



Yeovil Town Council

**Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ**

Phone 01935 382424
Fax 01935 382429
E-mail alan.tawse@yeovil.gov.uk

Please note change to usual day

The Meeting **Grounds and General Maintenance Committee**

The Time... **7.00pm**

The Date... **Wednesday 14 May 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

08 May 2014

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

Grounds and General Maintenance Committee

To: All Members

Martin Bailey

Kris Castle

J Vincent Chainey

Philip Chandler

Tristan Cobb

Leah Cross

Clive Davis

Bridget Dollard

David Dollard

Tony Fife

Jon Gleeson

David Greene

Peter Gubbins

John Hann

Kaysar Hussain

Andrew Kendall

Mike Lock (Ex-officio)

Tony Lock

Wes Read

David Recardo

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

Disability

Gender Reassignment

Marriage and Civil Partnership

Pregnancy and Maternity

Race

Religion or Belief

Sex

Sexual Orientation

PUBLIC COMMENT (15 Minutes)

1. MINUTES

To approve as a correct record the Minutes of the meeting held on 10 March 2014.

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

4. CORRESPONDENCE

5. ALLOTMENT MAINTENANCE SCHEDULE

To consider the Maintenance Schedule attached at page 2.

6. OPEN SPACES

To consider a verbal report by the Principal Horticultural Officer (SSDC).

7. PLAY AREA REPAIRS AND SUMMERHOUSE VIEW PLAY AREA

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

8. MILFORD PARK – OUTDOOR GYM

An update to be given at the meeting by the Senior Play and Youth Facilities Officer (SSDC) or representative.

9. BEST VALUE

To consider a report by the Town Clerk attached at pages 5 to 7.

10. ALLOTMENT TENANT WORKING GROUP MEETING MINUTES

To consider the minutes of the Allotment Tenants Working Group held on 28 April 2014 (circulated separately)

11. FINANCIAL STATEMENT – FEBRUARY/MARCH 2014

To consider the Financial Statement for the period 1 February to 31 March 2014 attached at pages 8 to 13.

PUBLIC COMMENT (15 Minutes)

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

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		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	6.50	£110.37
Newtown	£16.98	6.50	£110.37		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	6.50	£110.37
Elizabeth Flats	£16.98	9.50	£161.31		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	9.50	£161.31
Sunningdale	£16.98	10.00	£169.80		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	10.00	£169.80
Hillcrest	£16.98	2.00	£33.96		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	2.00	£33.96
Rustywell	£16.98	2.50	£42.45		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	2.50	£42.45
Turners Barn	£16.98	5.00	£84.90		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	5.00	£84.90
Larkhill	£16.98	2.50	£42.45		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	2.50	£42.45
Milford Dip	£16.98	1.00	£16.98		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.00	£16.98
Monksdale	£16.98	2.00	£33.96		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	2.00	£33.96
Goar Knap	£16.98	4.50	£76.41		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	4.50	£76.41
Totals		52.00	£882.96	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	52.00	£882.96

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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)	£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 (Hedg)	£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
Lizy 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
Totals		3.00	£50.94	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	3.00	£50.94

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Additional 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		
			£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
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

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7. Play Area Repairs and Summerhouse View Play Area

SSDC Service Manager: Lynda Pincombe, Sport, Arts and Leisure.

SSDC Officer: Robert Parr, Senior Play and Youth Facilities Officer

Contact Details: rob.parr@southsomerset.gov.uk or (01935) 462413

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

In the last quarter of 2013/14 the following repairs were carried out on the play areas managed by Yeovil Town Council:

- Steps repaired at Summerhouse View
- Bridge repaired at Yew Tree Park
- Fence repaired at Howard Road
- Retaining log wall repaired at Howard Road
- Spring Rider replaced at St Johns Road

Various parts have also been bought to enable the maintenance of other items of equipment and these will be fitted this year.

In addition to the above, a double width slide has now been added to the new climbing frame at Preston Park Play Area, which from various observations is proving to be a very popular play area and park with the general public.

Officers are now in the process of planning the routine maintenance of play areas for this year, which will include painting, surfacing repairs and replacement parts

Summerhouse View Play Area

At the Grounds and General Maintenance Committee on the 10th March the Committee resolved that the Senior Play & Youth Facilities Officer set up a Steering Group meeting.

All the necessary funding is now in place with both the Town and District Councils each allocating £10,000 towards the estimated costs of £20,000.

The first meeting of the Steering Group took place on the 10th April 2014 and Cllr Alan Smith agreed to Chair the meetings.

It was agreed the project would be split into the following three broad phases:

1. Consultation with local residents
2. Sketch design produced and considered by steering group
3. Final design produced, goods and services procured and works completed.

In terms of timescales the following timetable was agreed:

May

Carry out consultation and produce sketch design

June

On site Steering Group meeting on 5th June 2014 to consider sketch design

July

Steering Group meet to discuss and agree final design

July/August

Obtain quotes for goods and services

August/September

Awards contracts for goods and services

September/October

Construction works and completion

The scope of the project is limited as the play area is very small and it is anticipated that the majority of the budget will be required to fund new fencing/gates and replacing the retaining wall on site. For this reason the Steering Group agreed that any consultation should manage people's expectations of what the improvements may achieve.

