



Yeovil Town Council

Town House
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Grounds and General Maintenance Committee

Members of Yeovil Town Council are summoned to attend:

The Meeting **Grounds and General Maintenance Committee**

The Time... **7.00pm**

Please note change to usual day

The Date... **WEDNESDAY 10 May 2017**

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

**Meetings are open to the Press and Public
If you need this information in large print, Braille, audio
or another language, please ring 01935 382424**

Amanda Card
Town Clerk

09 May 2017

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

To all Members:

Darren Shutler - Mayor of Yeovil Town

David Recardo - Deputy Mayor of Yeovil Town

Florin Boieangiu

Tony Lock

Philip Chandler

Sarah Lowery

Joe Conway

Faye Purbrick

Gail Freeman-Bell

Graham Oakes

Peter Gubbins

Evie Potts-Jones

Kaysar Hussain

Wes Read

Andrew Kendall

Manny Roper

Terry Ledlie

Alan Smith

Mike Lock

Rob Stickland

Pauline Lock

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

9/145. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

9/146. 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. (NB this does not preclude any later declarations).

9/147. MINUTES

To approve as a correct record the Minutes of the meetings held on 20 March 2017.

9/148. PLAY AREA UPDATE REPORT

To consider a report by the Senior Play and Youth Facilities Officer (SSDC) attached at pages 2 to 3.

9/149. GRASS ROYAL PLAY AREA

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

9/150. ALLOTMENT MAINTENANCE SCHEDULE

To consider the Maintenance Schedule attached at page 4.

9/151. OPEN SPACES UPDATE REPORT

To consider the report by the Deputy Town Clerk attached at page 5 and a verbal update by the Principal Horticultural Officer.

9/152. ALLOTMENT TENANTS WORKING GROUP MEETING

To consider the Minutes of the meeting of the Allotment Tenants Working Group, held on 21 March 2017 (separately circulated).

9/153. FINANCIAL STATEMENT – FEBRUARY/MARCH 2017

To consider the Financial Statement for the period 1 February to 31 March 2017 attached at pages 6 to 11.

PUBLIC COMMENT (15 Minutes)

9/148 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

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 2017/18 the following planned maintenance is being actioned:

Painting

Location	Planned Work	Current Status
Yew Tree Park & Milford Adventure Park	Painting skate ramps	
Milford Adventure Park	MUGA Posts, Goals and Youth Shelter	
Westfield Park	Painting all play equipment, street furniture and youth shelter	
Turners Barn Lane Play Area	Painting Play Equipment and Street Furniture	
Grass Royal Play Area	All Play Equipment and Street Furniture	
Fielding Road Play Area	All Play Equipment and Street Furniture	

Impact Absorbing Surfaces

Location	Planned Work	Current Status
Yew Tree Park	Top up with 15 tons of play sand	
Kingston View Park	Install MATTA surfacing under toddler and junior swings	Complete
St Johns Road Play Area	Install MATTA surfacing under junior swing	
Milford Adventure Park	Install MATTA surfacing under basket swing	

Replacement Parts

Location	Planned Work	Current Status
Fielding Road Play Area	Swing Chain and Seat parts	
Milford Adventure Park	Basket Swing Chain Covers	
Westland Road Park	New Rope Ladder, Platform Decks	Deck parts in stock awaiting installation
Kingston View Play Area	Refit Climbing Frame and new leg for swing	
Preston Park Play Area	Swing Chain and Seat parts	
Grass Royal Play Area	Replace multi-unit platform	

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

From the budget for Play Areas in 2017/18 a total of £2,793 has been spent resurfacing both swings at Kingston View Play Area.

