



# Yeovil Town Council

Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

Phone 01935 382424  
Fax 01935 382429  
E-mail [town.clerk@yeovil.gov.uk](mailto:town.clerk@yeovil.gov.uk)

Please note change to usual day

The Meeting      **Grounds and General Maintenance Committee**

The Time...      **7.00pm**

The Date...      **Wednesday 11 May 2016**

The Place...      **Town House, 19 Union Street, Yeovil**

If you need this information in large print, Braille, audio or another language, please ring 01935 382424



Amanda Card  
Town Clerk

06 May 2016

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Please contact Sally Freemantle at the Town House for more information about this meeting

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**Grounds and General Maintenance Committee**

## To all Members:

Darren Shutler - Mayor of Yeovil Town

David Recardo - Deputy Mayor of Yeovil Town

Florin Boieangiu

Mike Lock

David Byrne

Pauline Lock

Kris Castle

Tony Lock

Philip Chandler

Sarah Lowery

Tristan Cobb

Faye Purbrick

Joe Conway

Graham Oakes

Gail Freeman-Bell

Evie Potts-Jones

Peter Gubbins

Wes Read

Kaysar Hussain

Manny Roper

Andrew Kendall

Alan Smith

Terry Ledlie

Rob Stickland

Vacancy (co-opted – non voting) (substitute – vacancy)

### Equality Act 2010

The *general* public sector equality duty places an obligation on a wide range of public bodies (including town and parish councils) in the exercise of their functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The protected characteristics are:

Age	Race
Disability	Religion or Belief
Gender Reassignment	Sex
Marriage and Civil Partnership	Sexual Orientation
Pregnancy and Maternity	

### Recording of Council Meetings

The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

Any member of the public wishing to record or film proceedings must let the Chairman of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive. Please refer to our Policy on audio/visual recording and photography at Council meetings at [www.yeovil.gov.uk](http://www.yeovil.gov.uk) This permission does not extend to private meetings or parts of meetings which are not open to the public.

Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chairman who will instruct those taking a recording or filming to cease doing so while they speak.

## **PUBLIC COMMENT (15 Minutes)**

### **A G E N D A**

#### **9/76. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Council to receive apologies for absence and consider the reasons given. *LGA 1972 s85(1)*

#### **9/77. DECLARATIONS OF INTEREST**

Members to declare any interests, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations).

#### **9/78. MINUTES**

To approve as a correct record the Minutes of the meeting held on 7 March 2016.

#### **9/79. EXCLUSION OF PRESS AND PUBLIC**

Due to the confidential nature of the business of item 9/86, under the Public Bodies (Admission to Meetings) Act 1960 s3, it is likely a motion to exclude members of the public and press during discussion of this item will be considered by the Councillors.  
*Public Bodies (Admission to Meetings) Act 1960 s3*

#### **9/80. OPEN SPACES UPDATE REPORT**

To consider a report by the Deputy Town Clerk attached at page 3 and a report by the Principal Horticultural Officer (SSDC) attached at page 4.

#### **9/81. ALLOTMENT MAINTENANCE SCHEDULE**

To consider the Maintenance Schedule (to follow)

#### **9/82. ALLOTMENT TENANTS WORKING GROUP**

To consider the minutes of the meeting of the Allotment Tenants Working Group (circulated separately).

#### **9/83. PLAY AREA UPDATE REPORT**

To consider a report by the Senior Play and Youth Facilities Officer (SSDC) attached at pages 5 to 6.

**9/84. KINGSTON VIEW PARK & PLAY AREA**

To consider a report by the Senior Play and Youth Facilities Officer (SSDC) attached at page 7.

**9/85. FINANCIAL STATEMENT – FEBRUARY/MARCH 2016**

To consider the Financial Statement for the period 1 February to 31 March 2016 attached at pages 8 to 12.

**PUBLIC COMMENT (15 Minutes)**

*The Committee will consider a resolution (see item 9/79) to exclude the press and public from the remainder of the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.*

**9/86. HONEY POT NURSERY LEASE AGREEMENT (COMMERCIAL IN CONFIDENCE)**

To consider a report by the Town Clerk, attached at page 13.

## **9/80. OPEN SPACES REPORT**

Steve Fox, Principal Horticultural Officer at South Somerset District Council arranges with a nominated Ward Member to meet on a regular basis to inspect the Town's open spaces within their Ward. This gives the Councillor the chance to raise concerns whilst the Officer monitors progress of on-going issues. The opportunity to identify and discuss whilst on site is valuable and the assessment process is then reported back to the next Grounds and General Maintenance Committee.

Historically, one Member from each of the four Town Council Wards was nominated to represent their colleagues and carry out site inspections alongside the Principal Horticultural Officer. Since the elections last year, we now have 11 Town Council Wards. It was therefore suggested that the Wards be grouped as follows to reflect the Ward system we were previously used to, and that of the District Council. This has worked well for the past year.

