

Report of: Leisure and Cultural Services Business Unit Manager

To: Executive Board

Date: 6 November 2006

Item No:

Title of Report : Allotment Condition Survey



Summary and Recommendations



Purpose of report: To inform Executive Board of the method and programme for the expenditure of the budget for the allotment condition survey

Key decision: Yes

Portfolio Holder: Councillor Alan Armitage

Scrutiny Responsibility: Environment



Ward(s) affected: All

Report Approved by:



Sammy Thomas (Head of Legal and Democratic Services)
Emma Burson (Group Accountant)



Policy Framework:



Improving environments where we live and work.
Supports the evolving green spaces strategy



Recommendation(s): The Executive Board is recommended to agree:

1. Grant major project approval to the programme and method of expenditure allocated in the budget for allotments.
2. To give delegated powers to the Strategic Director of the Physical Environment to award a contract to an agreed supplier selected as a result of a restricted tender process in accordance with EU procurement regulations. The contract will be for three years with an option for extension.



Background

1. A report outlining the results of a condition survey of all allotments was presented at and endorsed by all Area Committees.
2. A budget bid was included in the Council's budget bidding process to undertake the work highlighted in the condition survey report.
3. Subsequently the report was presented at Executive Board on the 16 January 2006 as background to the budget bid that was being considered as part of the Council's budget bidding process on the 20 February 2006.
4. The Full Council approved the budget for the allotments and allocated monies for the period between 2006-2008.

Consultation

5. The prioritisation of the improvement work was discussed at the last allotment association meeting on the 11 May 2006 and all associations agreed the priority of work for 2006 (Appendix 1).
6. The allotment associations also requested that the priority of work be changed from that presented at Area Committees for 2007/08 and 2008/09.
7. Consultation has been undertaken with the allotment associations and all allotment associations requested to be included in the process from start to finish.

Other means of achieving this objective

8. A major project appraisal has been undertaken and the following items have been addressed:
 - a. A number of alternatives of achieving the objective of undertaking the improvement work in the allotments have been considered and the use of contractors to undertake the additional work was considered the more favourable option.
 - b. Consultation has been undertaken with the allotment associations and all allotment associations requested to be included in the process from start to finish.
 - c. The expenditure will be phased according to the budget allocation and there will be no ongoing revenue consequences

Staffing Implications

9. There are no staffing consequences as a result of undertaking the additional work.

Legal Implications

10. There are no additional legal implications as the contract will be tendered in accordance with EU regulations.
11. The expenditure will be phased according to the budget allocation and there will be no ongoing revenue consequences

Proposals

12. It is proposed to implement the work programme illustrated in Appendix
13. Each individual allotment association will be consulted with a view to discuss and agree in more detail the work that is to be undertaken e.g. type of fencing.
14. A specification will be written and a tender will be issued to prospective contractors with a view to awarding a contract for supply and installation of the fencing. This process will also embed the procurement strategy.
15. If during the three years there are to be changes to the work programme agreement must be gained at the allotment association meeting from the majority of allotment associations.

Financial Implications

16. Full Council approved the following revenue funding for improvements to allotments:

Revenue/£			
Year	2006/07	2007/08	2008/09
Expenditure	100,000	238,000	111,000

Name and contact details of author:

John Wade
Parks Manager
01865 467255

Background papers: None

