to identify potential areas of

Legionella growth including dead legs, long pipe runs, water tanks and old fittings.

The risk assessment should consider and evaluate: • clear allocation of management responsibilities • competence and training of key personnel • a description of the water system, including an up-to-date schematic diagram • an evaluation of the risk and safe operating procedures for the water system, including controls in place to control risks • arrangements to review the risk assessment regularly and particularly when there is reason to suspect it is no longer valid etc

Worknest have quoted £350 for this service as time is a concern with the water provision being turned on April 2024, recommendation to accept this quotation.

May Actions High Priority

2nd May 2024 Deadline

- 1) Allotments - Incinerators and burning on site. There is currently no written safe system of work to control spread of fire on the allotment plots.
 - Update allotment t's & c's to include a minimum of 30 minutes fire watch to ensure all flames/embers are fully extinguished prior to allotment holders leaving the site.

Recommendation to agree this update to the terms and conditions and notify all tenants, to update the terms and conditions.

- 2) Flammable items. There is evidence fuel-powered machinery is used on some allotment plots. Storage of fuel (including machinery as fuel is stored within the vehicle tank itself) is not permitted as part of allotment holders t's & c's to reduce the spread of fire/explosion. Formally contact the allotment holder to arrange for all stored fuel, including machinery, to be removed from the allotment.

Recommendation Council to review and set as an administrative task to be completed by 28th March 2024.

Fencing and Security and Safety on Allotments 4) High Priority 2nd May 2024

- 3) Security. Boundary fencing in some parts of the allotment contain razor wire without warning signs to prevent persons from injury. Display 'razor wire' warning signs (black on yellow background) at periodic intervals in the fencing where razor wire has been provided.
5 signs were put up 6th March 2024
Fencing Contractor advises to put
Razor Wire Hazard warning signs to put up every 2 bays on the allotments
Recommendation Council to review and set as an administrative task to be completed by 28th March 2024

Security. Fencing to some parts of the allotments is not sufficient to prevent unauthorised access by members of the public.

Install suitable fencing to prevent members of the public gaining unauthorised access to the allotments.

Long perimeter adjacent to neighbouring fence needs to be 1.8 metres or 6 ft to safely prevent any intruders or children from entering the site.

Quotations sought

Country Fencing 8/3/2024 on site for quotation 11am

R James Fencing 8/3/2024 on site for quotation 3pm

Four Seasons Fencing 11/3/2024 on site for quotation 8:30am

Dyson Fencing 12/02/2024

Action Required: Workplace - Cleanliness & Waste. Vacant allotment plots are littered with surplus material and equipment.

Clear the vacant allotments of any waste or debris. Workers should be protected from injury by good housekeeping standards e.g. removal of trip hazards, etc.

Recommendation Council to review and set task for 3 quotations in writing by second Council Meeting in April 2024

Action Required: Fire Safety Overview - A Fire Risk Assessment has not been carried out for the Council Offices.

Carry out or commission a specific fire risk assessment. This is something WorkNest can provide, please contact your H&S Consultant for more information.

Action Required: Fire Safety Overview - Evacuation Plans. There is no evidence a fire evacuation plan has been prepared.

Formally contact the Landlord for a copy of the fire evacuation plan for Invicta Business Park and prepare a fire evacuation plan based on this to include your arrangements for the complete evacuation of your premises in all situations including vulnerable persons (e.g. the elderly and/or infirm, the disabled, children and the visually impaired). Arrange for all employees to receive instruction and training on your fire evacuation plan. New employees should normally receive this at induction. Keep a record of all instruction given.

Recommendation Council to review and set task for 3 quotations for Fire Risk Assessments and

Administrative tasks to be completed by Second Council Meeting in April 2024

1. Worknest have quoted £995exc vat

First Aid at Work 5)

Action Required: First Aid At Work - Personnel. No-one has been trained in Emergency First Aid at Work.

Provide trained first aiders to cover all working shifts and other absences (e.g. Holidays, sickness etc). Your first aiders should be trained in the Emergency First Aid at Work qualification.

