



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 12 January 2009**

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

06 January 2009

Please contact Sally Bing 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

Philip Chandler (Ex-officio)

Dave Gooding

Pete Goodman

John Grana

Dave Greene (Vice Chairman)

John Hann

Steve Hawker

Simon Hester

Wes Read (Ex-officio)

Alan Smith (Chairman)

Jon Trevett (co-opted non-voting)

A G E N D A

PUBLIC COMMENT (15 Minutes)

1. **MINUTES**

To approve as a correct record the Minutes of the meeting held on 3 November 2008.

2. **APOLOGIES FOR ABSENCE**

3. **DECLARATIONS OF INTEREST**

4. **CORRESPONDENCE**

5. **PLAY AND YOUTH FACILITIES UPDATE**

To consider an oral report from the Play and Youth Facilities Officer on the maintenance and improvement of sites managed by the Town Council

6. **YEW TREE PARK REFURBISHMENT UPDATE**

To consider a report from the Play and Youth Facilities Officer at page 3 on Yew Tree Park Regeneration.

7. **SSDC ALLOTMENT WORK**

To consider the table and proposed work plan by the Streetscene Co-ordinator on allotment works carried out at the Town Council's allotments at pages 5 to 11. Rich Davy will attend the meeting to answer any questions.

8. **AVON AND SOMERSET CONSTABULARY**

PC Amanda Mehrlich and PCSO Catherine Helyar will be available to answer any questions on general security of allotments, sheds and equipment, or address any other related issues.

9. **ALLOTMENT TENANTS WORKING GROUP**

To consider the outcome of the meeting of the Allotment Tenants Working Group held on 13 October 2008 and 8 December 2008. Copies of the minutes will be circulated when they are received.

10. **NON-CORPORATE ALLOTMENT MAINTENANCE BUDGET BIDS**

To consider the report by the Assistant Town Clerk at page 12.

11. **ROTOVATION OF ALLOTMENT PLOTS**

To consider the report by the Assistant Town Clerk at page 14.

12. **INVITATION FOR MEMBER(S) TO ATTEND SOMERSET PLAY CONFERENCE 2009**

Details of the conference are attached at page 15. The Committee is asked to consider nominating Member(s) to attend the conference "Playing Spaces - Giving Children and Young People Space to Grow".

13. **FINANCIAL STATEMENT**

To receive the Financial Statement for the period 1 October 2008 to 30 November 2008. See attached Financial Statement at pages 17 to 24.

6. Regeneration of Yew Tree Park Play Area

SSDC Service Manager: Steve Joel, Sport, Arts and Leisure.
SSDC Senior Officer: Rob Parr, Senior Play and Youth Facilities Officer
Lead Officer: Stephen Barnes, Play and Youth Facilities Officer
Contact Details: stephen.barnes@southsomerset.gov.uk or
(01935) 462408

Purpose of the Report

To update Yeovil Town Council, Grounds and General Committee on the progress being made to regenerate the Yew Tree Park Play Area.

Recommendation(s)

It is recommended that:

1. Members note this report and the progress being made in relation to the regeneration of Yew Tree Park Play Area project; and
2. Await a detailed drawing of the concept design, which will be brought to the Grounds and General Committee in March.

Background

As part of the programme of play area improvements outlined at Policy, Resources and Finance Committee on 28th November 2006, Yew Tree Park Play Area is due to be improved during 2008/9.

At Grounds and General Committee on Monday 5th March 2007 committee agreed for a steering group to be set up by Steve Barnes that included representatives from South Somerset District Council, Yeovil Town Council and local members of the community. The committee also resolved to agree the outline project plan included in the committee report.

The aim of the steering group was to consult with local residents and progress towards the regeneration of the play area.

In line with the project plan funding bids were submitted during 2007 and in March 2008 SSDC Full Council Resolved to allocate £80,000 to match fund Yeovil Town Council's development of the Yew Tree Park Play Area.

On April 1st 2008 Yeovil Town Council's Full Committee resolved to allocate £80,000 to match fund SSDC and achieve the £165,000 budget.

