



Yeovil Town Council

**Town House
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Somerset
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The Meeting... **Grounds and General Maintenance Committee**

The Time... **7.00pm**

The Date... **Monday 7 January 2008**

The Place... **Town House, 19 Union Street, Yeovil**

The Committee will be discussing all the items listed overleaf

If you need this information in large print, Braille, audio or another language, please ring 01935 382424



Alan Tawse

Alan Tawse

Town Clerk

22 December 2007

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

J Vincent Chainey (Vice Chairman)

Philip Chandler (Chairman)

Pete Goodman

John Grana

Dave Greene

Simon Hester

Ruth Kendall

Tony Lock (Ex-officio)

Wes Read (Ex-officio)

David Recardo

Alan Smith

Vacancy (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 previous meeting held on 5 November 2007.

2. **APOLOGIES FOR ABSENCE**

3. **DECLARATIONS OF INTEREST**

4. **CORRESPONDENCE**

5. **PLAY AND YOUTH FACILITIES UPDATE**

To consider an update by the Play and Youth Facilities Officer (attached at page 3) on maintenance and improvement of sites managed by the Town Council.

6. **ALLOTMENTS MAINTENANCE**

To consider the report and table by the Street Scene Services Co-ordinator (attached at pages 4 to 5) on the maintenance of sites managed by the Town Council.

7. **WATER REFURBISHMENT**

To consider the report of the Town Clerk attached at page 6.

8. **NON-CORPORATE ALLOTMENT MAINTENANCE BUDGET**

To consider the report by the Assistant Town Clerk attached at page 7.

9. **USE OF EQUIPMENT BY ALLOTMENT TENANTS**

As reported to the last meeting, the current arrangements are under review and, as part of that review, the views of the Allotment Tenants Working Group will be sought on the draft proposals that have emerged.

A meeting between officers and representatives of the Allotment Tenants Working Group has been scheduled for 9 January at which the draft proposals will be considered.

The Committee is **RECOMMENDED** to note developments in this matter, and to await a detailed report setting out future options to the March meeting.

10. **ALLOTMENT TENANTS WORKING GROUP**

To consider the outcome of the meeting of the Allotment Tenants Working Group held on 26 November 2007 (copies of the Minutes have been previously circulated).

11. **FINANCIAL STATEMENT FOR PERIOD OCTOBER AND NOVEMBER 2007**

To receive the Financial Statement for the period 1 October to 30 November 2007. See attached Financial Statement at pages 8 to 15.

5. **PLAY AREAS AND YOUTH FACILITIES UPDATE**

The following works have been carried out during November and early December.

- Scale Swings at Yew Tree Park the chains and stoppers replaced.
- Skate Ramps at Yew Tree Park have been painted.
- Obsolete concrete foundations and rubber tiles have been removed from Yew Tree Park bare patches have been covered in topsoil and seeded.
- Milford junior play area a new bin has been installed.

Inspections of play area continue and any small repairs are carried out when needed.

The Committee is **RECOMMENDED** to note the matters.

(Steve Barnes - Play Areas and Youth Facilities Officer, 01935 462408)

6. **ALLOTMENT MAINTENANCE**

Allotments maintenance has gone according to plan this period with cuts taking place in September and October. We will carry out a further cut in March making 7 cuts in total for the season.

We also have received a number of requests for rotavating. Allotment plots have to be sprayed 2 weeks prior to rotavating for best results. A few of the plots have had to be rotavated by hand as the tractor has been unable to reach them.

(Rich Davy, Street Scene Services Coordinator – 01935 462827)

Yeovil Town Council Allotment Work

SD005305

NOTE hourly rate approved by Steve Fox budget of £6700 confirmed 16.10.07 by Alan Tawse

