

Western Wards Allotment Association

Notes of Management Committee 'Zoom' Meeting Wednesday 7th October 2020

Management Committee Members Present

Alastair Burnett, (Acting Chairman) Site Manager, Hunts Pond Road; (AB)
Robin Green (Acting Hon. Secretary), Site Manager, Sarisbury Green; (RG)
Keith Johnson, Site Manager, Hunts Pond Road; (KJ) – Project Lead
Paul Rann, Site Manager, Warsash; (PR)
John Parsons, Site Manager, Posbrook and Shop Manager; (JP)

Also in attendance

David Doran – WWAA Trustee
Ted Weager – WWAA Trustee

1 Apologies for absence

Phil Pike – Hon. Treasurer (PP)
Sandra Milam – Site Manager, Lodge Road (SM)
Martin Wheeler – Site Manager, Sarisbury Green (MW)
Martin Barnett – Site Manager, HPR (MB)
Gill Rock - Site Manager, Warsash (GR)

2 Opening by Chairman

- 2.1 The Acting Chairman opened the meeting by welcoming Trustees and committee members.
- 2.2 There was no formal agenda prepared for this meeting. It was convened to discuss the standpipe rectification works as required by Southern Water Board (SWB). The requirement for these works followed his site inspections of Hunts Pond Road, Lodge Road, Sarisbury Green and Warsash in accordance with the Water Supply (Water Fittings) Regulations 1999 - Inspection Of Water Installations.
- 2.3 Keith Johnson has been appointed as the WWAA project lead and was asked to outline progress and answer questions during the meeting.

3 Standpipe Rectification Work

- 3.1 The SWB carried out inspections at the following sites between July and September 2020 under the regulations and required rectification works to the following:-
 - Hunts Pond Road – 47 standpipes
 - Lodge Road – 8 standpipes
 - Sarisbury Green - 12 standpipes
 - Warsash – 15 standpipes
- 3.2 The Posbrook site had not been visited by the SWB and there were no requirements for that site.
- 3.3 Estimates for the work were obtained from contractors by KJ and were compared against the costs of in-house purchase of materials and use of appropriately skilled tenant labour.

- 3.4 With committee approval, a contractor had been appointed to deal with replacement of rotten standpipe posts and the remainder of the plumbing and boxing work would be carried out by allotment personnel.

4 Process to be adopted

- 4.1 KJ advised that the project work had been split into 3 phases:-

4.1.1 Phase 1 – to be carried out by the contractor - dismantle the existing wooden standpipe structures leaving water supply pipe and tap in situ - replace the existing post with a new 4 x 4inch post concreted into the ground so that the pipe and tap are fixed on a temporary basis to the post.

4.1.2 Phase 2 – fix the supply pipe and taps with brackets and screws to the new post and fit an isolation tap as an independent means of turning the water off at each standpipe (rather than turning off the mains supply stop cock and draining down). The plumbing phase would involve the purchase of appropriate standard plumbing parts. During Phase 2, taps will be checked to ensure that each has a non returnable valve and replace as necessary.

4.1.3 Phase 3 – incorporate insulation around the pipes above ground to prevent freezing. Fit pre-constructed wooden boxes around the plumbing fitted to the post. The boxes will be screwed into place ensuring that the 'openings' for taps are correctly positioned.

- 4.2 Work had already started at Hunts Pond Road and a number of example standpipes replaced. In order to check that the rectification work met the standards required by the SWB, a representative had visited to inspect the example standards adopted and given approval.

5 Review of the Rectification Work Required

- 5.1 In order to place an order for materials required, the number of standpipes requiring rectification was assessed at each of the sites. The bulk order would keep costs down. A review by KJ and AB identified the plumbing materials needed would differ as regards type and gauge of pipe.

6 Timescales for Completion of the Works

- 6.1 It was not possible to provide accurate timescales for completion of the work.
- Work had started at Hunts Pond Road completing Phase 1.
 - Work at Sarisbury Green would start on Friday 9th October – posts and concrete delivered 7.10.20.
 - Work at Lodge Road, which is the easiest site to deal with and Warsash would be completed before Christmas.