Town Council Ward	Councillor	Equivalent District Council Ward
Central Ward Milford Ward	David Byrne Kaysar Hussain Peter Gubbins Andy Kendall Mike Lock Graham Oakes	Central Ward
East Ward New Town Ward	Tony Lock David Recardo Manny Roper Rob Stickland Phil Chandler	East Ward
Long Mead Ward Preston Ward South Ward	Kris Castle Gail Freeman-Bell Darren Shutler Florin Boieangiu Joe Conway Terry Ledlie Faye Purbrick	South Ward
Hollands Ward Park Ward West Ward White Mead Ward	Wes Read Evie Potts-Jones Tristan cobb Pauline Lock Sarah Lowery Alan Smith	West Ward

It is therefore suggested that we continue with this arrangement and nominate one Councillor from each of the equivalent District Council Wards as indicated in the above table to represent the Town Council Wards and accompany the Principal Horticultural Officer on the regular inspections.

The Committee is **RECOMMENDED** to nominate one Member from each of the equivalent District Council Wards to represent the Committee on the site inspections.

*(Sally Freemantle, Deputy Town Clerk – 01935 382424)*

## **9/80. OPEN SPACES UPDATE REPORT**

### **Purpose of the Report**

To update the Grounds & General committee on the open spaces inspections

### **Report**

Inspections were undertaken on the following open spaces:

- Howerd Rd
- Oxford Rd
- Roseberry Rec
- Grass Royal
- Westfield Rd
- Preston Park
- Kingston View
- Yew Tree
- Turners Barn Lane
- Monksdale
- Milford Open spaces ( Adventure & Upper valley)
- Westland Rd

Generally the sites were in good order with little litter present (apart from Yew Tree and Roseberry), and any litter present was freshly deposited. Since the last inspection all sites have been freshly mowed and were looking good. The planting undertaken last year at Yew Tree to prevent damage to the building has worked well and will require some formative pruning at the end of this year. There are a couple of dead trees at Howerd Rd that need removing and the tree works at Westfield will be added to the general work programme for later in the season.

We were successful in achieving a SSDC capitol bid for installing a new hard surface footpath at Upper Milford valley and works are planned to start within the next couple of months, it is likely therefore that at some point during the works we will need to remove access to the park for a period of time.

Overall the results were  
Good Pass = 98.5%  
Fair pass = 1.5%  
No fails

### **Recommendation**

Members are invited to comment on the report

### **Financial Implications**

None

*(Lead Officer: Stephen fox - Principal Horticultural Officer  
Stephen.fox@southsomerset.gov.uk or (01935) 462828)*

**Yeovil Town Council Allotment Work**

SD005305

**Routine Allotment Work**

Grasscutting	rate	April		May		June		July		August		September		October		November		December		January		February		March		Total Hrs	Total Value	
		Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value			
St Georges	£17.32	6.00	£103.92		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	6.00	£103.92	
Newtown	£17.32	6.00	£103.92		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	6.00	£103.92	
Elizabeth Flats	£17.32	6.50	£112.58		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	6.50	£112.58	
Sunningdale	£17.32	8.00	£138.56		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	8.00	£138.56	
Hillcrest	£17.32	0.50	£8.66		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.50	£8.66	
Rustywell	£17.32	2.00	£34.64		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	2.00	£34.64	
Turners Barn	£17.32	4.00	£69.28		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	4.00	£69.28	
Larkhill	£17.32	2.00	£34.64		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	2.00	£34.64	
Milford Dip	£17.32	1.50	£25.98		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.50	£25.98	
Monksdale	£17.32	1.00	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.00	£17.32	
Goar Knap	£17.32	6.00	£103.92		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	6.00	£103.92	
<b>Totals</b>		<b>43.50</b>	<b>£753.42</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>43.50</b>	<b>£753.42</b>	
KH251 9300																												

**Additional Allotment Work**

Location	Rate	April		May		June		July		August		September		October		November		December		January		February		March		Total Hrs	Total Value	
		Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value			
Newtown	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.00	£0.00	
Milford Dip (Tree works)	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.00	£0.00	
Sunningdale	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.00	£0.00	
Hillcrest	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.00	£0.00	
St Georges	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.00	£0.00	
larkhill	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.00	£0.00	
Monksdale (Hedge Cutting)	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.00	£0.00	
Rustywell	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.00	£0.00	
Turners Barn	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.00	£0.00	
Goar Kapp	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.00	£0.00	
Elizabeth Flats	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.00	£0.00	
<b>Totals</b>		<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	
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**Allotment Spray & Rotavation**