Recommendation Council to review and set task to seek 3 quotations for First Aid At Work Training Emergency First Aid at Work by Second Council Meeting in April 2024

Young Person at work 6)

Action Required: Young Persons At Work - Instruction, Supervision & Training arrangements have not been put in place.

Action Required: Young Persons At Work - Prohibitions have not been defined for young persons.

Action Required: Young Persons At Work - Risk Assessment. Although the proposed Young Worker has not yet started, there has been no preparation made to conduct a Young Worker risk assessment prior to their start date.

Action Required: Young Persons At Work- Risk Assessment. A regime to periodically review Young Worker's Risk Assessments has not been implemented.

Action Required: Young Persons At Work- Risk Assessment. There is no evidence of a protocol in place for Young Persons Risk Assessment being issued to the child's parent/guardian.

Young person at work actioned for August 2024 by Work Nest Work experience student beings 25th March 2024

Council Actions to date.

Risk Assessment is in place

- a) Copy has been sent to the school and requested this was sent to parents
- b) Will be given an induction on first day outlining the health and safety risk assessment, and the risk assessment for the Council is in place for implementing ready for first day.
- c) Only equipment which could be a hazard is the kettle and will advise not to use it and will be provided with ready made drinks from the café.
- d) All risk assessments to be reviewed on an annual basis or sooner if risk arises or the Council is made aware of Legislation changes.

Contractor Management 7)

Contractor Management deadline set by Work Nest of June 2024 however with contractors being required to complete fencing requirements

Recommendation to bring this forward to apply to contractor works

Recommendation Council to review and advise how best to put this in place with current and future contractors.

Actions required detailed below.

17 Action Required: Contractor Management - Competence. To date, it has not been confirmed that contractors will not sub-contract works to a third party without permission.

17 Formal contractual agreements should be in place to ensure no subcontracting of work is carried out without prior agreement. This should include advising the contractor they are fully responsible for the subcontractors work, acts and omissions as well as any warranties that are issued for the work.

18 Action Required: Contractor Management - Competence. To date, it has not been established if contractor's employees have been trained/competent to carry out tasks and use associated plant.

18 Gain formal confirmation from the contractor that they and all their employees are competent and have been trained in the use of all plant and equipment to be used. Where appropriate confirm they hold the required training certificates or licences.

20

Action Required: Contractor Management - There is no evidence contractors have been vetted for competency prior to engagement.

Generate a preferred list of checked and inspected contractors. Any new additions should be assessed prior to use. Consider the use of a software system that allows this information to be recorded and tracked.

Action Required: Contractor Management - There is no evidence contractors have been vetted for competency prior to engagement.

19 Gain formal confirmation from the contractor that all plant and equipment they supply is fit for purpose, suitable for use in the environment it is to be used in, adequately maintained and where required holds appropriate certificates of inspection and test.

Conclusion

Members need to review the medium and low priorities which need to be addressed and it is the recommendation of this report that

- The Council agrees the priority dates set by Worknest
- Then reviews each of the items at the beginning of each month
- Agrees its actions to address these requirements as a regular programme.

This will create an additional and substantial workload for the Clerking function therefore it is recommended to hire a competent person to assist with the implementation of these measures to move the Council through the reactive actions of Health and Safety and then to consider how it will maintain a proactive response to Health and Safety going forward.

Sarah Evans
Community Council Manager
14th March 2024

A report of the Community Council Manager on the Critical Replacement of Fencing on Gas House Fields.

Recommendations

The recommendation of this report that Four Seasons are instructed based on their experience, professional credentials, pricing and excellent straightforward service, ability to remove all waste without complication or additional cost, able meet the deadline of 2nd April 2024 provided by Work Nest.

That advice is sought from National Allotment Society on how best to negotiate with tenants on re-siting of their compost areas for the extension of critical line fencing.

Fencing Critical Line

With the Work Nest Visit to Gas House Fields 5th March PM, it was clear the fencing at the edge of the allotments is required as the brush has been removed from the waterway/ ditch leaving this area open to falls or drowning hazards. This brush had not been cut on 1st March 2024 when a routine plot inspection was carried out.

This was immediately acted up and Council agreed 5th March to a plastic fencing with stakes and hazard tape to be installed as a temporary immediate safety measure.

