



# Yeovil Town Council

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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**

The Date...      **Monday 20 March 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

15 March 2017

## To all Members of the Grounds and General Maintenance Committee:

Manny Roper (Chairman)

Philip Chandler

Joe Conway

Kaysar Hussain

Evie Potts-Jones

Wes Read

David Recardo (Ex-Officio)

Darren Shutler (Ex-Officio)(Vice Chairman)

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](http://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**

#### **9/132. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

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

#### **9/133. 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).

#### **9/134. MINUTES**

To approve as a correct record the Minutes of the meetings held on 9 January 2017.

#### **9/135. EXCLUSION OF PRESS AND PUBLIC**

Due to the confidential nature of the business of item 9/141, 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*

#### **9/136. PLAY AREA UPDATE REPORT**

To consider a report by the Senior Play and Youth Facilities Officer (SSDC) attached at pages 3 to 4.

#### **9/137. GRASS ROYAL PLAY AREA**

To consider a report by the Senior Play and Youth Facilities Officer (SSDC) and to nominate members of the Committee to sit on the Steering Group ) attached at page 5.

#### **9/138. ALLOTMENT MAINTENANCE SCHEDULE**

To consider the Maintenance Schedule to follow.

#### **9/139. OPEN SPACES UPDATE REPORT**

To consider a report by the Principal Horticultural Officer attached at page 6.

**9/140. FINANCIAL STATEMENT – DECEMBER 2016/JANUARY 2017**

To consider the Financial Statement for the period 1 December 2016 to 31 January 2017 attached at pages 7 to 12.

**PUBLIC COMMENT (15 Minutes)**

**9/141. SLA AND PROPOSED SAVINGS REPORT (Commercial in Confidence)**

*The Committee will consider a resolution (see item 9/135) 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.*

To consider a report by the Principal Horticultural Officer attached at pages 13 to 28.

*(Please note that members of this Committee are **not** being asked to comment and approve those elements concerning Yeovil in Bloom as these will have been considered at the last Promotions and Activities Committee meeting.)*

## 9/136. 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.

In addition to the above work, there have been repair works carried out to the timber bridge at Yew Tree Park as a result of general wear and tear.

#### ***Planned Maintenance***

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

- Painting
- Impact Absorbing Surfacing
- Replacement Parts

In 2016/17 the following planned maintenance is being actioned:

#### ***Painting***

<b>Location</b>	<b>Planned Work</b>	<b>Current Status</b>
Yew Tree Park & Milford Adventure Park	Painting skate ramps and youth shelters	Complete
Howard Road Play Area	Painting Play Equipment and Street Furniture	Complete
Westfield Park	Painting all play equipment, street furniture and youth shelter	Deferred to new financial year
Turners Barn Lane Play Area	Painting Play Equipment and Street Furniture	Deferred to new financial year

### ***Impact Absorbing Surfaces***

<b>Location</b>	<b>Planned Work</b>	<b>Current Status</b>
Yew Tree Park	Top up with 15 tons of play sand	Complete
Yew Tree Park	Install MATTA surfacing under high swing and basket swing	Complete
Kingston View Park	Install MATTA surfacing under toddler and junior swings	Quote Received Deferred to new financial year
St Johns Road Play Area	Install MATTA surfacing under junior swing	Quote Received Deferred to new financial year
Milford Adventure Park	Install MATTA surfacing under basket swing	Quote Received Deferred to new financial year

### ***Replacement Parts***

<b>Location</b>	<b>Planned Work</b>	<b>Current Status</b>
Howard Road Park	Replace play panel parts	Complete
Howard Road Park	Swing Chains & Seats	Complete
Preston Park	Replace panel on multi-unit	Complete
Kingston View	Replace climbing frame platform decks	Complete
Milford Adventure Park	Replace nylon bushes on Rope End Swinger	Complete
Westfield Rec	Replace Flat Seat Swing wearing parts	Complete
Westland Road Park	Replace platform deck on climbing frame	Parts in stock awaiting installation
Monksdale	Replace nylon bushes on Basket Swing	Complete

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 Areas in 2016/17 totals £14,500 and to date £11,630.50 has been invoiced on repairs. The remaining budget £2,869.50 was allocated towards the Kingston View Play Area Project and has been paid out. The budget remaining is £0.

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

## 9/137. GRASS ROYAL 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 Grass Royal Park & Play Area improvements.

### **Recommendation(s)**

Members note the report.

### **Report**

The project steering group met on the 17<sup>th</sup> February 2017 to consider and agree the project plan and design brief for the site. The following milestones were agreed for the delivery of this project:

- Sketch design completed – March 2017
- Complete consultation on sketch design – April 2017
- Final design completed – April 2017
- Design approval sought from G&G – May 2017
- Procurement completed – End June 2017
- Complete construction – End August 2017

The project group also considered the potential improvements to the play area and park which included:

- Climbing equipment for older children.
- Low mounding would be a low cost way of adding significant play value. The addition of a small tunnel through the mounding was also suggested.
- In addition to mounding, a shallow dry ditch could be formed with a footbridge crossing it. This would add landscape interest and add play value through role play and imaginative games.
- Additional tree planting to add to existing trees.
- Large bowl type roundabout.
- Agility trail.
- Improve access into and through the park with a new footpath.

To achieve the list above would exceed the available £20,000 budget and consequently officers have been exploring additional funding opportunities and consider that an application to Viridor Credits may prove successful. The timescale for this funding application may require changes to the milestones above and as this is work in progress, future reports will provide updates.

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

## 9/139. 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:

- Howard Rd
- Oxford Rd
- Rosebery 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 very good order with little litter evident, and any litter present was freshly deposited. There is some work required on the trees at Milford upper valley. We still have some works to undertake at Grass Royal; namely fence removal and incorporating the area into the rest of the park; all sites have received a winter cut and a 'spring' cut is due shortly.

All sites have undergone winter works and Sidney Garden and Preston Park in particular have received a range of winter operations to ensure that they will be ready for the coming seasons.

Overall the results were  
Good Pass = 98.8%  
Fair pass =1.2%  
No fails

### **Recommendation**

Members are invited to comment on the report

### **Financial Implications**

None

(Stephen fox - Principal Horticultural Officer  
[stephen.fox@southsomerset.gov.uk](mailto:stephen.fox@southsomerset.gov.uk) or (01935) 462828)