Location	Rate	April		May		June		July		August		September		October		November		December		January		February		March		Total Hrs	Total Value
		Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value		
Larkhill 15	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.0	£0.00
Larkhill 15a	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.0	£0.00
Rustywell 4	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.0	£0.00
Sunningdale 18	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.0	£0.00
Sunningdale 19	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.0	£0.00
Sunningdale 69	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.0	£0.00
Sunningdale 74	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.0	£0.00
Sunningdale 71	£17.32	3.50	£60.62		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	3.5	£60.62
Newtown 8b (spray)	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.0	£0.00
Sunningdale 8	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.0	£0.00
Sunningdale 17	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.0	£0.00
Sunningdale 85	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.0	£0.00
St Georges 5A	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.0	£0.00
St Georges 4	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.0	£0.00
St Georges 5	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.0	£0.00
Goar Knapp 2	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.0	£0.00
St Georges 12	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.0	£0.00
Elizabeth Flats 9	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.0	£0.00
Milford Dip 3	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.0	£0.00
Milford Dip 22	£17.32	2.00	£34.64		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	2.0	£34.64
Hillcrest 3	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.0	£0.00
Newtown 7	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.0	£0.00
Turners Barn Lane 5 & 5a	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.0	£0.00
Monksdale 1	£17.32	2.50	£43.30		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	2.5	£43.30
<b>Totals</b>		<b>8.00</b>	<b>138.56</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0</b>																			

## 9/83. PLAY AREA UPDATE REPORT

### **Purpose of the Report**

The purpose of this report is to update members of the Grounds and General Committee on the progress of Play Area and Youth Facilities work carried out on their behalf.

### **Recommendation**

Members note the report.

### **Report**

#### ***Play Area Repairs***

To ensure the Town Council's play areas remain in a good condition for the general public to use, both responsive and planned maintenance is continually carried out by the Play & Youth Facilities Team.

The responsive repair work is usually carried out as soon as the fault is identified by the Play & Youth Facilities Ranger or within a few days and includes tasks such as cleaning up broken glass, tightening loose nuts and bolts and removing, replacing or immobilising damaged equipment.

#### ***Planned Maintenance***

The planned maintenance to play areas falls into three broad categories which are:

- Painting
- Impact Absorbing Surfacing
- Replacement Parts

In 2016/17 the following planned maintenance is being actioned:

#### ***Painting***

<b>Location</b>	<b>Planned Work</b>	<b>Current Status</b>
Yew Tree Park & Milford Adventure Park	Painting skate ramps and youth shelters	Seeking quotes
Howard Road Play Area	Painting Play Equipment and Street Furniture	Seeking quotes
Westfield Park	Painting all play equipment, street furniture and youth shelter	Seeking quotes
Turners Barn Lane Play Area	Painting Play Equipment and Street Furniture	Seeking quotes



### ***Impact Absorbing Surfaces***

<b>Location</b>	<b>Planned Work</b>	<b>Current Status</b>
Yew Tree Park	Top up with 15 tons of play sand	Not yet started
Yew Tree Park	Install MATTA surfacing under high swing and basket swing	Seeking Quote
Kingston View Park	Install MATTA surfacing under toddler and junior swings	Seeking Quote
St Johns Road Play Area	Install MATTA surfacing under junior swing	Seeking Quote
Milford Adventure Park	Install MATTA surfacing under basket swing	Seeking Quote

### ***Replacement Parts***

<b>Location</b>	<b>Planned Work</b>	<b>Current Status</b>
Howard Road Park	Replace play panel parts	Work started
Howard Road Park	Swing Chains & Seats	Not yet started
Preston Park	Replace panel on multi-unit	Not yet started
Kingston View	Replace climbing frame platform decks	Not yet started
Milford Adventure Park	Replace nylon bushes on Rope End Swinger	Not yet started
Westfield Rec	Replace Flat Seat Swing wearing parts	Not yet started
Westland Road Park	Replace platform deck on climbing frame	Not yet started
Monksdale	Replace nylon bushes on Basket Swing	Not yet started

The maintenance work above forms our outline plan, however, depending on events through the year and budget availability there is the possibility that adjustments to the plan will occasionally need to be made.

### **Financial Implications**

The budget for Play Area Repairs in 2016/17 is £11,950. No major orders have been placed yet this year so details of expenditure will be brought to the next meeting.

***(Robert Parr, Senior Play and Youth Facilities Officer  
[rob.parr@southsomerset.gov.uk](mailto:rob.parr@southsomerset.gov.uk) or (01935) 462413)***

## **9/84. KINGSTON VIEW PARK & PLAY AREA**

### **Purpose of the Report**

The purpose of this report is to update members of the Grounds and General Committee on the progress of the Kingston View Park & Play Area improvements.

### **Recommendation**

Members note the report.

### **Report**

At the January meeting of the Grounds & General Committee, members resolved to approve the final designs for the improvement of the park and play area.

It was then planned to seek quotations for the work and proceed with construction work within the agreed project budget.

Unfortunately the project officer had a serious accident in January and has been off work, causing a delay in the projects delivery.

The project officer has now returned to work and is working on this project as a matter of priority. The first stage is to seek quotes for the work and this is being done.

Due to the unforeseen delay and to ensure construction does not conflict with the schools summer holidays, the construction of the project is now scheduled for the period straight after the summer holidays.

***(Robert Parr, Senior Play and Youth Facilities Officer  
[rob.parr@southsomerset.gov.uk](mailto:rob.parr@southsomerset.gov.uk) or (01935) 462413)***