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

YTC Allotments

Invoices to be raised quarterly

Mostly KH251 9300

SD005305

Routine Allotment Work

Grasscutting		April		May		June		July		August		September		October		November		December		January		February		March		Total Hrs	Total Value
Location	rate	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Total Hrs	Total Value
St Georges	£17.49	6.00	£104.94	6.00	£104.94	6.50	£113.69	6.50	£113.69	6.50	£113.69	6.50	£113.69	6.50	£113.69	0.00	£0.00	0.00	£0.00	0.00	£0.00	0.00	£0.00	6.50	£113.69	57.50	£891.99
Newtown	£17.49	6.00	£104.94	6.00	£104.94	7.50	£131.18	7.50	£131.18	7.50	£131.18	7.50	£131.18	7.50	£131.18	0.00	£0.00	0.00	£0.00	0.00	£0.00	0.00	£0.00	7.50	£131.18	64.50	£996.93
Elizabeth Flats	£17.49	6.50	£113.69	7.00	£122.43	7.50	£131.18	7.50	£131.18	7.50	£131.18	7.50	£131.18	7.50	£131.18	0.00	£0.00	0.00	£0.00	0.00	£0.00	0.00	£0.00	7.50	£131.18	66.00	£1,023.17
Sunningdale	£17.49	8.00	£139.92	9.50	£166.16	9.50	£166.16	9.50	£166.16	9.50	£166.16	9.50	£166.16	9.50	£166.16	0.00	£0.00	0.00	£0.00	0.00	£0.00	0.00	£0.00	9.50	£166.16	84.00	£1,303.01
Hillcrest	£17.49	0.50	£8.75	0.50	£8.75	0.50	£8.75	0.50	£8.75	0.50	£8.75	0.50	£8.75	0.50	£8.75	0.00	£0.00	0.00	£0.00	0.00	£0.00	0.00	£0.00	0.50	£8.75	4.50	£69.96
Rustywell	£17.49	2.00	£34.98	2.00	£34.98	2.00	£34.98	2.00	£34.98	2.00	£34.98	2.00	£34.98	2.00	£34.98	0.00	£0.00	0.00	£0.00	0.00	£0.00	0.00	£0.00	2.00	£34.98	18.00	£279.84
Turners Barn	£17.49	4.00	£69.96	4.00	£69.96	4.00	£69.96	4.00	£69.96	4.00	£69.96	4.00	£69.96	4.00	£69.96	0.00	£0.00	0.00	£0.00	0.00	£0.00	0.00	£0.00	4.00	£69.96	36.00	£559.68
Larkhill	£17.49	2.00	£34.98	2.00	£34.98	2.00	£34.98	2.00	£34.98	2.00	£34.98	2.00	£34.98	2.00	£34.98	0.00	£0.00	0.00	£0.00	0.00	£0.00	0.00	£0.00	2.00	£34.98	18.00	£279.84
Milford Dip	£17.49	1.50	£26.24	2.00	£34.98	2.00	£34.98	2.00	£34.98	2.00	£34.98	2.00	£34.98	2.00	£34.98	0.00	£0.00	0.00	£0.00	0.00	£0.00	0.00	£0.00	2.00	£34.98	17.50	£271.10
Monksdale	£17.49	1.00	£17.49	1.00	£17.49	1.00	£17.49	1.00	£17.49	1.00	£17.49	1.00	£17.49	1.00	£17.49	0.00	£0.00	0.00	£0.00	0.00	£0.00	0.00	£0.00	1.00	£17.49	9.00	£139.92
Goar Knap	£17.49	6.00	£104.94	6.50	£113.69	6.50	£113.69	6.50	£113.69	6.50	£113.69	6.50	£113.69	6.50	£113.69	0.00	£0.00	0.00	£0.00	0.00	£0.00	0.00	£0.00	6.50	£113.69	58.00	£900.74
Totals		43.50	£760.82	46.50	£813.29	49.00	£857.01	49.00	£857.01	49.00	£857.01	49.00	£857.01	49.00	£857.01	0.00	£0.00	0.00	£0.00	0.00	£0.00	0.00	£0.00	49.00	£857.01	433.00	£6,716.16

