



# Yeovil Town Council

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

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The Meeting      **Grounds and General Maintenance Committee**

The Time...      **7.00pm**

The Date...      **Monday 1 September 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

26 August 2014

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

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**Grounds and General Maintenance Committee**

To: All Members of the Grounds and General Maintenance Committee

Martin Bailey	Mike Lock (Ex-officio)
Philip Chandler	Wes Read
John V Chainey	Manny Roper
David Dollard (Chairman)	Darren Shutler (Ex-officio)
David Greene	Andrew Kendall
John Hann (Vice-Chairman)	Alan Smith
Kaysar Hussain	

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 meeting held on 7 July 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 Street Scene Supervisor (SSDC).

**7. UPDATE REPORT – PLAY AREAS**

To consider a report by the Senior Play and Youth Facilities Officer (SSDC) attached at page 3 to 6.

**8. NEW INITIATIVES BUDGET**

To consider a report by the Town Clerk attached at page 7 to 8.

**9. FINANCIAL STATEMENT – JUNE/JULY 2014**

To consider the Financial Statement for the period 1 June to 31 July 2014 attached at pages 9 to 14.

**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

Grasscutting 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	6.50	£110.37	6.00	£101.88	6.00	£101.88	6.00	£101.88		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	31.00	£526.38
Newtown	£16.98	6.50	£110.37	6.50	£110.37	6.50	£110.37	6.50	£110.37	6.00	£101.88		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	32.00	£543.36
Elizabeth Flats	£16.98	9.50	£161.31	9.50	£161.31	10.00	£169.80	9.50	£161.31	9.50	£161.31		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	48.00	£815.04
Sunningdale	£16.98	10.00	£169.80	10.00	£169.80	10.00	£169.80	10.00	£169.80	10.00	£169.80		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	50.00	£849.00
Hillcrest	£16.98	2.00	£33.96	2.00	£33.96	2.00	£33.96	2.50	£42.45	2.50	£42.45		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	11.00	£186.78
Rustywell	£16.98	2.50	£42.45	2.50	£42.45	2.50	£42.45	2.00	£33.96	2.50	£42.45		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	12.00	£203.76
Turners Barn	£16.98	5.00	£84.90	5.00	£84.90	5.00	£84.90	5.00	£84.90	5.00	£84.90		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	25.00	£424.50
Larkhill	£16.98	2.50	£42.45	2.50	£42.45	2.50	£42.45	2.50	£42.45	2.50	£42.45		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	12.50	£212.25
Milford Dip	£16.98	1.00	£16.98	1.00	£16.98	1.00	£16.98	1.00	£16.98	1.00	£16.98		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	5.00	£84.90
Monksdale	£16.98	2.00	£33.96	2.00	£33.96	2.00	£33.96	2.50	£42.45	2.50	£42.45		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	11.00	£186.78
Goar Knap	£16.98	4.50	£76.41	4.50	£76.41	4.00	£67.92	4.00	£67.92	4.00	£67.92		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	21.00	£356.58
<b>Totals</b>		<b>52.00</b>	<b>£882.96</b>	<b>52.00</b>	<b>£882.96</b>	<b>51.50</b>	<b>£874.47</b>	<b>51.50</b>	<b>£874.47</b>	<b>51.50</b>	<b>£874.47</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>258.50</b>	<b>£4,389.33</b>
KH251 9300																											
				Qtr 1			2640.39																				

**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	1.50	£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	1.50	£25.47
Newtown Plot 22	£16.98		£0.00	1.50	£25.47		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.50	£25.47
Sunningdale Plot 69	£16.98		£0.00	1.50	£25.47		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.50	£25.47
Newtown Plot 7	£16.98		£0.00	1.50	£25.47		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.50	£25.47
Larkhill Plot 4a	£16.98		£0.00		£0.00	1.50	£25.47		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.50	£25.47
Larkhill Plot 15	£16.98		£0.00		£0.00	1.50	£25.47		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.50	£25.47
Turners Barn Plot 7	£16.98		£0.00		£0.00	1.50	£25.47		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.50	£25.47
Elizabeth Flats Plot 17	£16.98		£0.00		£0.00	1.50	£25.47		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.50	£25.47
Rustywell	£16.98		£0.00		£0.00		£0.00	1.50	£25.47		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.50	£25.47
Newtown 5a	£16.98		£0.00		£0.00		£0.00	1.50	£25.47		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.50	£25.47
Newtown 5	£16.98		£0.00		£0.00		£0.00	1.50	£25.47		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.50	£25.47
Goar Knap 29a	£16.98		£0.00		£0.00		£0.00	1.50	£25.47		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.50	£25.47
<b>Totals</b>		<b>3.00</b>	<b>£50.94</b>	<b>4.50</b>	<b>£76.41</b>	<b>6.00</b>	<b>£101.88</b>	<b>6.00</b>	<b>£101.88</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>19.50</b>	<b>£331.11</b>
KH251 9300																											
				Qtr 1			229.23																				

