



Yeovil Town Council

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Grounds and General Maintenance Committee

The Meeting **Grounds and General Maintenance Committee**

The Time... **7.00pm**

The Date... **Monday 9 March 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

03 March 2015

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

To: All Members of the Grounds and General Maintenance Committee

Martin Bailey

Andrew Kendall

Philip Chandler

Mike Lock (Ex-officio)

J Vincent Chainey

Wes Read

David Dollard (Chairman)

Manny Roper

David Greene

Darren Shutler (Ex-officio)

John Hann (Vice-Chairman)

Alan Smith

Kaysar Hussain

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.

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 12 January 2015.

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

4. CORRESPONDENCE

5. OPEN SPACES REPORT

To consider a report by the Principal Horticultural Officer (SSDC) attached at page 2.

6. KINGSTON VIEW PLAY AREA

To consider a report by the Town Clerk attached at page 3.

7. SUMMERHOUSE VIEW PLAY AREA

To consider a report by the Senior Play and Youth Facilities Officer (SSDC) attached at page 4.

8. PLAY AREA REPAIRS – UPDATE REPORT

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

9. ALLOTMENT MAINTENANCE SCHEDULE

To consider the Maintenance Schedule attached at page 7.

10. FINANCIAL STATEMENT – DECEMBER 2014/JANUARY 2015

To consider the Financial Statement for the period 1 December 2014 to 31 January 2015 attached at pages 8 to 13.

PUBLIC COMMENT (15 Minutes)

5. OPEN SPACES REPORT

Results from the last site visits of the Open Spaces are:

Good pass = 96%

Fair pass = 4 %

No fails

In general the comments from members were very positive and all sites visited had been managed and maintained to a good standard. Issues with litter are minimal and instances of antisocial behaviour have been low (some issues with a quad bike at Milford Valley and a damaged gate at Westland Road).

The paths at Preston Park are being swept – this is in response to the issues raised earlier in the year; and the headlands to Rosebery Avenue and Westland Road recreation areas have been trimmed back.

The path resurfacing at Milford is due to start again in April.

The Committee is **RECOMMENDED** to note the report.

*(Steve Fox - Principal Horticultural Officer
steve.fox@southsomerset.gov.uk (01935) 462462)*

6. KINGSTON VIEW PLAY AREA

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 to be identified in the Committee's 2014/15 budget.

Following a review of the current budget, the following savings/underspends have been identified:

<i>Corporate Allotment Maintenance (underspend)</i>	<i>£1,106</i>
<i>Materials and Equipment (underspend)</i>	<i>£100</i>
<i>Allotment Fence Repairs (underspend)</i>	<i>£1,768</i>
<i>Water Mains Refurbishment (saving in contract price)</i>	<i>£2,366</i>
<i>Labour (overtime saving)</i>	<i><u>£2,160</u></i>
<i>Total</i>	<i>£7,500</i>

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.

Now that all the funding has been identified, the project will be undertaken in 2015/16.

The Committee is **RECOMMENDED** to note the matter and to support the above-identified savings/underspends totalling £7,500 being allocated towards the Kingston View Play Area upgrade and carried forward into 2015/16.

(Alan Tawse, Town Clerk – 01935 382424)

7. SUMMERHOUSE VIEW 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 the Summerhouse View Play Area Improvements.

Recommendation(s)

It is recommended that Members note the report.

Report

Following members approval of the plans for this project, officers sought quotes and commissioned a supplier and contractor to carry out the construction work.

Construction work started on site on the 24th February 2015 and at the time of writing this report, is progressing well. It is anticipated the demolition and construction of the new retaining walls, steps and ramp will be completed by the end of the financial year. The galvanised steel bow top fencing has been supplied and is being stored at our Lufton Depot, but its installation is expected to slip into the beginning of the new financial year.

The table below sets out the financial actuals and commitments for the project, which are within budget.

Description	Value (Excluding VAT)	
Demolition and construction of retaining walls, steps and ramp	£10,528	Play UK (Playgrounds) Ltd
Supply and installation of bow top fence and pedestrian gate	£4,698	Play UK (Playgrounds) Ltd
Supply of steel columns and brackets	£2,081	Paul Hart Welding Ltd
Sub Total	£17,307	
Budget	£20,000	
Budget Remaining	£2,693	

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

8. 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)

It is recommended that 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 2014/15 the following planned maintenance is being actioned:

Painting

Location	Planned Work	Current Status
Turners Barn Lane	Painting park bench	Completed
St Johns Road	Painting junior swings, timber uprights, steps and bridge	Completed
Summerhouse View	Painting play equipment	Completed
Yew Tree & Milford Skate Park	Painting skate ramps	Completed

Impact Absorbing Surfaces

Location	Planned Work	Current Status
Fielding Road	Repairing two corners of wet pour surface under cradle swing	Completed
Howard Road	Filling gaps in rubber tiles	Completed

	around edge of toddler climbing frame	
Monksdale	Install Matta surfacing under 'hip hop' roundabout	Order placed and work expected in March
Grass Royal	Install Matta surfacing under junior and toddler swings	Order placed and work expected in March

Replacement Parts

Location	Planned Work	Current Status
Westfield	Replace spring see-saw handles	Completed
Yew Tree Park	Replace high swing seat and chain assembly. Replace basket in basket swing	High Swing parts fitted and basket swing in stock.
Milford Adventure Park	Replace double zip line cables	Completed
Kingston View	Replace flat and cradle swing seat and chain assembly.	Completed
Turners Barn Lane	Replace flat and cradle swing seat and chain assembly.	Completed
Preston Park	Multi Pondo see-saw needs replacing	Options being considered
Westland Road	Replace roundabout	Parts ordered

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 2014/15 is £11,490 and the recharge from SSDC for the repair works in Quarters 1, 2 & 3 totalled £7,130.54. It is anticipated that once the remaining works are carried out this budget will be fully spent.