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	14.37	6.00	£86.22	5.50	£79.04		£0.00	8.00	£114.96	6	£86.22	4	£57.48	4.5	£64.67		£0.00		£0.00		£0.00		£0.00		£0.00	34.00	£488.58
Newtown	14.37	6.00	£86.22	5.50	£79.04		£0.00	8.00	£114.96	5	£71.85	5.5	£79.04	5.5	£79.04		£0.00		£0.00		£0.00		£0.00		£0.00	35.50	£510.14
Lizy Flats	14.37	5.00	£71.85	5.00	£71.85		£0.00	6.00	£86.22	5.5	£79.04	5	£71.85	5	£71.85		£0.00		£0.00		£0.00		£0.00		£0.00	31.50	£452.66
Sunningdale	14.37	11.50	£165.26	11.00	£158.07		£0.00	14.00	£201.18	12	£172.44	10	£143.70	11	£158.07		£0.00		£0.00		£0.00		£0.00		£0.00	69.50	£998.72
Hillcrest	14.37	1.00	£14.37	1.00	£14.37		£0.00	1.00	£14.37	1	£14.37	1	£14.37	1	£14.37		£0.00		£0.00		£0.00		£0.00		£0.00	6.00	£86.22
Rustywell	14.37	2.25	£32.33	2.00	£28.74		£0.00	2.00	£28.74	2	£28.74	2	£28.74	2	£28.74		£0.00		£0.00		£0.00		£0.00		£0.00	12.25	£176.03
Turners Barn	14.37	4.25	£61.07	4.00	£57.48		£0.00	4.50	£64.67	4	£57.48	6	£86.22	5	£71.85		£0.00		£0.00		£0.00		£0.00		£0.00	27.75	£398.77
Larkhill	14.37	2.00	£28.74	2.00	£28.74		£0.00	2.00	£28.74	2	£28.74	3	£43.11	2	£28.74		£0.00		£0.00		£0.00		£0.00		£0.00	13.00	£186.81
Milford Dip (plot15)	14.37	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
Monksdale	14.37	1.50	£21.56	1.50	£21.56		£0.00	2.00	£28.74	1.5	£21.56	1.5	£21.56	1.5	£21.56		£0.00		£0.00		£0.00		£0.00		£0.00	9.50	£136.52
Totals		39.50	£567.62	37.50	£538.88	0.00	£0.00	47.50	£682.58	39.00	£560.43	38.00	£546.06	37.5	£538.88	0.00	£0.00	0	£0.00	0	£0.00	0	£0.00	0	£0.00	239.00	£3,434.43
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Additional Allotment Work

		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
Newtown (spraying)	14.37		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.00	£14.37		£0.00		£0.00		£0.00		£0.00		£0.00	1.00	£14.37
Milford Dip	14.37		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	3.00	£43.11		£0.00		£0.00		£0.00		£0.00		£0.00	3.00	£43.11
Sunningdale (spray)	14.37		£0.00	1.50	£21.56		£0.00		£0.00	1.00	£14.37		£0.00	2.00	£28.74		£0.00		£0.00		£0.00		£0.00		£0.00	4.50	£64.67
Hillcrest (spray)	14.37		£0.00		£0.00		£0.00	0.50	£7.19	0.50	£7.19		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.00	£14.37
St Georges (spray)	14.37		£0.00		£0.00		£0.00	0.50	£7.19	0.50	£7.19		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.00	£14.37
larkhill	14.37		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.50	£21.56		£0.00		£0.00		£0.00		£0.00		£0.00	1.50	£21.56
Monksdale	14.37		£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	14.37		£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	14.37		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.50	£21.56		£0.00		£0.00		£0.00		£0.00		£0.00	1.50	£21.56
Goar Kapp (spray)	14.37		£0.00		£0.00		£0.00		£0.00	0.50	£7.19		£0.00	1.00	£14.37		£0.00		£0.00		£0.00		£0.00		£0.00	1.50	£21.56
Lizy Flats (spray)	14.37		£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	1.50	£21.56	0.00	£0.00	1.00	£14.37	2.50	£35.93	0.00	£0.00	10.00	£143.70	0.00	£0.00	0.00	£0.00	0.00	£0.00	0.00	£0.00	0.00	£0.00	15.00	£215.55
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Allotment Rotavation

