



Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Phone 01935 382424
Fax 01935 382429
E-mail town.clerk@yeovil.gov.uk

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 9 January 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 January 2017

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

To all Members of the Grounds and General Maintenance Committee:

Manny Roper (Chairman)

David Byrne

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 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

9/122. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

9/123. 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(b-e). (NB this does not preclude any later declarations).

9/124. MINUTES

To approve as a correct record the Minutes of the meetings held on 7 November 2016.

9/125. PLAY AREA UPDATE REPORT

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

9/126. KINGSTON VIEW PARK & PLAY AREA

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

9/127. GRASS ROYAL PLAY AREA

To consider a verbal report by the Senior Play and Youth Facilities Officer (SSDC) and to nominate members of the Committee to sit on the Steering Group to develop the new project.

9/128. ALLOTMENT MAINTENANCE SCHEDULE

To consider the Maintenance Schedule attached at page 5.

9/129. LETTER FROM THE LIONS CLUB REGARDING TREE PLANTING

To consider the letter from the Lions Club attached at page 6, regarding the planting of a tree as part of the Centennial Community Legacy Project.

9/130. AMENDED PROGRAMME OF MEETINGS

To consider the Amended Programme of meetings by the Town Clerk attached at page 7. This is due to the fact that two of the meetings were scheduled before the date of Town Council for that month.

9/131. FINANCIAL STATEMENT – OCTOBER/NOVEMBER 2016

To consider the Financial Statement for the period 1 October to 30 November 2016 attached from page 8.

PUBLIC COMMENT (15 Minutes)

9/125 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)

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.

In addition to the planned work set out below the impact surface under the toddler swings at Westfield Play Area required upgrading to Recover Matta to address a safety issue. The safety issue was the old surface was being regularly pulled up leaving no impact surface and by installing the Recover Matta product we hope to stop this happening. New seats have also been fitted to the See Saw at Howard Road Play Area.

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

| Location | Planned Work | Current Status |
|--|---|-----------------------|
| 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 | On hold |
| Turners Barn Lane | Painting Play Equipment | On hold |

| | | |
|-----------|----------------------|--|
| Play Area | and Street Furniture | |
|-----------|----------------------|--|

Impact Absorbing Surfaces

| Location | Planned Work | Current Status |
|-------------------------|---|-----------------------|
| 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 |
| St Johns Road Play Area | Install MATTA surfacing under junior swing | Quote Received |
| Milford Adventure Park | Install MATTA surfacing under basket swing | Quote Received |

Replacement Parts

| Location | Planned Work | Current Status |
|------------------------|--|-----------------------|
| 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 | Work started |
| Westfield Rec | Replace Flat Seat Swing wearing parts | Complete |
| Westland Road Park | Replace platform deck on climbing frame | Parts Ordered |
| 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 £9,381.11 has been invoiced on repairs. Of the remaining budget £2,869.50 has been allocated towards the Kingston View Play Area Project and a further £1,591.96 has been spent or committed but not yet invoiced to YTC. Therefore the budget remaining is £657.43.

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

Routine Allotment Work

| Grasscutting | | April | | May | | June | | July | | August | | September | | October | | November | | December | | January | | February | | March | | | |
|-----------------|--------|--------------|----------------|--------------|----------------|--------------|----------------|--------------|----------------|--------------|----------------|--------------|----------------|--------------|----------------|-------------|--------------|-------------|--------------|-------------|--------------|-------------|--------------|-------------|--------------|---------------|------------------|
| 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 | 44.50 | £778.31 |
| 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 | 49.50 | £865.76 |
| 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 | 51.00 | £891.99 |
| 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 | 65.00 | £1,136.85 |
| 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 | 3.50 | £61.22 |
| 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 | 14.00 | £244.86 |
| 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 | 28.00 | £489.72 |
| 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 | 14.00 | £244.86 |
| 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 | 13.50 | £236.12 |
| 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 | 7.00 | £122.43 |
| 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 | 45.00 | £787.05 |
| 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 | 0.00 | £0.00 | 335.00 | £5,859.15 |