Fencing contractors then visited the site over the next 7 days and provided quotations to install V Weld Mesh Fencing Galvanised and Polyester Powder Green Coated RAL 6005 for this area.

Fencing Extension Critical Line

On reviewing the rear of this area of the allotments it is clear that the bank is eroding significantly and the brush and hedging in situ is not a safety barrier. Therefore, fencing also needs to be installed to provide adequate safety protection. There is cutting back of branches, brambles and brush that will need to be removed and each contractor was asked to provide a solution to this which is itemised in the quotations below. There is a further challenge with this area as 3 tenants have compost stores which are full and in poor condition and will need to be moved to allow for the fencing to be installed. Each contractor was asked if they were able to provide a solution for this, in the event it is not possible for tenants to move their compost bins. Advice from National Allotment Society Legal Adviser is awaited.

Fencing High Level Upgrade Fencing to Neighbouring Property.

Work Nest advised that the fencing to prevent unauthorised access by members of the public is insufficient. They have advised the Council to install fencing 1.8 metres or 6ft to safely prevent any

intruder or children from entering the site from the neighbouring property the whole length of the main allotment site.

The Perimeter Fencing

This is currently chain link fencing which is intact however the Council needs to review this to determine if the perimeter fence is suitable for the foreseeable or if it should also be upgraded. Each of the Contractors was asked to provide a quote for this also, and these are awaited.

This report has addressed Fencing for the Critical Line, Extension to Critical Line and Fencing High Level Upgrade Fencing to Neighbouring Property. 4 contractors have visited the site and a 5th is visiting Saturday 16th March 2024 and if able to provide a superior quotation to those presented in this report an addendum report will be circulated Monday 18th March 2024.

Decisions

- 1) **The most immediate decision that needs to be taken is the Critical Line and it is the recommendation of this report that Four Seasons are instructed based on their experience, professional credentials, pricing and excellent straightforward service, ability to remove all waste without complication or additional cost, able meet the deadline of 2nd April 2024 provided by Work Nest.**
- 2) The next decision is the Extension of the Critical Line, there is a need to follow up the advice with National Allotment Society and subject to it, arrange either the tenants to remove the compost bins or engage a contractor to do this. The tenants who are affected by this inherited those compost areas with their plots so advice is sought from the National Allotment Society how best to proceed and negotiate with the tenants to carry this out.

If it falls on the Council to remove this compost/soil, the compost itself may be able to be distributed along the bank and the materials creating compost areas removed. This needs to be further investigated.

Then it is the recommendation of this report to use Four Seasons to install the fencing subject to confirmation of the skip costs to remove the green waste from cutting back the brush and similar.

- 3) High Level Upgrade to Fencing to Neighbouring Property

It is the recommendation of this report to use Four Seasons to install the suitable fencing.

Responsibilities with instructing Fencing Contractors

Subject to site survey

No LADS in any form associated with this project

All live underground service which pose a safety threat to the company electric, gas water, must be marked out on the ground and plans made available to the Contractor prior to commencement of works.

Marking out of fence lines is the responsibility of the Council line to be waterproof marking material Where existing fencing is being replace will install along he same line as existing whilst trying to avoid existing post foundations

Free use of welfare facilities available (none)

Will require on site parking close to location of works – the site has been visited by each contractor and the challenges of parking, the wet path on the barrier gate to the allotments was explained.

To also investigate suitable completion of the Work Nest Actions for engaging contractors before work starts.

Fencing Quotations

Fencing Quotations	RAL 6005			
		Critical Line	Extension to Critical Line	High level fencing upgrade to neighbouring property
Four Seasons Fencing		1376.17	2716.14	4254.19
8346.5	Yes			
Countryside Fabrication Ltd		1870.75	6883	5012.25
11895.25	Yes			
DDC Kent	Yes	2500	4500	8650
15650				
Robert Smith Fencing Ltd				
Site visit 16 th March 2024				
R James & Sons Fencing Ltd	NO			
		1935	no quote	no quote
not suitable as incorrect product quoted,				
and only quoted for critical line				

1) Four Seasons Fencing Bethersden Ashford Kent TN26 3AT

Straightforward quotation

No additional cost for waste removal from cutting back brush and overgrowth to access fencing line. however Compost bins on extended critical to be removed before installation

Cost Effective

Professional High Standard company contracts include Schools, Children Centres, Dreamland Margate, Construction sites across the County. See website www.fourseasonsfencing.co.uk

National Highway Sector schemes Quality Assurance awarded, CIRAS confidential reporting, CAME ad BPT approved installer and Constructionline Gold Medal Member Approved.