		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
Milford Dip	14.37		£0.00		£0.00		£0.00	1.00	£14.37		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.0	£14.4
Sunningdale	14.37	5.50	£79.04		£0.00		£0.00	2.00	£28.74	1.50	£21.56		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	9.0	£129.3
Newtown	14.37		£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	£0.0
St Georges	14.37	0.5	£7.19		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.5	£7.2
Monksdale	14.37	1.5	£21.56		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.5	£21.6
Goar Knapp	14.37		£0.00		£0.00		£0.00	1.00	£14.37	2.5	£35.93	2	£28.74		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	5.5	£79.0
Hillcrest	14.37		£0.00		£0.00		£0.00		£0.00	1	£14.37		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.0	£14.4
Lizy Flats	14.37		£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	£0.0
Totals		7.50	£107.78	0.00	£0.00	0.00	£0.00	4.00	£57.48	5.00	£71.85	2.00	£28.74	0.00	£0.00	0.00	£0.00	0.00	£0.00	0.00	£0.00	0.00	£0.00	0.00	£0.00	£18.50	£265.85
		0600000362X																									

7. WATER REFURBISHMENT WORKS

At the last meeting consideration was given to the allocation of this year's budget of £1,550 towards the refurbishment of water supplies on allotment sites. The Council has agreed to set these funds aside to enable a rolling programme of improvement works to be carried out.

In the past two years, the supplies at Sunningdale and at Newtown have both been replaced and extended to meet tenants' needs. The work is normally carried out between November and March when the allotment site water supplies are turned off.

At the last meeting, consideration was given to the proposal to carry out improvement works at either St George's or at Hillcrest. According to our records, Hillcrest is one of the sites with the oldest pipework and has therefore been considered as one of the next sites to benefit from refurbishment.

The Town Council has received a written request from a tenant, as well as verbal requests from the Tenant Representative for an upgrade of water supply at St George's allotment site.

Estimates were therefore requested for both sites to ascertain the likely cost of refurbishment of St George's and Hillcrest allotment sites. The cost of refurbishing St George's has been estimated at £4,350 (including provision of 3 additional standpipes) and the cost of refurbishing Hillcrest has been estimated at £1,880. The allocation for the current financial year is £1,550, and £1,600 has now been made available for projects in the next financial year.

Since the last meeting of the Committee, the water bills for the summer season have been received and, from the latest meter reading, it is clear that there is an undetected leak at the St George's Site. This has resulted in an additional cost of £258 and Wessex Water has written to the Town Council to draw the matter to our attention and to seek remedial action.

As the supply has now been turned off for the winter, the leak is effectively under control. However, when the supply is turned on again in April 2008, there will be a further water loss unless in the interim the Council either detects and repairs the leak (which may be expensive) or replaces the pipework leading from the meter and, at the same time, installs the proposed 3 additional standpipes.

This work could be funded as follows:

Water Refurbishment Budget (2007/08)	£1,550
Anticipated underspend in Fence Repairs Budget	£350
Underspend in Non-Corporate Allotment Maintenance Budget	£885
Water Refurbishment Budget (2008/09)	£1,600
Total	£4,385

Assuming this course of action is supported, tenders will be sought with a view to the works being carried out over the coming months.

The Committee is **RECOMMENDED** to note the further developments in this matter and, in the circumstances, to consider approving the proposed refurbishment works at the St George's Allotment Site ahead of the supply being turned on in April 2008 to be funded as suggested.

(Alan Tawse - Town Clerk, 01935 382424)

8. NON-CORPORATE ALLOTMENT MAINTENANCE BUDGET

As previously agreed, the above budget is allocated to allotment tenants to carry out maintenance work on their respective sites.

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 this 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 £1,340.

The Policy, Resources and Finance Committee have made it clear that the purpose of this budget is to carry out **maintenance** work, and 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 2007/08. In response, the following suggestions have been submitted:

Elizabeth Flats

The site representative has requested that a sum of **£141** be allocated towards the cost of hiring a standard skip.

St George's

The site representative has requested that a sum of **£141** be allocated towards the cost of hiring a standard skip.

Milford Dip

The site representative has requested that a sum of **£173** be allocated towards the cost of hiring a large skip.

The Committee is **RECOMMENDED** to consider the above requests and, should they be supported, to allocated funds from the remaining balance of the non-corporate allotment maintenance budget to meet the costs involved.

(Sally Bing – Assistant Town Clerk 01935 382424)