The Well Being of the Yeovil Community Association has allocated £5,000 to the purchase and installation of a Buddy Swing.

The Project Brief was produced followed by the Design Brief.

Yew Tree Park Play area concept design was also produced by the design team.

Following Grounds and General Meeting on Monday 3rd Nov 2008, Ward members met with Play and Youth Facilities Officers, Mr R Parr and Mr S Barnes and Town Clerk Mr A Tawse at Yew Tree Park to discuss proposed designs, project brief, and public consultation in more detail. Following this meeting Ward members expressed their support for the project, and the Town Council has since made a commitment to funding their share of the planned budget.

Report

The design group have now produced an outline drawing of the concept design. Detailed drawing of the concept design will now be worked on during January and brought to Grounds and General Committee in March. As part of this process, outline estimates for the works have been produced within the overall available budget.

Once the final detailed drawings, construction details and tender documents have been completed, the next stage of this project will be to invite companies to tender for the works.

Financial Implications

Yeovil Town Council has allocated £80,000 to the refurbishment of Yew Tree Park Play Area.

South Somerset District Council has allocated £80,000 also to the refurbishment of Yew Tree Park Play Area.

The Well Being of the Yeovil Community Association has allocated £5,000 to the purchase and installation of a Buddy Swing.

Total secured budget for the project is £165,000.

The steering group is still applying to other possible funders if we are successful with other applications I will inform all interested parties.

Yeovil Town Council and South Somerset District Council continue to work in partnership to move this project forward.

Background Papers

Yeovil Town Council Grounds and General Committee - 5th May 2008, 30th May 2008, 9th July 2008, 3rd Nov 2008

South Somerset District Council – Area South Committee – 4th April 2008

Yeovil Town Council Allotment Work 08/09

SD005305

NOTE hourly rate to be provided by Steve Fox (2008/09 £14.73 2.5% Increase)

Routine Allotment Work

Grasscutting		April		May		June		July		August		September	
Location	rate	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value
St Georges	14.73	6.00	£88.38	6.00	£88.38		£0.00	6.00	£88.38	6	£88.38	6	£88.38
Newtown	14.73	6.50	£95.75	6.50	£95.75		£0.00	9.00	£132.57	6.5	£95.75	6	£88.38
Lizy Flats	14.73	5.50	£81.02	7.00	£103.11		£0.00	7.00	£103.11	7	£103.11	7	£103.11
Sunningdale	14.73	10.00	£147.30	10.00	£147.30		£0.00	10.00	£147.30	10	£147.30	10	£147.30
Hillcrest	14.73	1.00	£14.73	2.00	£29.46		£0.00	1.50	£22.10	1	£14.73	1	£14.73
Rustywell	14.73	2.00	£29.46	2.00	£29.46		£0.00	2.00	£29.46	2	£29.46	2	£29.46
Turners Barn	14.73	4.00	£58.92	4.50	£66.29		£0.00	4.00	£58.92	4.5	£66.29	4	£58.92
Larkhill	14.73	2.00	£29.46	3.00	£44.19		£0.00	2.00	£29.46	2	£29.46	2	£29.46
Milford Dip (plot15)	14.73		£0.00		£0.00		£0.00		£0.00		£0.00	0	£0.00
Monksdale	14.73	1.50	£22.10	1.50	£22.10		£0.00	1.50	£22.10	1.5	£22.10	1.5	£22.10
Goar Knap	14.73		£0.00		£0.00		£0.00		£0.00	3.5	£51.56	4	£58.92
Milford Dip (plot22)	14.73		£0.00		£0.00		£0.00		£0.00	0.5	£7.37		£0.00
Totals		38.50	567.11	42.50	626.03	0.00	0.00	43.00	633.39	44.50	655.49	43.50	640.76