Invoices raised quarterly

## **7. Update Report – Play Areas**

### **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 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.

An example of this responsive maintenance, recently in August, was the replacing of a small section of timber decking at Preston Park, which had been pulled up by vandals the previous night.

#### ***Play & Youth Facilities Ranger***

In April this year our Play & Youth Facilities Ranger post became vacant following the departure of a member of staff and an interim contractor has been covering the basic responsibilities of that post.

Following a recruitment process we have now secured a new member of staff to fulfil this role and Mr Kenton Bourne is due to start work on the 1<sup>st</sup> September 2014. With this post being filled it is expected any outstanding tasks will start to be addressed prior to the end of the calendar year.

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

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***

<b>Location</b>	<b>Planned Work</b>	<b>Current Status</b>
Turners Barn Lane	Painting park bench	Order placed with contractor
St Johns Road	Painting junior swings, timber uprights, steps and bridge	Completed
Westfield & Rosebery Ave	Painting upright posts and goal ends on both Multi Use Games Areas	Order placed with contractor

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

<b>Location</b>	<b>Planned Work</b>	<b>Current Status</b>
Fielding Road	Repairing two corners of wet pour surface under cradle swing	Order placed with contractor and expected to be complete in August
Howard Road	Filling gaps in rubber tiles around edge of toddler climbing frame	Order placed with contractor and expected to be complete in August
Monksdale	Install Matta surfacing under 'hip hop' roundabout	Quotes required
Grass Royal	Install Matta surfacing under junior and toddler swings	Quotes required

### ***Replacement Parts***

<b>Location</b>	<b>Planned Work</b>	<b>Current Status</b>
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	Quote received but excessively high. Alternative quotes being obtained
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.

### **Summerhouse View Play Area**

The progress of this project has been slightly delayed while the Town Clerk checked documents to confirm that Yeovil Town Council own the play area. Now ownership has been confirmed the consultation of local residents has started with a leaflet drop to homes in the surrounding areas and a site notice. A copy of the leaflet is attached to this report.

Improvements to the park were given a boost with the aid of the Yeovil Youth Council, when on the 30<sup>th</sup> July 2014 a group of youth councillors helped SSDC and YTC officers to paint the existing play equipment. This has brightened up the play area for visitors and will hopefully extend the life of the equipment for many more years.

Plans are also being drafted for the construction work that will be required to replace the retaining wall on site and improve access to the play area.

It is still anticipated the play area improvements will be completed this financial year.

### **Recommendation**

Members note the report

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

# Summerhouse View Play Area

## What's happening?

Yeovil Town Council and South Somerset District Council are working in partnership and have allocated funding for improvements to Summerhouse View Play Area. Our aim is to increase the quality and quantity of play opportunities at this location.

Have  
Your  
Say



## Have your say!

The purpose of this leaflet is to ensure you are kept informed about our plans and to give you the opportunity to have your say on the outline proposals.

## The proposals are...

- Replace existing timber fence with a galvanised steel bow top fence.
- Replace and relocate the entrance gate, to the western corner of play area to improve accessibility.
- Construct new retaining wall to replace existing log wall, which is becoming rotten
- Add new steps and ramp access from top of play area to lower grass space, improving play and accessibility.
- Refurbish existing equipment and surfaces.

## Send comments by 15 September 2014 to:

Robert Parr, SSDC Senior Play & Youth Facilities Officer, SSDC,  
Council Offices, Brympton Way, Yeovil, BA20 2HT  
email: [rob.parr@southsomerset.gov.uk](mailto:rob.parr@southsomerset.gov.uk)



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## 8. 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.

As reported to the last meeting of the Committee, 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?	