



Yeovil Town Council

**Town House
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Yeovil
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Grounds and General Maintenance Committee

The Meeting **Grounds and General Maintenance Committee**

The Time... **7.00pm**

The Date... **Monday 6 July 2015**

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



Alan Tawse

Alan Tawse
Town Clerk

02 July 2015

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

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	

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A G E N D A

PUBLIC COMMENT (15 Minutes)

1. MINUTES

To approve as a correct record the Minutes of the meeting held on 26 May and 1 June 2015.

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

4. CORRESPONDENCE

5. ALLOTMENT MAINTENANCE SCHEDULE

To consider the Maintenance Schedule attached at page 3

6. PLAY AREA REPAIRS – UPDATE REPORT

To consider a verbal report by the Senior Play and Youth Facilities Officer (SSDC).

7. YEOVIL BIKEFEST

To consider a verbal report by the Senior Play and Youth Facilities Officer (SSDC).

8. OPEN SPACES REPORT

To consider a verbal report by the Principal Horticultural Officer (SSDC).

9. ALLOTMENT TENANTS WORKING GROUP

To consider the minutes of the meeting of the Allotment Tenants Working Group held on 22 June 2015 (circulated separately).

10. NEW INITIATIVES

To consider a report by the Assistant Town Clerk attached at pages 4 to 6.

11. BEST VALUE

To consider a report by the Assistant Town Clerk attached at pages 7 to 9.

12. FINANCIAL STATEMENT – APRIL/MAY 2015

To consider the Financial Statement for the period 1 April to 31 May 2015 attached at pages 10 to 15.

PUBLIC COMMENT (15 Minutes)

Yeovil Town Council Allotment Work

Budget £7970.00

SD005305

Routine Allotment Work		Invoices to be raised quarterly																								Total Hrs	Total Value		
Location	rate	April		May		June		July		August		September		October		November		December		January		February		March					
		Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value				
Grasscutting	£17.32	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		£0.00		£0.00		£0.00		£0.00
St Georges	£17.32	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		£0.00		£0.00		£0.00		£0.00
Newtown	£17.32	6.50	£112.58	6.50	£112.58	6.00	£103.92	6.00	£103.92		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00
Elizabeth Flats	£17.32	9.50	£164.54	10.00	£173.20	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
Sunningdale	£17.32	10.00	£173.20	9.00	£155.88	9.00	£155.88		£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	2.50	£43.30	1.50	£25.98	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
Rustywell	£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		£0.00		£0.00		£0.00		£0.00		£0.00
Turners Barn	£17.32	5.00	£86.60	4.50	£77.94	4.50	£77.94		£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	2.50	£43.30	2.00	£34.64	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
Milford Dip	£17.32	1.00	£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		£0.00		£0.00
Monksdale	£17.32	2.50	£43.30	1.50	£25.98	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
Goar Knap	£17.32	4.00	£69.28	6.00	£103.92	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
Totals		51.50	£891.98	51.00	£883.32	45.50	£788.06	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	102.50	£1,775.30

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 Cut)	£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 Knap	£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	0.00	£0.00

Allotment Spray & Rotovation

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		2.00	£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		2.00	£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		2.00	£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		2.00	£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		2.00	£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		2.00	£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		2.00	£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		1.00	£17.32	
	£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	
	£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	
	£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	
	£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	
	£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	
	£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		15.00	259.80	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	15.00	259.80

Additional Work

10. NEW INITIATIVES BUDGET

Mindful of the need to develop the range of services that we deliver to the people of Yeovil Town, the Town Council has agreed to allocate £49,300 in the 2015/16 New Initiatives budget.

This approach will ensure that funding totalling £29,300 is available to enable contributions to be made towards threatened services currently delivered in Yeovil Town. £4,000 of this budget has been allocated towards the future provision of tourist information services in Yeovil Town and £4,000 towards Christmas Lights, which leaves a balance of £21,300. A further £20,000 has been earmarked for new initiatives.

Last year, the following initiatives were agreed, which have been funded from the 2014/15 budget:

- Interactive Screen in reception - £3,000

In the 2013/14 financial year, the following initiative was agreed but as it has not yet been completed, the funding has been carried forward into the current year:

- Outdoor gym at Milford Park - £10,000 (in principle)

It has been agreed that all the service committees would be invited to put forward bids for this unallocated part of the New Initiatives budget, and that the Town Council would decide how this portion would be spent having regard to the views of the Policy, Resources and Finance Committee.

Last year, it was agreed that all services committees be reminded of the need for this budget to be used for *new* initiatives and, to allow sufficient time for their ideas to be drawn up and developed, the proposals that emerge during the July cycle of meetings be investigated and reported back to the service committees in the September and the November cycle of meetings.

The agreed definition of a new initiative is set out below;

“A proposal which will result in a new service, facility, activity or new equipment being procured by the Town Council, for the benefit of the people of Yeovil Town, in partnership with other organisations as appropriate”

It was further agreed that supported bids would be considered at the November meeting of the Policy, Resources and Finance Committee and referred to the December meeting of the Town Council for determination. This gives all committees an additional two months to develop their bids using the attached assessment sheet and put them forward for consideration.

This extended process will enable all committees to make bids at the same time thereby giving them an equal opportunity to apply for funding and enabling the Policy, Resources and Finance Committee and the Town Council to consider their relative merits having regard to the budget available. However, in the interests of flexibility, the budget may also be used to enable the Town Council to respond to an unforeseen opportunity that might arise at short notice to fund a new initiative.