KH251 9300

6000005649 26.9.08

Additional Allotment Work

		April		May		June		July		August		September	
Location	Rate	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value
Newtown (spraying)	14.73		£0.00	1.00	£14.73		£0.00		£0.00	1.00	£14.73		£0.00
Milford Dip	14.73		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00
Sunningdale (spray)	14.73		£0.00	1.00	£14.73		£0.00		£0.00	1.00	£14.73		£0.00
Hillcrest (spray)	14.73		£0.00	1.00	£14.73		£0.00		£0.00	1.00	£14.73		£0.00
St Georges (spray)	14.73		£0.00	1.00	£14.73		£0.00		£0.00	1.00	£14.73		£0.00
larkhill	14.73		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00
Monksdale	14.73		£0.00		£0.00		£0.00		£0.00		£0.00	77.00	£1,134.21
Rustywell	14.73		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00
Turners Barn	14.73		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00
Goar Kapp (spray)	14.73		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00
Lizy Flats (spray)	14.73		£0.00		£0.00		£0.00		£0.00	1.00	£14.73		£0.00
Totals		0.00	£0.00	4.00	£58.92	0.00	£0.00	0.00	£0.00	5.00	£73.65	77.00	£1,134.21

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Allotment Rotavation

Location	Rate	April		May		June		July		August		September	
		Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value
Milford Dip	14.73		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00
Sunningdale	14.73	1.00	£14.73		£0.00		£0.00		£0.00		£0.00	4.00	£58.92
Newtown	14.73		£0.00		£0.00		£0.00		£0.00		£0.00	2.00	£29.46
St Georges	14.73		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00
Monksdale	14.73		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00
Goar Knapp	14.73	1.00	£14.73		£0.00		£0.00		£0.00		£0.00		£0.00
Hillcrest	14.73		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00
Lizy Flats	14.73		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00
Rustywell	14.73		£0.00	1.5	£22.10		£0.00		£0.00		£0.00		£0.00
Goldcroft	14.73		£0.00		£0.00		£0.00	1.50	£22.10		£0.00		£0.00
Totals		2.00	29.46	1.50	22.10	0.00	0.00	1.50	22.10	0.00	0.00	6.00	88.38
KH251 9300	Invoice Request sent 26.09.08												

October	November		December		January		February		March			
Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Total Hrs	Total Value
£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	30.00	£441.90
£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	34.50	£508.19
£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	33.50	£493.46
£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	50.00	£736.50
£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	6.50	£95.75
£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	10.00	£147.30
£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	21.00	£309.33
£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	11.00	£162.03
£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	7.50	£110.48
£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	7.50	£110.48
£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.50	£7.37
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	212.00	3122.76

640.76 not billed as
of end of Oct

October	November		December		January		February		March			
Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Total Hrs	Total Value
£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	2.00	£29.46
£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	2.00	£29.46
£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	2.00	£29.46
£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	2.00	£29.46
£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	77.00	£1,134.21
£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		£0.00		£0.00		£0.00		£0.00	1.00	£14.73
£0.00	0.00	£0.00	0.00	£0.00	0.00	£0.00	0.00	£0.00	0.00	£0.00	86.00	1266.78

October	November		December		January		February		March			
Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Hrs	Value	Total Hrs	Total Value
£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.0	0.0
£0.00		£0.00	5.00	£73.65		£0.00		£0.00		£0.00	10.0	147.3
£0.00		£0.00	2.00	£29.46		£0.00		£0.00		£0.00	4.0	58.9
£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.0	0.0
£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.0	0.0
£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.0	14.7
£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.0	0.0
£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.0	0.0
£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.5	22.1
£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.50	£22.10
0.00	0.00	0.00	7.00	103.11	0.00	0.00	0.00	0.00	0.00	0.00	18.00	265.14

YEOVIL TOWN COUNCIL ALLOTMENT WORK PROGRAMME 08/09

OPERATION	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	TOTAL FREQUENCY
STRIM PATHWAYS													7
STRIM/CLEAR REDUNDANT PLOTS													7
APPLY HERBICIDE TO PATHS/HARD SURFACE AREAS													2
MOW OPEN GRASSLAND/ LANDSCAPED AREAS													7
HEDGE CUTTING													1

- Flexibility on path mowing and cutting redundant plots in line with the growing season
- Rotovating, tree cutting, hedge trimming and spraying of redundant plots carried out on an adhoc basis.