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Additional Allotment Work

	Rate	April		May		June		July		August		September		October		November		December		January		February		March		Total Hrs	Total Value
Location		Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Total Hrs	Total Value
Newtown	£17.49		£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)	£17.49		£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	£17.49		£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	£17.49		£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	£17.49		£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	£17.49		£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)	£17.49		£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	£17.49		£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	£17.49		£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	£17.49		£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	£17.49		£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 & Rotavation

	Rate	April		May		June		July		August		September		October		November		December		January		February		March		Total Hrs	Total Value
Location		Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Total Hrs	Total Value
Sunningdale 71	£17.49	3.50	£61.22		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	3.5	£61.22
Milford Dip 22	£17.49	2.00	£34.98		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	2.0	£34.98
Monksdale 1	£17.49	2.50	£43.73		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	2.5	£43.73
Rustywell 19	£17.49		£0.00	2.50	£43.73		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	2.5	£43.73
Larkhill 15	£17.49		£0.00	2.50	£43.73		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	2.5	£43.73
Sunningdale 74	£17.49		£0.00	3.50	£61.22		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.30	£22.74	4.8	£83.95
Sunningdale 6	£17.49		£0.00		£0.00		£0.00		£0.00		£0.00	2.00	£34.98		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	2.0	£34.98
Sunningdale 23	£17.49		£0.00		£0.00		£0.00		£0.00		£0.00	4.00	£69.96		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	4.0	£69.96
Sunningdale 71	£17.49		£0.00		£0.00		£0.00		£0.00		£0.00	2.00	£34.98		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	2.0	£34.98
Newtown 8	£17.49		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.25	£21.86	1.3	£21.86
Rustywell 4	£17.49		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.30	£22.74	1.3	£22.74
Goar Knapp 25a	£17.49		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.00	£17.49	1.0	£17.49
St Georges 24	£17.49		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.75	£13.12	0.8	£13.12
	£17.49		£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
	£17.49		£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
	£17.49		£0.00		£0.00		£0.00		£0.00																		

		April		May		June		July		August		September		October		November		December		January		February		March		Total Value	
Location	Rate	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value		
	£17.49		£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
	£17.49		£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
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

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Allotment Rents

		April		May		June		July		August		September		October		November		December		January		February		March		Totals	
			£750.00		£0.00		£0.00		£0.00		£0.00		£0.00		£750.00		£0.00		£0.00		£0.00		£0.00		£0.00	1,500.00	£1,500.00

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Doorstep Green

		April		May		June		July		August		September		October		November		December		January		February		March		Totals	
		0.00	£0.00	7.00	£0.00	7.00	£0.00	7.00	£0.00	7.00	£0.00	7.00	£0.00	7.00	£0.00		£0.00		£0.00		£0.00		£0.00	7.00	£0.00	49.00	£0.00

Invoices raised quarterly

Monthly totals	£900.74	£961.95	£857.01	£857.01	£857.01	£996.93	£857.01	£0.00	£0.00	£0.00	£0.00	£954.95
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	Quarter 1			Quarter 2			Quarter 3			Quarter 4			Annual Total
	Date	Invoice no.	Total	Date	Invoice no.	Total	Date	Invoice no.	Total	Date	Invoice no.	Total	
Quarterly amount to be invoiced	05.07.16	06000028757	£2,719.70	24.10.16	06000030053	£2,710.95	04.04.17	06000032045	£857.01	04.04.17	06000032045	£954.95	£7,242.61

9/151 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 former four Town Council Wards was nominated to represent their colleagues and carry out site inspections alongside the Principal Horticultural Officer. Since the elections in 2015, we now have 11 Town Council Wards. It was therefore suggested that the Wards be grouped as follows to reflect the former Ward system, and that of the District Council. This has worked well for the past two years.

Town Council Ward	Councillor	Equivalent District Council Ward
Central Ward Milford Ward	Vacancy (at time of print) 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	Vacancy (at time of print) 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 Vacancy (at time of print) 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)