



Yeovil Town Council

Town House
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The Meeting **Grounds and General Maintenance Committee**

The Time... **7.00pm**

The Date... **Monday 7 March 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

1 March 2016

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

Grounds and General Maintenance Committee

To all Members:

Mike Lock - Mayor of Yeovil Town

Darren Shutler - Deputy Mayor of Yeovil Town

Kris Castle

Andrew Kendall

Phil Chandler

Evie Potts-Jones

Joe Conway

Manny Roper

Kaysar Hussain

Alan Smith

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 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

9/63. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

9/64. 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).

9/65. MINUTES

To approve as a correct record the Minutes of the meeting held on 11 January 2016.

9/66. EXCLUSION OF PRESS AND PUBLIC

Due to the confidential nature of the business of item 9/71 and 9/72, 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

9/67. ALLOTMENT MAINTENANCE SCHEDULE

To consider the Maintenance Schedule attached at page 3.

9/68. OPEN SPACES UPDATE REPORT

To consider the report by the Principal Horticultural Officer (SSDC) attached at page 4.

9/69. PLAY AREA UPDATE REPORT (INCLUDING KINGSTON VIEW PROJECT)

To consider a report by the Community Health and Leisure Manager (SSDC), attached at pages 5 to 6.

9/70. FINANCIAL STATEMENT – DECEMBER 2015/JANUARY 2016

To consider the Financial Statement for the period 1 December 2015 to 31 January 2016 attached at pages 7 to 12.

The Committee will consider a resolution (see item 9/66) 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.

9/71. HONEY POT NURSERY LEASE AGREEMENT (COMMERCIAL IN CONFIDENCE)

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

9/72. ALLOTMENT WATER REPAIR – NEWTOWN (COMMERCIAL IN CONFIDENCE)

To consider a report by the Town Clerk, attached at page 14.

PUBLIC COMMENT (15 Minutes)

Yeovil Town Council Allotment Work

SD005305

Budget £7970.00

Routine Allotment Work

Invoices to be raised quarterly

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	6.00	£103.92	6.00	£103.92	6.00	£103.92	6.50	£112.58	5.50	£95.26		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	36.00	£623.52
Newtown	£17.32	6.50	£112.58	6.50	£112.58	6.00	£103.92	6.00	£103.92	6.00	£103.92	6.00	£103.92		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	37.00	£640.84
Elizabeth Flats	£17.32	9.50	£164.54	10.00	£173.20	8.00	£138.56	7.50	£129.90	7.50	£129.90	7.50	£129.90		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	50.00	£866.00
Sunningdale	£17.32	10.00	£173.20	9.00	£155.88	9.00	£155.88	10.00	£173.20	10.00	£173.20	8.00	£138.56		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	56.00	£969.92
Hillcrest	£17.32	2.50	£43.30	1.50	£25.98	1.00	£17.32	2.00	£34.64	2.50	£43.30	2.00	£34.64		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	11.50	£199.18
Rustywell	£17.32	2.00	£34.64	2.00	£34.64	2.00	£34.64	2.00	£34.64	2.00	£34.64	2.00	£34.64		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	12.00	£207.84
Turners Barn	£17.32	5.00	£86.60	4.50	£77.94	4.50	£77.94	4.50	£77.94	4.50	£77.94	4.50	£77.94		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	27.50	£476.30
Larkhill	£17.32	2.50	£43.30	2.00	£34.64	2.00	£34.64	2.00	£34.64	2.00	£34.64	2.00	£34.64		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	12.50	£216.50
Milford Dip	£17.32	1.00	£17.32	2.00	£34.64	2.00	£34.64	1.00	£17.32	1.00	£17.32	1.00	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	8.00	£138.56
Monksdale	£17.32	2.50	£43.30	1.50	£25.98	1.00	£17.32	2.00	£34.64	2.00	£34.64	2.00	£34.64		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	11.00	£190.52
Goar Knap	£17.32	4.00	£69.28	6.00	£103.92	6.00	£103.92	5.50	£95.26	5.00	£86.60	6.00	£103.92		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	32.50	£562.90
Totals		51.50	£891.98	51.00	£883.32	47.50	£822.70	48.50	£840.02	49.00	£848.68	46.50	£805.38	0.00	£0.00	0.00	£0.00	0.00	£0.00	0.00	£0.00	0.00	£0.00	0.00	£0.00	294.00	£5,092.08
KH251 9300		INV 06000024693 11.06.2015										Quarter 2 invoice															