10. NON-CORPORATE ALLOTMENT MAINTENANCE BUDGET

The above budget was previously allocated to allotment tenants to carry out maintenance work on their respective sites. Following changes to the policy in 2008, all allotment maintenance work to areas within allotment sites that do not form the plots let to tenants involving the use of machinery must now be undertaken by suitably qualified and experienced contractors, appointed by the Town Council only. Therefore, the Non-Corporate Allotment Maintenance Budget can no longer be used for the purchase or maintenance of machinery for use by allotment tenants, or any other use associated allotment tenants carrying out work on areas other than those subject to a tenancy agreement.

In line with the Council's policy, the budget is allocated on the basis of the proportion of let plots on each site and tenants are invited to put forward suitable suggestions for the use of the budget.

In the past few years, this budget has been under spent and, in light of this, the Council has agreed that each year the budget would be reviewed part way through the year, and the remaining budget would be pooled and individual sites invited to put forward additional bids for the use of this money. The balance currently amounts to approximately £1,050.

The Policy, Resources and Finance Committee has made it clear that bids for capital improvements such as car parking provision are not eligible.

In line with the agreed arrangements, all allotment site representatives have been invited to put forward suitable schemes for the use of the remaining balance of this budget in 2008/09. In response, the following suggestions have been submitted:

Elizabeth Flats

The site representative has requested that a sum of **£149** be allocated for the cost of hiring a standard skip.

St George's

The site representative has requested that a sum of **£149** be allocated for the cost of hiring a standard skip.

Milford Dip

The site representative has requested that a sum of **£215** be allocated for the cost of hiring a large skip.

Larkhill

The site representative has requested that a sum of **£150** be allocated for the purchase of 3 bags of scalplings to cover an area of membrane to reduce the necessity and cost of spraying in the area used for the delivery of the skip.

The Committee is **RECOMMENDED** to consider the above requests and, should they be supported, to allocate funds from the remaining balance of the Non-Corporate Allotment Maintenance budget to meet the costs involved.

(Sally Bing – Assistant Town Clerk 01935 382424)

11. ROTOVATION OF NEW ALLOTMENT PLOTS

The Town Council currently offers rotovation of allotment plots at a subsidised rate to new allotment tenants as both an incentive to take on a plot and to help them initially get started as soon as possible.

The new tenant is charged £20, although the cost to the Town Council is usually in the region of £45. Any existing tenant requesting the service would be charged the full amount.

An alternative incentive, if the plot being let requires a lot of work initially to remove weeds and clear the ground, would be to discount the first 2 or 3 months from the cost of the annual allotment rent. If the cost of allotment rent for a year is £30, for example, this would effectively reduce the income to the Council by up £7.50.

It is worth noting that waiting lists currently exist on all 11 allotment sites.

The Committee is asked to review the current procedure of a reduced and subsidised rate of £20 for rotovation for allotment tenants who are commencing a new tenancy agreement and to consider whether to offer this or any other incentive to new allotment tenants.

(Sally Bing, Assistant Town Clerk – 01935 382424)



Sedgemoor
IN SOMERSET



Barnardo's
South West
BELIEVE IN CHILDREN

**Last year's
event sold
out so book
early!!**

Somerset Play Forum

Third Annual Somerset Play Forum Conference **Playing Spaces –** **Giving Children and Young People Space to Grow**

Wednesday 11th February 2009

10am till 4pm. Registration and coffee at 9:30am

In a marquee at Apex Park, Burnham-on-Sea.

Following successful conferences over the last two years and with increased interest in children's outdoor play, Somerset Play Forum, supported by Barnardo's, Somerset County Council and Sedgemoor District Council is holding a one day conference entitled Playing Spaces – Giving Children and Young People Space to Grow!

