



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

The Meeting **Grounds and General Maintenance Committee**

The Time... **7.00pm**

The Date... **Monday 7 November 2016**

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



Amanda Card
Town Clerk

01 November 2016

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:

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

9/109. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

9/110. 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).

9/111. MINUTES

To approve as a correct record the Minutes of the meetings held on 12 September 2016.

9/112. PLAY AREA UPDATE REPORT

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

9/113. KINGSTON VIEW PARK & PLAY AREA

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

9/114. FREE HOLIDAY ACTIVITY PROGRAMME

To consider the report by the Senior Play and Youth Facilities Officer (SSDC), attached at pages 5 to 6.

9/115. BIKEFEST 2016

To view a slide show of the event by the Senior Play and Youth Facilities Officer (SSDC).

9/116. OPEN SPACES UPDATE REPORT

To consider a report by the Principal Horticultural Officer (SSDC), attached at page 7.

9/117. ALLOTMENT MAINTENANCE SCHEDULE

To consider the Maintenance Schedule attached at page (circulated separately).

9/118. ALLOTMENT TENANTS WORKING GROUP MEETING

To consider the Minutes of the meeting of the Allotment Tenants Working Group, held on 17 October 2016 (separately circulated).

9/119. CHANGES TO ALLOTMENT RULES - ELIGIBILITY

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

9/120. ACTION PLAN – GROUNDS & GENERAL MAINTENANCE PRIORITIES

To consider the report by the Town Clerk attached at pages 9 to 10.

9/121. FINANCIAL STATEMENT – AUGUST/SEPTEMBER 2016

To consider the Financial Statement for the period 1 August to 30 September 2016 attached at pages 11 to 16.

PUBLIC COMMENT (15 Minutes)

9/112. 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 planned work set out below our ranger has fitted replacement parts to spring rocker at Kingston View Play Area following vandalism and new hydraulic gate mechanisms fitted 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	Order placed with Streetscene
Westfield Park	Painting all play equipment, street furniture and youth shelter	On hold
Turners Barn Lane Play Area	Painting Play Equipment and Street Furniture	On hold

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	Not yet started
Preston Park	Replace panel on multi-unit	Complete
Kingston View	Replace climbing frame platform decks	Parts in stock awaiting fitting
Milford Adventure Park	Replace nylon bushes on Rope End Swinger	Not yet 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 £7,320.16 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 £2,060.95 has been spent or committed but not yet invoiced to YTC. Therefore the budget remaining is £2,249.39.

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

9/114. FREE HOLIDAY ACTIVITY PROGRAMME FOR MILFORD, BIRCHFIELD, WESTFIELD AND YEW TREE

Purpose of the Report

The purpose of this report is to inform members of the Grounds and General Committee of the successful programme of Free Holiday Activities for young people in four targeted areas of Milford, Birchfield, Westfield and Yew Tree Park.

Recommendation

It is recommended that:

The Committee recommends to the Policy & Resources Committee to set a Yeovil Town Council budget of £8,720 for the provision of a free open access Holiday Activities Programme for young people in targeted areas of Yeovil.

Report

In 2016/17 the Young Peoples Officer has planned and co-ordinated the delivery of a highly successful, Free Open Access Holiday Activities Programme for young people in the Milford, Birchfield, Westfield and Yew Tree Park areas of the Yeovil. This was made possible with the contribution of £8,720 from Yeovil Town Council, which was supported by the District Council with a budget of £8,280 and a contribution of £3,000 from Yarlington Housing Group. This provided an overall budget of £20,000

Funding Source	Applied For	Amount Budgeted
Young Peoples Officer Budget		£8,280
Yeovil Town Council	£8,720	
Yarlington Housing Group	£3,000	
Total	£11,720	£8,280

Table 1.0

The overriding aim of these free activities is to provide stimulating things to do and places to go for young people during the school holiday periods.

The types of activities that currently take place and would continue to do so during future holiday programmes include:

- Arts & Crafts Activities
- Healthy Cooking on a Budget
- Circus Skills
- Halloween, Easter & Seasonal crafts
- Samba Drums
- Dance & Drama Sessions
- Day Trips

- Climbing Wall
- Whirligigs and Wind Spinners
- Water Wars
- Jewellery Making
- Den Building and Campfire Cooking
- Sports Activities
- Roller Skating Disco

The holiday periods that are covered by the scheme in 2016/17 for all four areas are: -

- Easter Holidays – 2 weeks
- Summer Holidays – 4 weeks
- October Half Term – 1 week
- February Half Term – 1 week

The numbers of young people attending the activities continue to increase in comparison with last year and during 2016 over 10,000 people have already attended these play activities.

The Young People Officer is therefore recommending that Yeovil Town Council continue to support this Holiday Activity Programme into 2017/18.

Financial Implications

The recommendation is the Committee recommends to the Policy & Resources Committee to set a Yeovil Town Council budget of £8,720 for the provision of a free open access Holiday Activities Programme for young people in targeted areas of Yeovil. This would add to the £8,280 provisionally budgeted by SSDC and the £3,000 applied for to Yarlington Housing Group, resulting in a total budget of £20,000.

***(Robert Parr, Senior Play and Youth Facilities Officer (SSDC)
Stephen Barnes, Young Peoples Officer (SSDC)
stephen.barnes@southsomerset.gov.uk(01935) 462408)***

9/116. 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:

- Howerd Rd
- Oxford Rd
- Roseberry Rec
- Grass Royal
- Westfield Rd
- Preston Park
- Kingston View
- Turners Barn Lane
- Monksdale
- Milford Open spaces (Adventure & Upper valley)
- Westland Rd
- Bides Gardens
- St Johns Churchyard

Overall the sites were in very good order with no obvious issues apart from some litter at Bides Gardens, Roseberry and Yew Tree), and any litter present was freshly deposited. We are currently on our final summer grass cut (14th cut), several sites are due an end of season tidy and this should be completed within the next 4-6 weeks.

