



Yeovil Town Council

**Town House
19 Union Street
Yeovil
Somerset
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The Meeting **Grounds and General Maintenance Committee**

The Time... **7.00pm**

The Date... **Monday 7 July 2014**

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

01 July 2014

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

Grounds and General Maintenance Committee

To: All Members of the Grounds and General Maintenance Committee

Martin Bailey

Philip Chandler

David Dollard (Chairman)

David Greene

John Hann (Vice-Chairman)

Kaysar Hussain

Andrew Kendall

Mike Lock (Ex-officio)

Wes Read

Manny Roper

Darren Shutler (Ex-officio)

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

PUBLIC COMMENT (15 Minutes)

1. MINUTES

To approve as a correct record the Minutes of the meetings held on 13 and 14 May 2014.

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

4. CORRESPONDENCE

5. ALLOTMENT MAINTENANCE SCHEDULE

To consider the Maintenance Schedule attached at page 3.

6. OPEN SPACES

To consider a verbal report by the Street Scene Supervisor (SSDC).

7. PLAY AREA REPAIRS

To consider a report by the Senior Play and Youth Facilities Officer (SSDC) attached at page 4 to 5.

8. NEW INITIATIVES BUDGET – MILFORD PARK UPDATE

To consider a report by the Street Scene Manager (SSDC) – to follow.

9. NEW INITIATIVES BUDGET

To consider a report by the Town Clerk attached at page 6.

10. FINANCIAL STATEMENT – APRIL/MAY 2014

To consider the Financial Statement for the period 1 April to 31 May 2014 attached at pages 7 to 8.

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

11. YEW TREE PARK GATE

To consider a report by the Town Clerk attached at page 9.

Yeovil Town Council Allotment Work

SD005305

Routine Allotment Work

Invoices to be raised quarterly

Grasscutting		April		May		June			
Location	rate	Hrs	Value	Hrs	Value	Hrs	Value	Total Hrs	Total Value
St Georges	£16.98	6.50	£110.37	6.50	£110.37	6.00	£101.88	19.00	£322.62
Newtown	£16.98	6.50	£110.37	6.50	£110.37	6.50	£110.37	19.50	£331.11
Elizabeth Flats	£16.98	9.50	£161.31	9.50	£161.31	10.00	£169.80	29.00	£492.42
Sunningdale	£16.98	10.00	£169.80	10.00	£169.80	10.00	£169.80	30.00	£509.40
Hillcrest	£16.98	2.00	£33.96	2.00	£33.96	2.00	£33.96	6.00	£101.88
Rustywell	£16.98	2.50	£42.45	2.50	£42.45	2.50	£42.45	7.50	£127.35
Turners Barn	£16.98	5.00	£84.90	5.00	£84.90	5.00	£84.90	15.00	£254.70
Larkhill	£16.98	2.50	£42.45	2.50	£42.45	2.50	£42.45	7.50	£127.35
Milford Dip	£16.98	1.00	£16.98	1.00	£16.98	1.00	£16.98	3.00	£50.94
Monksdale	£16.98	2.00	£33.96	2.00	£33.96	2.00	£33.96	6.00	£101.88
Goar Knap	£16.98	4.50	£76.41	4.50	£76.41	4.00	£67.92	13.00	£220.74
Totals		52.00	£882.96	52.00	£882.96	51.50	£874.47	155.50	£2,640.39

KH251 9300

Qtr 1	2640.39
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Allotment Spray & Rotovation

Location	Rate	April		May		June		Total Hrs	Total Value
Location	Rate	Hrs	Value	Hrs	Value	Hrs	Value	Total Hrs	Total Value
Monksdale	£16.98	1.50	£25.47		£0.00		£0.00	1.5	£25.47
Larkhill	£16.98	1.50	£25.47		£0.00		£0.00	1.5	£25.47
Newtown Plot 22	£16.98		£0.00	1.50	£25.47		£0.00	1.5	£25.47
Sunningdale Plot 69	£16.98		£0.00	1.50	£25.47		£0.00	1.5	£25.47
Newtown Plot 7	£16.98		£0.00	1.50	£25.47		£0.00	1.5	£25.47
Larkhill Plot 4a	£16.98		£0.00		£0.00	1.50	£25.47	1.5	£25.47
Larkhill Plot 15	£16.98		£0.00		£0.00	1.50	£25.47	1.5	£25.47
Tuners Barn Plot 7	£16.98		£0.00		£0.00	1.50	£25.47	1.5	£25.47
Elizabeth Flats Plot 17	£16.98		£0.00		£0.00	1.50	£25.47	1.5	£25.47
	£16.98		£0.00		£0.00		£0.00	0.0	£0.00
	£16.98		£0.00		£0.00		£0.00	0.0	£0.00
Totals		3.00	50.94	4.50	76.41	6.00	101.88	13.50	229.23

KH251 9300

Qtr 1	229.23
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Invoices raised quarterly

7. PLAY AREA REPAIRS

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.