Financial Implications

No comment

9. **BEST VALUE**

Unlike their county and district counterparts, town councils are free to choose their own performance indicators as part of the Best Value process. These play an important part in the Best Value regime, as they are the yardsticks by which the targets set are measured.

To make sure indicators chosen give a balanced view of performance, the Government has suggested using five dimensions of performance:

- Strategic Objectives
- Cost/Efficiency
- Service Delivery Outcomes
- Quality
- Fair Access

The Council has set corporate health performance indicators as well as setting additional ones for each service. The Policy, Resources and Finance Committee has adopted a list of corporate performance indicators compiled from the mandatory list that all principal councils must adopt. Achievements against targets set will be reported to that Committee later this month.

Service related indicators are just as important. The Council has agreed that these are best chosen by the Service Committees - who are already responsible for monitoring and reviewing the services within their purview. Last year, all the Service Committees were asked to put forward a performance indicator for each of the major services/functions under their control and their achievements have been reported during the current cycle of meetings.

As far as this Committee is concerned, the major services are the management of allotments and open spaces. It is suggested that, as far as possible, performance indicators should be chosen which measure activities/services within the control of the Council.

Allotments

The Council manages a total of 11 allotment sites. Vacant allotment plots fall to the Council to maintain and, until they are re-let, do not yield any rental. Clearly, it is in everyone's interest that plots becoming available should be re-allocated as quickly as possible. This ensures that those seeking plots have speedy access to a desirable leisure facility, and that rental income is maximised - to help offset the cost of service provision.

The Committee agreed that an appropriate yardstick for continuous improvement is to seek an increase each year in the overall number of lettings.

Last year, the Committee set itself a target of maintaining the letting rate at 80%. In actual fact, the letting rate has been maintained well above this figure - at a highly creditable rate of 96%.

There is no doubt that the Council's pro-active and flexible approach to allotment management and ongoing support has helped achieve this commendable result.

The Committee will recall the substantial in-depth review of allotment maintenance previously undertaken by the former Allotments Working Party, which was aimed at making allotments more appealing in the future. The Working Party recognised that preparing plots for re-letting and the future general maintenance of sites played a key role in attracting new tenants, and they spent a considerable amount of time looking at ways of improving take-up.

To ensure that the views of ploholders were taken into account, each site has been invited to elect a representative to serve on the successor Allotment Tenants' Working Group, and these representatives work hard, with elected members of the Council, to come up with a range of flexible and responsive ways of identifying potential improvements.

These include giving ploholders a bigger say in deciding *what* work is carried out on their site, *when* it will be done and the *standard* to which it will be undertaken. To help secure improvements, additional funds were included in the allotment maintenance budget. All of these proposals were introduced in April 2001 and have been successfully implemented.

Although the Working Party now operates independently of the Town Council, it is still pursuing these aims and objectives, and the Council is providing ongoing support to ensure that this continues to be the case.

Examples of initiatives put in place during the current year include

- Hiring of skips by tenants themselves to clear rubbish
- Fence improvements at Elizabeth Flats Allotment Site
- Hedge trimming works at Monks Dale Allotment Site
- Practical advice on composting and recycling
- Publication of the "Greenfingers" tenant's newsletter

Clearly all of these efforts have paid dividends, and it is pleasing that the letting rate has continued to be maintained at well over 80%.

Given the fact that the transfer of allotment tenancies and the time involved in their re-letting will always be a factor in measuring lettings, it is suggested that next year we continue to aim to consolidate the substantial increase in lettings achieved in recent years.

It is **RECOMMENDED** that the Committee notes this year's achievement, and sets a target of maintaining *next* year's lettings at 80% occupancy rate.

Open Spaces

The Committee manages 16 play areas on behalf of the District Council. The quality of service provision is important in this area of activity, and the public's perception of the level of cleanliness and maintenance of these sites is a key way of measuring whether these facilities are being managed in an effective manner.

To evaluate this, the Committee has agreed that a customer satisfaction survey be carried out, and that a satisfaction rate of 80% be set. This survey will be carried out over the coming months as the weather improves, and the results will be reported to a future meeting.

Over the past year, work was completed on the design and implementation of a major upgrade to the play area at Preston Park. This followed an extensive consultation exercise undertaken with the assistance of local residents and schools to find out what long-term improvements and enhancements local people would like to see put in place.

The next planned upgrade is the play area at Summerhouse View and again the local community will be consulted on the design and layout of the site to make sure that it meets their needs and aspirations.

Finally, arrangements were made for the enhancement of the sensory garden at Sidney Gardens to be undertaken earlier this year. This included the construction of new retaining walls, resurfacing works, access improvements and replanting. The costs of these works, which amounted to £9,000 (including VAT), were met by a contribution from the Yeovil Recreation Charity.

It is **RECOMMENDED** that the matter be noted and the outcome of the planned survey be awaited.

(Alan Tawse, Town Clerk - 01935 382424)