



Yeovil Town Council

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The Meeting **Grounds and General Maintenance Committee**

The Time... **7.00pm**

The Date... **Monday 1 June 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

26 May 2015

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

Vijay Adampalli

Nagaraja Akkisetty

Kris Castle

Phil Chandler

Tristan Cobb

Joe Conway

Gail Freeman-Bell

Peter Gubbins

Kaysar Hussain

Andrew Kendall

Terry Ledlie

Pauline Lock

Tony Lock

Sarah Lowery

Graham Oakes

Evie Potts-Jones

Wes Read

David Recardo

Manny Roper

Alan Smith

Rob Stickland

Vacancy (South Ward)

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).

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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.

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 9 March 2015.

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

4. CORRESPONDENCE

5. KINGSTON VIEW PLAY AREA

To consider a report by the Senior Play and Youth Facilities Officer (SSDC) attached at pages 3 to 5.

6. SUMMERHOUSE VIEW PLAY AREA

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

7. PLAY AREA REPAIRS – UPDATE REPORT

To consider a report by the Senior Play and Youth Facilities Officer (SSDC) attached at pages 6 to 7.

8. OPEN SPACES REPORT

To consider the report by the Assistant Town Clerk attached at page 8 and a verbal report by the Principal Horticultural Officer (SSDC).

9. ALLOTMENT MAINTENANCE SCHEDULE

To consider the Maintenance Schedule attached at page 9.

10. ALLOTMENT TENANTS WORKING GROUP

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

11. FINANCIAL STATEMENT – FEBRUARY/MARCH 2015

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

PUBLIC COMMENT (15 Minutes)

EXCLUSION OF PRESS AND PUBLIC

The Committee will be requested to pass a resolution excluding 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

12. ALLOTMENTS

To consider a report by the Assistant Town Clerk attached at pages 16 to 17.

5. KINGSTON VIEW 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(s)

1. Members consider and discuss in advance of the next grounds and general committee meeting, how member representation and chair of a project steering group should be allocated.

Background

In 2012 a report was presented to the Grounds and General Committee setting out proposed improvements to the site.

The following table provides a list of the proposed improvements to the site and the calculated estimates for the cost, at that time.

Description	Estimated Cost
Supply & Install a New Park Bench	£700
Supply & Install 2 x New Signs	£90
Repaint Existing Play Equipment	£750
Supply & Install New Litter Bin	£500
Supply & Plant New Trees x 14	£1,250
Create New Footpaths to Improve Access to Park	£7,000
Supply & Install Agility Trail Play Equipment	£5,000
Total	15,290

An indicative plan was also produced and is attached to this report.

Report

In 2013 the Town Council agreed a five year play area improvement plan, based on the principle of partnership funding with SSDC. Both parties have now allocated £10,000 each towards this project, resulting in a £20,000 budget.

To move this project forward it is recommended a steering group of officers and members is established. It is expected this steering group would oversee the development of a project plan, site specific consultation, design, procurement and construction work.

Financial Implications

The Policy, Resources and Finance Committee has identified how the Town Council will meet the agreed contribution of £10,000 towards the next project in the rolling programme of play area upgrades - Kingston View.

This will be via combination of an additional allocation of £2,500 in the Committee's 2015/16 budget and £7,500 savings/underspends identified in the Committee's 2014/15 budget.

The Town Council's proposed contribution is subject to South Somerset District Council (SSDC) making a matching contribution towards this scheme.

Confirmation has now been received that £10,000 has been allocated by SSDC towards the £20,000 project.

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

7. PLAY AREA REPAIRS – 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)

1. 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 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	Awaiting Quotations
Westfield Park	Painting all play equipment and youth shelter	Awaiting Quotations
Howard Road Park	Painting all play equipment and street furniture	Awaiting Quotations
Kingston View Park	Painting all play equipment and street furniture	Awaiting Quotations
Yew Tree & Milford Skate Park	Painting skate ramps	Contractor appointed expect completion by mid July

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	
Westfield Park	Fill gaps in wet pour edge around roundabout and see saw	
Kingston View Park	Fill gaps in wet pour edge around cradle swings	

Replacement Parts

Location	Planned Work	Current Status
Westland Road Park	Replace Polka Roundabout	Parts in stock require fitting
Preston Park	Replace Multipondo junior see saw	
Grass Royal Park	Replace cradle swing seat and chain assembly.	Parts in stock require fitting
Howard Road Park	Replace play panel parts	

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 2015/16 is £11,720.

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

8. 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 ongoing 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 May elections, we now have 11 Town Council Wards. It 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:

Town Council Ward	Councillor	Equivalent District Council Ward
Central Ward Milford Ward	Vijay Adampalli 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 Nagaraja Akkisetty Joe Conway Terry Ledlie Vacancy*	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

* the co-option will be complete by the time of the meeting but has not been finalised at point of publication of the agenda.

The Committee is **RECOMMENDED** to note the verbal report by the Principal Horticultural Officer and nominate one Member from each of the equivalent District Council Wards to represent the Committee on the site inspections.