7 Equipment required for each site

- 7.1 KJ had circulated details to members by email prior to the meeting of work to be undertaken and resources required for each site. Details are as follows:-

7.2 Hunts Pond Road

- 7.2.1 Of the 47 standpipes at HPR, a review shows that 33 posts need replacement. All 47 standpipes will be fitted with isolation valves and the taps will be checked. Supply pipes to be securely fixed to the posts and insulated with the recommended insulation Armaflex with a minimum 13mm thickness. The pipe work will be boxed in using timber.
- 7.2.2 A fencing contractor has been engaged to remove the 33 posts in need of replacement and supply and fit 33 new 4" x 4" posts at an approx cost of £970.
- 7.2.3 The following items will be needed for the work and have been costed as follows:-
- Sawn Timber
 50 @ 6" x 1" + 12 @ 4" x 1" + 2 @ 3" x 1" = £213.88 – 10% discount =
 £192.49 + £35 Delivery Charge = £227.49
- Plumbing Needs
 There are 4 different water pipe sizes on HPR including ½", ¾" imperial and 20mm & 25mm metric. This means that it is difficult to give a reasonable estimate for a lot of the fittings, as different adaptors will be required. Based on the costs for Lodge Rd and Sarisbury Green, the costs are likely to be in the region of £15-£20 per standpipe.
 Total Estimated cost = £1877.49 - £2107.49

7.3 Lodge Road

- 7.3.1 A review shows that all standpipe existing posts are in good condition. At Lodge Road, most of the taps are set high on the posts. Reduction of the height of the taps position is recommended to standardise the efficient use of timber when boxing in the pipe work. All pipe work to be securely fixed to the posts and insulated with Armaflex with a minimum thickness of 13mm. There is no need to fit individual isolation valves, as there are 3 set in the ground works.
- 7.3.2 The following items would be needed for the work and have been costed as follows:-
- Sawn Timber:
 10 @ 150mm x 25mm x 1.8m = £32.40
 3 @ 100mm x 25mm x 2.4m = £9.72 approx
- Screwfix:
 Munsen Backplates: 3 (10 per pack) @ £5.50 = £16.50
 Munsen Rings (22mm): 5 (5 per pack) @ £6.26 = £31.30
- Toolstation:
 MDPE ½" 20mm Wall Plate Elbow: 8 @ £5.38 = £43.04
 MDPE 20mm pipe liners: 8 @ 37p = £2.96
 Purchase of Screws: Not costed at this stage
- JTM Plumbing:
 Armacell Selfseal Armaflex insulation: 4 x 20mm x 13mm x 2mts @ £2.18 =
 £10.46 + VAT + delivery (if under £50)
 Total Estimated Cost = £170

7.4 Sarisbury Green

7.4.1 Following a review of the site, it is clear that all posts are rotten and require replacement. The supply pipes will be fitted with isolation valves. Piping to be securely fixed to the posts and insulated with Armaflex with a minimum thickness of 13mm. This will be followed by the 'boxing in' process using timber.

7.4.2 A fencing contractor has been engaged to replace all rotten posts by removing 12 old posts and supply and fit 12 new 4"x4" posts = £460 approx cost.

7.4.3 The following items would be needed for the work and have been costed:-

Timber

Timber required for Allotment Rd = 14 @ 6"x 1" + 4 @ 4" x 1" = £59.20 – 10% discount = £53.28

Screwfix:

Munsen Backplates: 4 (10 per pack) @ £5.50 = £22.00

Munsen Rings (28mm): 6 (5 per pack) @ £2.69 = £16.14

Toolstation:

25mm x 25mm Poly Stop Cock: 12 @ £11.21 = £134.52

25mm MDPE Pipe Liners: 24 @ 38p = £9.12

Purchase of Screws: Not costed at this stage.

JTM Plumbing:

Armacell Selfseal Armaflex: 6 @ 28mm x 13mm x 2mts @ £2.63 = £15.78 + VAT + delivery (if under £50)

Total estimated costs = £750

7.5 Warsash

7.5.1 A detailed plan has yet to be devised but a review shows that there are 15 concrete posts faced by timber for screw fixing of plumbing. Looking at the Southern Water Board report for Warsash, provided that all the pipe size is the same and the requirement for an isolation valve, this should be a straightforward project. However, SWB has indicated that one on plot 15A will require a bit of work.

7.5.2 PR indicated that the one on plot 15A, where this pipe needs to be disconnected and capped off back to the source, a leak on the fitting of no8 tap needs to be fixed before lagging and boxing and the no14 tap is dripping.

8 Treasurers Report on Costs

8.1 The Treasurer PP, who had sent his apologies for non attendance, reported by email that project costs to date show that up to the end of the year 30th Sept 2020, we have settled a total of £598.67 on materials.

9 Vote of thanks

9.1 Other than the contract work, all the research, preparatory work and plumbing had been undertaken by KJ on a voluntary basis. The committee gave a vote of thanks to KJ.

9.2 KJ advised that all the carpentry has been undertaken on a voluntary basis by a tenant at Hunts Pond Road and the committee thanks him for all his work.

10 Closure of Meeting

10.1 The meet was closed by the Chairman there being no other business for discussion.

10.2 The next committee meeting would be held on Tuesday 3rd November using Zoom facilities at 7pm. Invitations to join the meeting would be sent out by email.