The Committee is **RECOMMENDED** to note the matter and to consider developing bids having regard to the above outlined policy and the services that fall within the remit of this Committee.

(Alan Tawse, Town Clerk – 01935 382424)

NEW INITIATIVE SCHEME SUBMISSION

Information Required	Why is this being requested?
Description of the scheme and its location	
What benefits will this scheme provide to the local community?	
What evidence is there of community support for the proposal?	
Any on-going costs such as maintenance?	
Is there any partnership funding? If so what %?	
Has any other funding been applied for, for example other authorities etc. If so what was their decision and why?	
Is there local funding (or land) available to support delivery of the proposal?	
Are there any constraints to delivery this financial year?	
Is the initiative usually/has been responsibility provided by another authority?	
Any additional comments?	

11. **BEST VALUE**

Unlike their county and district counterparts, town councils are free to choose their own performance indicators as part of the Best Value process. These play an important part in the Best Value regime, as they are the yardsticks by which the targets set are measured.

To make sure indicators chosen give a balanced view of performance, the Government has suggested using five dimensions of performance:

- Strategic Objectives
- Cost/Efficiency
- Service Delivery Outcomes
- Quality
- Fair Access

The Council has set corporate health performance indicators as well as setting additional ones for each service. The Policy, Resources and Finance Committee has adopted a list of corporate performance indicators compiled from the mandatory list that all principal councils must adopt. Achievements against targets set will be reported to that Committee later this month.

Service related indicators are just as important. The Council has agreed that these are best chosen by the Service Committees - who are already responsible for monitoring and reviewing the services within their purview. Last year, all the Service Committees were asked to put forward a performance indicator for each of the major services/functions under their control and their achievements have been reported during the current cycle of meetings.

As far as this Committee is concerned, the major services are the management of allotments and open spaces. It is suggested that, as far as possible, performance indicators should be chosen which measure activities/services within the control of the Council.

Allotments

The Council manages a total of 11 allotment sites. Vacant allotment plots fall to the Council to maintain and, until they are re-let, do not yield any rental. Clearly, it is in everyone's interest that plots becoming available should be re-allocated as quickly as possible. This ensures that those seeking plots have speedy access to a desirable leisure facility, and that rental income is maximised - to help offset the cost of service provision.

The Committee agreed that an appropriate yardstick for continuous improvement is to seek an increase each year in the overall number of lettings.

Last year, the Committee set itself a target of maintaining the letting rate at 80%. In actual fact, the letting rate has been maintained well above this figure - at a highly creditable rate of 96%.

There is no doubt that the Council's pro-active and flexible approach to allotment management and ongoing support has helped achieve this commendable result.

The Committee will recall the substantial in-depth review of allotment maintenance previously undertaken by the former Allotments Working Party, which was aimed at making allotments more appealing in the future. The Working Party recognised that preparing plots for re-letting and the future general maintenance of sites played a key role in attracting new tenants, and they spent a considerable amount of time looking at ways of improving take-up.

To ensure that the views of ploholders were taken into account, each site has been invited to elect a representative to serve on the successor Allotment Tenants' Working Group, and these representatives work hard, with elected members of the Council, to come up with a range of flexible and responsive ways of identifying potential improvements.

These include giving ploholders a bigger say in deciding *what* work is carried out on their site, *when* it will be done and the *standard* to which it will be undertaken. To help secure improvements, additional funds were included in the allotment maintenance budget. All of these proposals were introduced in April 2001 and have been successfully implemented.

Although the Working Party now operates independently of the Town Council, it is still pursuing these aims and objectives, and the Council is providing ongoing support to ensure that this continues to be the case.

Examples of initiatives put in place during the current year include

- Hiring of skips by tenants themselves to clear rubbish
- Water pipe refurbishment at Larkhill Allotment Site
- Practical advice on rainwater harvesting and mulching
- Publication of the "Greenfingers" tenant's newsletter

Clearly all of these efforts have paid dividends, and it is pleasing that the letting rate has continued to be maintained at well over 80%.

Given the fact that the transfer of allotment tenancies and the time involved in their re-letting will always be a factor in measuring lettings, it is suggested that next year we continue to aim to consolidate the substantial increase in lettings achieved in recent years.

It is **RECOMMENDED** that the Committee notes this year's achievement, and sets a target of maintaining *next* year's lettings at 80% occupancy rate.

Open Spaces

The Committee manages 16 play areas on behalf of the District Council. The quality of service provision is important in this area of activity, and the public's

perception of the level of cleanliness and maintenance of these sites is a key way of measuring whether these facilities are being managed in an effective manner. The sites are regularly inspected by the Principal Horticultural Officer (SSDC) and nominated representative from the Grounds and General Maintenance Committee, with results being reported to this Committee at each meeting. The results of these inspections have been consistently good, exceeding 92% "Good Pass" since July last year.

Over the past year, work was completed on the design and implementation of a refurbishment to the play area at Summerhouse view. This followed a consultation exercise undertaken with the assistance of local residents and schools to find out what long-term improvements and enhancements local people would like to see put in place.

The next planned upgrade is the play area at Kingston View and again the local community will be consulted on the design and layout of the site to make sure that it meets their needs and aspirations.

Finally, arrangements were made for the second phase of the enhancement of the sensory garden at Sidney Gardens to be undertaken. The works included the construction of new retaining walls, resurfacing works, access improvements and replanting. The costs of these works, which amounted to £9,000 (including VAT), were met by a contribution from the Yeovil Recreation Charity.

It is **RECOMMENDED** that the matters be noted.

(Sally Freemantle, Assistant Town Clerk - 01935 382424)