This conference will examine how high quality play environments can enhance enjoyment, learning and attainment and help develop a sense of community for all children and young people. The conference will focus on a variety of types of space including wild spaces, parks, playgrounds, schools, community spaces and Children's Centres.

Speakers Include:

Dr Martin Maudsley

*Outdoor Play Development Officer,
Playwork Partnerships*

Jim Davis

Programme Manager, Children's Society

Michael Hammond

*Children's Services Manager, Barnardo's Play and
Participation Service*

Michael Follett

*Strategic Play Officer, Gloucestershire County
Council*

Mick Conway

*National Practice Manager,
Play England*

*And a selection of workshops in the
afternoon including:*

- Activities for outdoor spaces

- Inclusive Spaces**
- School Grounds**
- Play Rangers**
- Consultation**
- Loose Parts**

Who should attend?

This conference is aimed at anyone whose job directly or indirectly affects children's play with a focus on designing and using outdoor play environments including:

- ❖ Play or Open space owners, managers and maintainers: Parish Councils, Playing Field Managers, Residents Associations, Friends of groups.
- ❖ Any organisation working with Playbuilder funding
- ❖ Planners
- ❖ Play scheme organisers
- ❖ Parents
- ❖ Any-one working within a Children and Young People's Directorate
- ❖ Schools, school improvement units, school governors
- ❖ Children's Project Workers
- ❖ Children's Centres
- ❖ Childcare Providers
- ❖ Inclusion Services
- ❖ Childcare Development Managers and Officers
- ❖ Play Forum membership
- ❖ Special Educational Needs Managers and Coordinators
- ❖ Early Years and Childcare Managers/Practitioners

Booking

Places at the conference cost just **£20** for any-one working within the County Council area of Somerset.

Refreshments and lunch included.

For booking details please see attached booking form.

The Booking Deadline is 21st January 09. Places are limited and this will be a very popular event so please book early to avoid disappointment.

Live/work outside Somerset?

This event is funded for people who work in Somerset. If there are places available after the booking deadline of 21st January delegates from outside the County Council area of Somerset are welcome to attend at a cost of **£30** per person. Please complete a booking form to be placed on the waiting list. We will let you know whether or not you have a place at the conference as soon as possible after the 21st January deadline.

To reserve a place please complete this booking form and return it
before Wednesday 21st January 2009 to:
stella.elston@barnardos.org.uk or Stella Elston, Barnardo's,
 The Winery, Kilver Court, Shepton Mallet, BA4 5NF – 01749 330533
 Please don't hesitate to contact for any queries.



Playing Spaces – Giving Children and Young People Space to Grow!
Wednesday 11th February 2009, 10am to 4pm
 In a marquee, Apex Park, Burnham-on Sea.



PLEASE NOTE: this year's conference is being held in a marquee in a park. You will need to wear very warm clothes and footwear. The workshop that each of you attend will be held outside. Please bring a playful attitude!

Woolly hats, warm clothes and warm footwear are a must!



Please complete one form per delegate.
PLEASE PRINT CLEARLY

Name of Delegate	Employer & Job Title	Contact Telephone Number	E-mail

Workshop choices – please select **one** from the following list:

- Activities for outdoor spaces (Mandi Trout) –
- Consultation (Somerset Play and Participation Service) –
- “How to make this space more inclusive” (Playwork Inclusion Partnership) –
- “If this were my school playground I would ...” -
- Using loose parts and materials -
- Everything you need to know about Play Rangers (Debbie Jones) -

During the conference we will be announcing a new round of small grants from Somerset Play Forum.

Special dietary/access needs:

I have enclosed a cheque / postal order for £20 made out to **Somerset Play Forum**.

Please invoice me at this address / the e-mail address above....

I do not live or work in Somerset – please add my name to the reserve list, I will pay £30 if I am offered a place

Signed: Date:

You should receive confirmation of your booking within two weeks. If you fail to receive confirmation please contact Stella Elston on 01749 330533 or email stella.elston@barnardos.org.uk. Further details regarding the conference & venue will be sent to attending delegates 10 working days before the conference.