COMMITTEE: SOUTH WEST  REF NO:  SWAC/17/23
DATE:  8 MARCH 2018
SUBJECT:  FUNDING REQUEST: LONDON ROAD
          ALLOTMENTS COMPOST TOILET
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HEAD OF SERVICE:  IAN BLOFIELD

Short description of report content and the decision requested:
This report requests that the Committee to consider allocating £7,353.00 to allow the purchase and installation of a compost toilet system at the Council’s allotment field on London Road. This facility at the allotments will increase the time and use allotment holders can spend at the field. It will also reduce interruptions to class visits of children from Ranelagh Road Primary School and community groups using the site.

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This report was prepared after consultation with:
Internal consultees

External consultees

The following policies form a context to this report:
(all relevant policies must also be referred to in the body of the report)
LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW
(papers relied on to write the report but which are not published and do not contain exempt information)

OTHER HELPFUL PAPERS
(papers which the report author considers might be helpful – this might include published material)
1. Introduction

1.1 This report requests that the Committee to consider allocating £7,353.00 to allow the purchase and installation of a compost toilet system at the Council’s allotment field on London Road. This facility at the allotments will increase the time and use allotment holders can spend at the field. It will also reduce interruptions to class visits of children from Ranelagh Road Primary School.

2. Background

2.1 The London Road allotments are amongst the longest established in the town and there are 111 plots in use by local residents and groups for gardening and vegetable growing. The London Rd allotment holders are a cosmopolitan community with many nationalities gardening alongside each other. These include people from Russia, Poland, Lithuania, Latvia, Turkey, Cyprus, Greek Cyprus, Italy, Portugal, Jamaica, Senegal, Iraq and Iran as well as many Ipswich natives.

2.2 The allotment holders include a group of committed volunteers who take on projects at the field, including clearing neglected plots ready for use. The volunteers will be collaborating with the Urban Buzz project this summer to increase wildflower habitat in the untended areas and to develop a pond. The field already has an Apiary, which has up to 8 active hives at peak periods.

Figure 1 – View of the London Road Allotments

2.3 One of the allotment plots is run as a gardening and nature learning project by nearby Ranelagh Road school. Classes of children come to the allotment to plant flowers, learn about plants and insects as part of their outdoor learning. Two members of staff support each visit, which allows them to support the group safely, however if any child needs to use a toilet the whole class have to return to the school. This is because when one
staff member escorts the child back to the school toilets, the one staff member remaining would not be sufficient supervision.

![Figure 2 – View of Ranelagh Rd Primary School plot](image)

2.4 Other plots at the London Road field are tended by Fostering Changes for Children, who work with children in care and Suffolk MIND who work with adults with mental health support needs. Both groups would benefit from toilet facilities on site for similar reasons to the Ranelagh Rd school class. Indeed the lack of toilet facilities at the allotment field is an issue for most allotment holders as it limits the amount of time it is possible to spend working on the plots.

2.5 The London Road Allotment Committee is requesting the purchase and installation of a compost toilet at the field. This solution has been successfully applied at other Council allotments in Ipswich in partnership with the Parks & Cemeteries Service. The allotment committee and the Parks & Cemeteries Service have sourced quotes for the toilet, installation and soakaway.

![Figure 3 – Proposed compost toilet building](image)
2.6 The preferred supplier has been used successfully at other Ipswich allotments and the model includes an accessible toilet, child appropriate urinal, durable vandal proof metal building and necessary soakaway. The Parks & Landscape Service have supplied a quote for the plant machinery use and labour to create the soakaway & install the facility.

2.7 The combined cost of the toilet and groundworks is £8,853.00 (see Section 12 for more detail) and the allotment committee is able to contribute £1,500. The South West Area Committee is asked to consider funding the remaining cost.

2.8 The amount requested of the South West Area Committee is £7,353.00

3. Relevant Policies and Area Action considerations

3.1 Building a Better Ipswich underlying principles:
   • Priority 2: A sustainable Environment
   • Priority 3: An Enjoyable Place to Live, Work and Study

3.2 To alleviate deprivation in the domains of:
   • Health
   • The Living Environment

4. Options Considered / Under Consideration

4.1 Option 1 – Approve allocation of funding of £7,353.00 to the Parks & Landscape Service to allow the purchase and installation of an accessible compost toilet.