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 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.

An example of this responsive maintenance, recently in June, was the replacing/retightening of nuts and bolts on the aerial runway at Yew Tree Park. Our inspector found on two separate occasions, spanning one week, that someone had tried to remove the steelwork that holds up the overhead cable and runner mechanism. Had the steelwork fallen down it could have caused serious injury. The repair work was immediately carried out on both occasions and the vandalism reported to the police.

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	Order placed with contractor
St Johns Road	Painting junior swings, timber uprights, steps and bridge	Order placed with contractor
Westfield & Rosebery Ave	Painting upright posts and goal ends on both Multi Use Games Areas	Order placed with contractor

Impact Absorbing Surfaces

Location	Planned Work	Current Status
Fielding Road	Repairing two corners of wet pour surface under	Order placed with contractor

	cradle swing	
Howard Road	Filling gaps in rubber tiles around edge of toddler climbing frame	Order placed with contractor
Monksdale	Install Matta surfacing under 'hip hop' roundabout	Quotes required
Grass Royal	Install Matta surfacing under junior and toddler swings	Quotes required

Replacement Parts

Location	Planned Work	Current Status
Westfield	Replace spring see-saw handles	Parts in stock awaiting fitting
Yew Tree Park	Replace high swing seat and chain assembly. Replace basket in basket swing	Quotes required
Milford Adventure Park	Replace double zip line cables	Supplier quotation requested
Kingston View	Replace flat and cradle swing seat and chain assembly.	Parts in stock awaiting fitting
Turners Barn Lane	Replace flat and cradle swing seat and chain assembly.	Parts in stock awaiting fitting
Preston Park	Multi Pondo see-saw needs replacing	Options being considered
Grass Royal	Replace flat and cradle swing seat and chain assembly.	Parts in stock awaiting fitting

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.

Recommendation

Members note the report

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

NEW INITIATIVES BUDGET

Mindful of the need to develop the range of services that we deliver to the people of Yeovil Town, the Town Council has agreed to allocate £49,300 in the 2014/15 New Initiatives budget.

This approach will ensure that funding totalling £29,300 is available to enable contributions to be made towards threatened services currently delivered in Yeovil Town. £4,000 of this budget has been allocated towards the future provision of tourist information services in Yeovil Town and £4,000 towards Christmas Lights, which leaves a balance of £21,300. A further £20,000 has been earmarked for new initiatives.

Last year, the following initiatives were agreed, which have been funded from the 2013/14 budget:

- Outdoor gym at Milford Park - £10,000 (in principle)
- Hire of temporary marquee for Town Council events at Public Entertainment Area - £735

It has been agreed that all the service committees would be invited to put forward bids for this unallocated part of the New Initiatives budget, and that the Town Council would decide how this portion would be spent having regard to the views of the Policy, Resources and Finance Committee.

Last year, it was agreed that all services committees be reminded of the need for this budget to be used for *new* initiatives and, to allow sufficient time for their ideas to be drawn up and developed, the proposals that emerge during the July cycle of meetings be investigated and reported back to the service committees in the September and the November cycle of meetings.

The agreed definition of a new initiative is set out below;

“A proposal which will result in a new service, facility, activity or new equipment being procured by the Town Council, for the benefit of the people of Yeovil Town, in partnership with other organisations as appropriate”

It was further agreed that supported bids would be considered at the November meeting of the Policy, Resources and Finance Committee and referred to the December meeting of the Town Council for determination. This gives all committees an additional two months to develop their bids using the attached assessment sheet and put them forward for consideration.

This extended process will enable all committees to make bids at the same time thereby giving them an equal opportunity to apply for funding and enabling the Policy, Resources and Finance Committee and the Town Council to consider their relative merits having regard to the budget available. However, in the interests of flexibility, the budget may also be used to enable the Town Council to respond to an unforeseen opportunity that might arise at short notice to fund a new initiative.

The Committee is **RECOMMENDED** to note the matter and to consider developing bids having regard to the above outlined policy and the services that fall within the remit of this Committee.

(Alan Tawse, Town Clerk – 01935 382424)

NEW INITIATIVE SCHEME SUBMISSION

Information Required	Why is this being requested?
Description of the scheme and its location	
What benefits will this scheme provide to the local community?	
What evidence is there of community support for the proposal?	
Any on-going costs such as maintenance?	
Is there any partnership funding? If so what %?	
Has any other funding been applied for, for example other authorities etc. If so what was their decision and why?	
Is there local funding (or land) available to support delivery of the proposal?	
Are there any constraints to delivery this financial year?	
Is the initiative usually/has been responsibility provided by another authority?	
Any additional comments?	