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

Yeovil Town Council Allotment Work

SD005305

NOTE hourly rate to be provided by Steve Fox (2011-12 £15.94) 2012-13 + 2.4% = £16.32

£2013/14 + 2% = £16.65

2014/15 + 2% = £16.98

Budget £7810.00

Routine Allotment Work

Invoices to be raised quarterly

Grasscutting	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		
	St Georges	£16.98	6.50	£110.37	6.50	£110.37	6.00	£101.88	6.00	£101.88	6.00	£101.88	6.00	£101.88	6.00	£101.88		£0.00		£0.00		£0.00		£0.00		£0.00	43.00	£730.14
	Newtown	£16.98	6.50	£110.37	6.50	£110.37	6.50	£110.37	6.50	£110.37	6.00	£101.88	6.00	£101.88	6.00	£101.88		£0.00		£0.00		£0.00		£0.00		£0.00	44.00	£747.12
	Elizabeth Flats	£16.98	9.50	£161.31	9.50	£161.31	10.00	£169.80	9.50	£161.31	9.50	£161.31	9.00	£152.82	10.00	£169.80		£0.00		£0.00		£0.00		£0.00		£0.00	67.00	£1,137.66
	Sunningdale	£16.98	10.00	£169.80	10.00	£169.80	10.00	£169.80	10.00	£169.80	10.00	£169.80	10.50	£178.29	12.00	£203.76		£0.00		£0.00		£0.00		£0.00		£0.00	72.50	£1,231.05
	Hillcrest	£16.98	2.00	£33.96	2.00	£33.96	2.00	£33.96	2.50	£42.45	2.50	£42.45	2.50	£42.45	2.50	£42.45		£0.00		£0.00		£0.00		£0.00		£0.00	16.00	£271.68
	Rustywell	£16.98	2.50	£42.45	2.50	£42.45	2.50	£42.45	2.00	£33.96	2.50	£42.45	2.00	£33.96	2.50	£42.45		£0.00		£0.00		£0.00		£0.00		£0.00	16.50	£280.17
	Turners Barn	£16.98	5.00	£84.90	5.00	£84.90	5.00	£84.90	5.00	£84.90	5.00	£84.90	5.00	£84.90	5.00	£84.90		£0.00		£0.00		£0.00		£0.00		£0.00	35.00	£594.30
	Larkhill	£16.98	2.50	£42.45	2.50	£42.45	2.50	£42.45	2.50	£42.45	2.50	£42.45	2.50	£42.45	3.00	£50.94		£0.00		£0.00		£0.00		£0.00		£0.00	18.00	£305.64
	Milford Dip	£16.98	1.00	£16.98	1.00	£16.98	1.00	£16.98	1.00	£16.98	1.00	£16.98	1.00	£16.98	1.00	£16.98		£0.00		£0.00		£0.00		£0.00		£0.00	7.00	£118.86
	Monksdale	£16.98	2.00	£33.96	2.00	£33.96	2.00	£33.96	2.50	£42.45	2.50	£42.45	2.50	£42.45	2.50	£42.45		£0.00		£0.00		£0.00		£0.00		£0.00	16.00	£271.68
	Goar Knap	£16.98	4.50	£76.41	4.50	£76.41	4.00	£67.92	4.00	£67.92	4.00	£67.92	4.00	£67.92	4.00	£67.92		£0.00		£0.00		£0.00		£0.00		£0.00	29.00	£492.42
	Totals		52.00	£882.96	52.00	£882.96	51.50	£874.47	51.50	£874.47	51.50	£874.47	51.00	£865.98	54.50	£925.41	0.00	£0.00	0.00	£0.00	0.00	£0.00	0.00	£0.00	0.00	£0.00	364.00	£6,180.72

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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	£16.98		£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 work)	£16.98		£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	£16.98		£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	£16.98		£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	£16.98		£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	£16.98		£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 Cu)	£16.98		£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	£16.98		£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	£16.98		£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	£16.98		£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	£16.98		£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

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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		
Monksdale	£16.98	1.50	£25.47		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.5	£25.47
Larkhill	£16.98	1.50	£25.47		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.5	£25.47
Newtown Plot 22	£16.98		£0.00	1.50	£25.47		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.5	£25.47
Sunningdale Plot 69	£16.98		£0.00	1.50	£25.47		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.5	£25.47
Newtown Plot 7	£16.98		£0.00	1.50	£25.47		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.5	£25.47
Larkhill Plot 4a	£16.98		£0.00		£0.00	1.50	£25.47		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.5	£25.47
Larkhill Plot 15	£16.98		£0.00		£0.00	1.50	£25.47		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.5	£25.47
Turners Barn Plot 7	£16.98		£0.00		£0.00	1.50	£25.47		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.5	£25.47
Elizabeth Flats Plot 17	£16.98		£0.00		£0.00	1.50	£25.47		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.5	£25.47
Rustywell Plot 1	£16.98		£0.00		£0.00		£0.00	1.50	£25.47		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.5	£25.47
Newtown Plot 5a	£16.98		£0.00		£0.00		£0.00	1.50	£25.47		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.5	£25.47
Newtown Plot 5	£16.98		£0.00		£0.00		£0.00	1.50	£25.47		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.5	£25.47
Goar Knapp Plot 29a	£16.98		£0.00		£0.00		£0.00	1.50	£25.47		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.5	£25.47
	£16.98		£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		3.00	50.94	4.50	76.41	6.00	101.88	6.00	101.88	0.00	£0.00	0.00	£0.00	0.00	£0.00	0.00	£0.00	0.00									