4.2 Option 2 – Approve allocation of funding of a lesser amount up to £7,353.00 to the Parks & Landscape Service as contribution to the same.

4.3 Option 3 - Do not fund

5. Consultations

5.1 The Allotment Committee Field Officer & Chair have spoken to the allotment holders and to the staff of the Ranelagh Rd Primary School, all of whom were in support of the improvement.

5.2 Some of the allotment holders had previously identified the need for toilet provision on the site and supplied a portable toilet. This was however removed from use, as it did not meet the standard for safety and sanitation required by the Council. The proposed compost toilet would offer a superior and lasting solution.

5.3 The Area Supervisor has verified the suitability of the proposed toilet facilities and the capability of the supplier. This was done by checking the certification of the supplier and verifying the success of previous
installations at other Council owned allotment fields.

6. Risk Management

6.1 The London Rd Allotment committee will be responsible for the installation, maintenance and safe management of the compost toilet. The works described in Section 2 would be verified for quality, and in part undertaken, by the Parks & Cemeteries service.

<table>
<thead>
<tr>
<th>Risk Description</th>
<th>Consequence of risk</th>
<th>Risk Controls</th>
<th>Probability of risk occurring taking account of controls (1: almost impossible - 6: very high)</th>
<th>Impact of risk, if it occurred taking account of actions (1: negligible - 4: catastrophic)</th>
<th>Actions to mitigate risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor installation resulting in hazard or collapse</td>
<td>Injury to allotment user Claim against the Council</td>
<td>Consultation &amp; check of product and works by the Parks &amp; Cemeteries service</td>
<td>2</td>
<td>3</td>
<td>The Parks &amp; Cemeteries service will undertake the works and have installed the selected product previously.</td>
</tr>
<tr>
<td>Poor management of waste disposal</td>
<td>Waste bio-hazard to allotment user Claim against the Council</td>
<td>Guidance for management Defined responsibility for allotment volunteers Field inspections by Allotment Officer</td>
<td>2</td>
<td>2</td>
<td>Clear guidance has been supplied by the vendor for the allotment volunteers and the Allotment Officer</td>
</tr>
</tbody>
</table>

7. Environmental Impact Assessment

7.1 The composting toilet is designed to be the most ecologically sympathetic solution, having no requirement for water, chemicals or treatment. The production of the toilet and building will use a minimal amount of materials. Composted waste will in time, provide soil nutrition to the allotment. This project is considered to have minimal negative impact and in some aspects positive impact.

8. Equalities and Diversity Implications

8.1 The improvements are to a public amenity that is accessible to people of all backgrounds who wish to hold an allotment plot. The protected
characteristics specified in the Equality Act have been considered and no negative impact was identified for any group by the installation of the toilet.

8.2 The nature of the allotment field means that it is difficult to make it fully accessible and significant additional investment for path improvements and raised beds would be required. The installation of an accessible toilet at the site will mitigate some disadvantage for those with mobility issues related to disability or age. Fully accessible gardening facilities are available to residents requiring them 0.8km away at the ActivLives Chantry Walled Garden.