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
Totals		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	0.00	£0.00	0.00	£0.00	0.00	£0.00	0.00	£0.00	0.00	£0.00	0.00	£0.00
KH251 9300																											

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	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
Larkhill 15a	£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
Rustywell 4	£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
Sunningdale 18	£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
Sunningdale 19	£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
Sunningdale 69	£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
Sunningdale 74	£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
Newtown 8b (spray)	£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	1.0	£17.32
Sunningdale 8	£17.32		£0.00		£0.00		£0.00	3.00	£51.96		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	3.0	£51.96
Sunningdale 17	£17.32		£0.00		£0.00		£0.00	3.00	£51.96		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	3.0	£51.96
Sunningdale 85	£17.32		£0.00		£0.00		£0.00	3.00	£51.96		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	3.0	£51.96
St Georges 5A	£17.32		£0.00		£0.00		£0.00	3.00	£51.96		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	3.0	£51.96
St Georges 4	£17.32		£0.00		£0.00		£0.00	3.00	£51.96		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	3.0	£51.96
St Georges 5	£17.32		£0.00		£0.00		£0.00	2.00	£34.64		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	2.0	£34.64
Goar Knapp 2	£17.32		£0.00		£0.00		£0.00		£0.00	2.50	£43.30		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	2.5	£43.30
St Georges 12	£17.32		£0.00		£0.00		£0.00		£0.00	2.50	£43.30		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	2.5	£43.30
Elizabeth Flats 9	£17.32		£0.00		£0.00		£0.00		£0.00		£0.00	1.00	£17.32		£0.00		£0.00		£0								

9/68 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 evident (apart from Westfield Rd and Yew Tree), and any litter present was freshly deposited. There is some work required on the trees at Westfield due to 'vandalism' and a new bollard has been installed at the entrance due to the previous one breaking. The issues at Grass Royal have now been addressed and once the warmer / drier weather arrives we will be removing the fence and incorporating the area into the rest of the park; all sites are due a 'winter' cut and mowing will commence within the next week.

Overall the results were
Good Pass = 98%
Fair pass = 2%
No fails

Recommendation

Members are invited to comment on the report

Financial Implications

None

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

9/69. 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(s)

Members note the report

Report

Kingston View Play Area

Due to the unforeseen absence of the Senior Play and Youth Facilities Officer, quotations for this refurbishment project will not now be sought until his return; expected to be around mid-March 2016.

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.

The recently damaged climbing wall at Westland Road Park is due to be refitted by 18th February 2016

Planned Maintenance

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

- Painting
- Impact Absorbing Surfacing
- Replacement Parts

In 2015/16 the following planned maintenance is being actioned:

Painting

Location	Planned Work	Current Status
Westfield & Rosebery Ave MUGA's	Painting MUGA upright posts and goal ends	Complete
Westfield Park	Painting all play equipment	Deferred to next

	and youth shelter	year due to budget/weather
Howard Road Park	Painting all play equipment and street furniture	Deferred to next year due to budget/weather
Kingston View Park	Painting all play equipment and street furniture	Complete
Yew Tree & Milford Skate Park	Painting skate ramps	Complete

Impact Absorbing Surfaces

Location	Planned Work	Current Status
Yew Tree Park	Top up with 15 tons of play sand	Completed
Yew Tree Park	Fill gaps in wet pour edge around mobilus	Completed
Westfield Park	Fill gaps in wet pour edge around roundabout and see saw	Completed
Kingston View Park	Fill gaps in wet pour edge around cradle swings	Completed

Replacement Parts

Location	Planned Work	Current Status
Westland Road Park	Replace Polka Roundabout	Complete
Preston Park	Replace Multipondo junior see saw	Complete
Grass Royal Park	Replace cradle swing seat and chain assembly.	Complete
Howard Road Park	Replace play panel parts	Planned to take place over the winter.

Financial Implications

The budget for Play Area Repairs in 2015/16 is £11,720 which has now appears to have been fully committed to the best of my knowledge.

*(Lynda Pincombe, Community Health and Leisure Manager
lynda.pincombe@southsomerset.gov.uk or (01935) 462614)*