- 2) Countryside Fabrication Ltd Unit 3&4 Kingfisher Business Centre Henwood Ind Est Ashford KENT TN24 8DG

Quotation for fencing supplied, however unable to provide clearance services of green waste.

Contracts include Hever Castle Golf Club, High Weald Academy, Dover Boat Yard, Thames View School. www.countrysidegroup.co.uk

Additional Costs to take down and clear vegetation from existing fence line and place into a communal compost bin close to the area of works -note this does not include the removal of any trees cost £5.00LM +VAT

The Council at present does not have a Communal Compost Bin for service.

Contractor Proposal for Communal Compost Bin

- *May I propose my thoughts on how we can save money and reduce our carbon footprint with this project.*
- *To remove green waste from site will require firstly large skip/s will need to be placed locally to the site, this may require permits depending on where the skip is placed.*
- *There would also be a risk of fly tipping into the skip that would be only for green waste.*
- *Additional labour will be required to take the waste vegetation from the fence line and loaded into a dumper along with the waste from the compost heaps.*
- *There will be numerous trips back and forth to the skip with the dumper to be unloaded, this would require a banks man as we would be interacting with members of the public and plant movements would need to be escorted.*
- *Once this has been done a lorry will be needed to collect the skip or skips which will potentially increase the carbon footprint.*
- *We could create a communal compost heap within the allotment for all of the gardeners to put their waste into, this can be made using sleepers or similar and be a permanent structure or something that could be moved if needed, this would save the gardeners money on compost and substantially reduce the carbon footprint of this project.*

Analysis of Compost Bin Proposal

If the Council were to agree to communal compost heap in the allotment it would then be the responsibility of the Council to create it, turn it, water proof it, keep within a decent container adding costs, prevent trip hazards, prevent tenants adding to the compost with either unsuitable or unexpected items. Compost heaps also are known to attract vermin due to decomposition and the items warming in the decaying process. Also, there is serious risk of external items being brought from off-site onto the site and it will create additional risk with unsuitable materials coming onto the site, which is already a difficult issue to manage. It has also been a historic problem of waste from business practices being brought onto site which Ashford Borough Council have had issues managing.

It would have to be managed exactly what was going into the communal compost heap and the structure would need to be maintained. It will also require man power and staff time to constantly manage this resource which at present the Council does not have the capacity in place to run this service. It would have to be managed exactly what was going into the communal compost heap and the structure would need to be maintained bearing in mind the critical deadline to achieve this fencing installation.

Whilst the Green Credentials the Contractor is proposing on the face of it seem beneficial, the situation can be resolved by using a contractor who can take the green waste away. By the Council seeking advice from the National Allotment Society in best steps to require the tenants to move their compost bins for Health and Safety. Giving the simplest safest and most effective solution, to work with the 3 tenants with compost bins to move their compost bins from the boundary to allow the work to be carried out. The contractor can advise how wide a working area is required for the fence installation.

To supply labour to remove the compost bins from the fence line and place into a designated area within the allotment and use this as a communal compost area £500.00.

Or Compost bins on extended critical line to be removed before installation

DDC KENT

Recommended by Ashford Borough Council Housing Have installed Secure Fencing for Bullied Place and various Houses within the Portfolio for the Borough Council. Check A Trader.

Able to provide the fencing services. Before work carried out a full risk and method statement will be supplied. Proof of Full Public Liability and Employers Liability will be supplied.

Additional Costs Clearance needed for Extended Critical Line

Option 1

Clear line to site fence leaving all waste on site. Moving compost bins forward to site fence. These are in poor state and may not be salvaged. All works carried out as neatly as possible £950.00 +VAT

Option 2

Clear line to site fence. Remove waste from site. Due to access this would have to be done manually £2150.00 +VAT