9. Financial Considerations

9.1 The allotment holders committee have sourced three quotes for the supply of an accessible toilet. The quote chosen was for the mid-price of the three for the reason that the model supplied was the most durable, vandal & arson proof. The combined cost for the toilet, sundry items and delivery is £6,853.00 not including VAT.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPUS accessible compost toilet complete with metal building</td>
<td>£6,250.00</td>
</tr>
<tr>
<td>▪ Metal building supplied fully lined with OSB (Orientated Strand Board)</td>
<td></td>
</tr>
<tr>
<td>▪ Toilet vaults, soakaway unit with connections, ventilation components</td>
<td></td>
</tr>
<tr>
<td>▪ Stainless steel toilet pedestal with integral urine separator,</td>
<td></td>
</tr>
<tr>
<td>▪ A ceramic adult urinal</td>
<td></td>
</tr>
<tr>
<td>▪ Alcohol gel hand disinfectant dispenser</td>
<td></td>
</tr>
<tr>
<td>▪ A passive ventilation system venting pipe kit and extraction cowl</td>
<td></td>
</tr>
<tr>
<td>▪ A grab rail set with hinged bar and 6 rails</td>
<td></td>
</tr>
<tr>
<td>▪ Toilet roll holders, coat hook and bin</td>
<td></td>
</tr>
<tr>
<td>▪ A rake and an emptying spade.</td>
<td></td>
</tr>
<tr>
<td>▪ Door lock with ‘Yale’ type keys.</td>
<td></td>
</tr>
<tr>
<td>Extra urinal at child height</td>
<td>£98.00</td>
</tr>
<tr>
<td>▪ Pipework and fittings included</td>
<td></td>
</tr>
<tr>
<td>Delivery</td>
<td>£505.00</td>
</tr>
<tr>
<td>Installation Labour – 37 hours</td>
<td>£1,110.00</td>
</tr>
<tr>
<td>▪ Unloading of delivery</td>
<td></td>
</tr>
<tr>
<td>▪ Creation of soak-away</td>
<td></td>
</tr>
<tr>
<td>▪ Construction of building</td>
<td></td>
</tr>
<tr>
<td>▪ Installation of toilet &amp; fittings</td>
<td></td>
</tr>
<tr>
<td>Plant Machinery</td>
<td>£156.00</td>
</tr>
<tr>
<td>▪ 4 hour hire</td>
<td></td>
</tr>
<tr>
<td>Installation Labour – 37 hours</td>
<td>£744.00</td>
</tr>
<tr>
<td>▪ Sand, cement, fuel, travel time, ballast, cement-mixer, wood, screws, sundries, removal of spoil from site</td>
<td></td>
</tr>
<tr>
<td></td>
<td>£2,000.00</td>
</tr>
</tbody>
</table>
9.2 The Parks Service will coordinate the delivery and installation of the toilet building meaning that the Council will retain ownership.

9.3 The London Rd allotment holders committee had £2,003.23 available at their most recent year-end accounts (being the September 2017 AGM). The committee is proposing to provide £1,500 of these funds toward the cost of the toilet, to be paid the Parks & Cemeteries Service. The remaining funds are a necessary reserve for the running of the allotment field.

9.4 **The amount requested of the South West Area Committee is £7,353.00**

10. **Legal Considerations**

10.1 The Council has the power to award grants to community projects through the Area Committees. The Area Committees have delegated Executive powers and devolved budgets.

10.2 Area Committees have the power to award grants in accordance with part 3, section 2 of the Council’s Constitution i.e. the Area Committee terms of reference.

10.3 The Council is the landowner for the proposed site of the compost toilet and permission has been granted by the Parks & Cemeteries service. As such, the lease arrangements required by the Area Committee Funding Protocol have been satisfied.

10.4 The protocol requirement for the committee to have a business plan is met instead by the Council’s [Allotment Strategy 2014 - 2020](#) and [Action Plan](#).

10.5 The other conditions to provide evidence of being a constituted group with named post holders, year-end accounts and a bank account registered to the group have all been satisfied for both the Allotment Association in making the request and the Parks & Cemeteries Service in receiving the award and purchasing & providing the facility.

11. **Performance Monitoring**

11.1 The Community Engagement Officer will visit the site once the works have been completed and photographic evidence will be reported back to South West Area Committee.

11.2 The allotment committee would be required to complete the Area Committee monitoring report as part of the standard funding agreement.

12. **Conclusions**

12.1 The installation of an accessible compost toilet at the London Road Allotments would contribute to the enjoyment of the amenity by local
resident of all ages. This additional convenience will make it easier for allotment holders to spend more time tending their plots, especially for people with additional needs or further to travel.

13. Recommendations

13.1 That the South West Area Committee considers the merit of the options for funding set out in section four and decides an option.

13.2 Reason:

- To improve the facilities at this Council owned amenity
- To improve the convenience of the allotment field for local residents
- To support the outdoor learning of children from Ranelagh Rd Primary School and Fostering Changes
- To support the outdoor activities for adults accessing Suffolk MIND services