KH251 9300

Allotment Spray & Rotavation

| | | April | | May | | June | | July | | August | | September | | October | | November | | December | | January | | February | | March | | | |
|----------------|--------|-------------|----------------|-------------|----------------|-------------|--------------|-------------|--------------|-------------|--------------|-------------|----------------|-------------|--------------|-------------|--------------|-------------|--------------|-------------|--------------|-------------|--------------|-------------|--------------|--------------|----------------|
| 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 |
| 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 | | £0.00 | 3.5 | £61.22 |
| 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 |
| | £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 | | £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 | | £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 | | £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 | | £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 | | £0.00 | | £0.00 | | £0.00 | | £0.00 | | £0.00 | | £0.00 | | £0.00 | | £0.00 | 0.0 | £0.00 |
| Totals | | 8.00 | £139.92 | 8.50 | £148.67 | 0.00 | £0.00 | 0.00 | £0.00 | 0.00 | £0.00 | 8.00 | £139.92 | 0.00 | £0.00 | 0.00 | £0.00 | 0.00 | £0.00 | 0.00 | £0.00 | 0.00 | £0.00 | 0.00 | £0.00 | 24.50 | £428.51 |

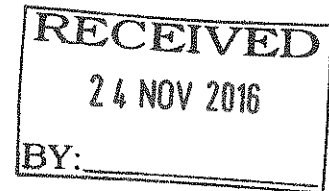
KH251 9300

LIONS CLUBS INTERNATIONAL

FRED MONSON

Chairman . Zone J.

Bay Tree Cottage, Rimpton Road, Marston Magna
Yeovil. Tel 01935 851088
email – fredlynmonson@btinternet.com



17 NOVEMBER 2016

Dear *Ms. A. Carter*

Lions Clubs International – Centennial Community Legacy Project.

2017 is the Centennial of Lions Clubs International and to celebrate this occasion the Lions Clubs of Yeovil, Ilminster, Glastonbury/Street, Wells and Crewkerne would like to plant a tree within their community, in a park or an area of the Councils choice.

We have several species of trees in mind but these would be native to the UK and would be around 10-14 feet when planted as we felt they would stand less chance of being vandalized.

What we need to start with is for permission to be given by the various councils and then each Lions club would liaise with yourselves to decide on site etc. The best time to plant them is between November and March, but our aim is to put them in around March/April time. The planting or preparation of the ground would be done by the council or the supplier would do it.

I understand that this has to go forward for discussion at your next council meeting but it would help us if we could proceed as soon as possible.
Each tree would have a small plaque beside it noting that it was planted as part of our Centennial.

I hope your council look kindly upon our request as these trees will provide something for the public to enjoy.

The planting ceremony will be carried out by our District Governor, but it would be nice if the Mayor or Chairman of each Council to attend.

I look forward to your reply, you can email me at the above address.

Yours sincerely,

A handwritten signature in black ink, appearing to be "Fred Monson".



Yeovil Town Council

Programme of Meetings of Council and Committees – 2016/17

| Meeting | Venue | Day | Time | 2016 | | | | | | | | 2017 | | | | |
|---|-----------------|---------|--------|------------|-----|------|-----|------|-----|-----|-----|------|-----|---------|-----|------------|
| | | | | May | Jun | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May |
| Council | Council Chamber | Tuesday | 7.30pm | 3* 10** | 7 | 5 | (2) | 6 | 4 | 1 | 6 | (3) | 7 | 7 | 4 | 2* 9** |
| Planning and Licensing Committee | Council Chamber | Monday | 6.00pm | 16 | 13 | 18 | 15 | 19 | 17 | 14 | 12 | 16 | 13 | 13 | 10 | 15 |
| Grounds and General Maintenance Committee | Council Chamber | Monday | 7.00pm | 11*** | | 11 | | 12 | | 7 | | 9 | | 6 20 | | 8 10*** |
| Promotions and Activities Committee | Council Chamber | Tuesday | 7.00pm | 17 | | 12 | | 13 | | 15 | | 17 | | 14 | | 16 |
| Buildings and Civic Matters Committee | Council Chamber | Tuesday | 7.00pm | 24 | | 19 | | 20 | | 22 | | 24 | | 21 | | 23 |
| Policy, Resources and Finance Committee | Council Chamber | Tuesday | 7.00pm | 31 | | 26 | | 27 | | 29 | | 31 | | 28 | | 30 |

* Annual Town Meeting followed by Annual Meeting of the Town Council

** Annual Meeting of the Town Council (reconvened)

*** Moved to Wednesday to avoid clash with Bank Holiday and/or Town Council meeting

Public Holidays

May Bank Holiday
Spring Bank Holiday
August Bank Holiday
Boxing Day Holiday
Christmas Day Holiday

Monday 2 May 2016
Monday 30 May 2016
Monday 29 August 2016
Monday 26 December 2016
Tuesday 27 December 2016

New Year's Day Holiday
Good Friday
Easter Monday
May Bank Holiday
Spring Bank Holiday

Monday 2 January 2017
Friday 14 April 2017
Monday 17 April 2017
Monday 1 May 2017
Monday 29 May 2017