Howerd Road and Milford upper valley open spaces have both been upgraded this year with the installation of 'access for all' hard surfaced footpaths, new dog / litter bins and fences and gates. These improvements were funded through SSDC's capital project and were at no cost to YTC, we have applied for a further footpath capital bid for Grass Royal for 2017/18 to link up the northern and southern entranceways.

Overall the results were

Good Pass = 99%

Minor Fail = 1% (Bides gardens)

Recommendation

Members are recommended to note, and invited to comment on the report.

Financial Implications

None

*(Stephen Fox, Principal Horticultural Officer (SSDC)
stephen.fox@southsomerset.gov.uk or (01935) 462828)*

9/119. CHANGES TO ALLOTMENTS RULES – ELIGIBILITY

The current policy stipulates that in order to be eligible to be a tenant of Yeovil Town Council's allotments, the resident must reside within the Civil Parish of Yeovil Town for the duration of the tenancy.

This means that once a tenant ceases to be a resident within the parish of Yeovil Town, the tenancy is terminated with immediate effect; and that no resident in a neighbouring parish is eligible for an allotment within the parish of Yeovil Town.

The Council has been approached by residents who live in the vicinity of allotments but not within the parish of Yeovil Town, therefore they have been refused an allotment tenancy in accordance with the current policy. However, a number of allotment plots are vacant with no rental income being generated, therefore creating a missed income opportunity for the Council.

It is suggested to amend the policy to allow residents from outside the parish of Yeovil Town to be eligible but with residents in the parish of Yeovil Town taking priority. The Council may wish to consider limiting the extension of this policy to residents with a Yeovil address in Yeovil Without Parish Council; Brympton Parish Council; East Coker Parish and West Coker Parish. The Council should review this policy change in a year's time.

The Committee is **RECOMMENDED**:

- 1) to amend the policy to allow residents from outside the parish to Yeovil Town to eligible to be a tenant of Yeovil Town Council's allotment;
- 2) to consider whether to limit the extension of this policy to residents with a Yeovil address in Yeovil Without Parish Council; Brympton Parish Council; East Coker Parish and West Coker Parish; and
- 3) if the policy change is amended, to review this policy change in November 2017.

(Amanda Card, Town Clerk – 01935 382424)

9/120. ACTION PLAN – GROUNDS & GENERAL MAINTENANCE PRIORITIES

The Action Plan summarises and prioritises the Council's Activities for 2017/18 for each Committee. It also highlights the ongoing activities of each Committee.

Attached is a draft Action Plan and priorities for Ground and General Maintenance Committee.

Members are asked if there are any additional priorities that they would like to be added.

The Committee is **RECOMMENDED**:

- 1) to consider the draft action plan and add any additional priorities that are appropriate to this Committee; and
- 2) to recommend approval of this Action Plan

(Amanda Card, Town Clerk – 01935 382424)

YEOVIL TOWN COUNCIL

ACTION PLAN

2017/18



The following Action Plan summarises and prioritises the Council's activities and projects it will continue or complete over the financial year 2017/18.

	Committee	Activity
1	Policy, Resources and Finance	Develop Goldcroft Site
2	Policy, Resources and Finance	Develop Ski Centre Site
3	Policy, Resources and Finance	Achieve Quality Award under Local Councils Award Scheme
4	Policy, Resources and Finance / Promotions and Activities	Engage in social media
5	Buildings & Civic Matters	Review Fire Alarms and Security Alarms in Community Halls

Each committee's priorities for the financial year 2017/18 are shown below:

GROUNDS & GENERAL MAINTENANCE COMMITTEE		
Priority	Activity	Information/Status
2017/18 Activities		
Medium	Kingston View Park and play area	Liaise with Play Officer
Medium	Renewal of Honey Pot lease agreement	Negotiations with tenant
High	Performance Measure of SLA with SSDC	
High	Market Vacant Allotments	
Ongoing Activities		
Business as usual	Running the Committees	Agendas, Minutes, Reports, Finance, Administration
	Council Administration	Administration
	Maintain and inspect 11 allotment sites	Maintenance/Inspection
	Maintain and inspect open spaces and amenity areas	Maintenance/Inspection
	Maintain and inspect play areas	Maintenance/Inspection
	Liaising with Allotment Tenants Working Group	Communication
	Any other matters within the committee's remit	

YTC Allotments

Mostly KH251 9300

SD005305

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		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	38.00	£664.62
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		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	42.00	£734.58
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		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	43.50	£760.82
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		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	55.50	£970.70
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		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	3.00	£52.47
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		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	12.00	£209.88
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		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	24.00	£419.76
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		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	12.00	£209.88
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		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	11.50	£201.14
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		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	6.00	£104.94
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		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	38.50	£673.37
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	0.00	£0.00	0.00	£0.00	0.00	£0.00	0.00	£0.00	0.00	£0.00	0.00	£0.00	286.00	£5,002.14

KH251 9300

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	£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	0.00	£0.00
Milford Dip (Tree works)	£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	0.00	£0.00
Sunningdale	£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	0.00	£0.00
Hillcrest	£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	0.00	£0.00
St Georges	£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	0.00	£0.00
larkhill	£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	0.00	£0.00
Monksdale (Hedge Cutting)	£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	0.00	£0.00
Rustywell	£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	0.00	£0.00
Turners Barn	£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	0.00	£0.00
Goar Kapp	£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	0.00	£0.00
Elizabeth Flats	£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	0.00	£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

KH251 9300

Allotment Spray & Rotavation

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		
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
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