



Yeovil Town Council

**Town House
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Yeovil
Somerset
BA20 1PQ**

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The Meeting... **Grounds and General Maintenance Committee**

The Time... **7.00pm**

The Date... **Monday 12 July 2010**

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 July 2010

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

J Vincent Chainey

Philip Chandler (Ex-officio)

Clive Davis (Ex-officio)

Dave Gooding

Pete Goodman

John Grana

Steve Hawker (Chairman)

Simon Hester

Andrew Kendall

Tom Parsley

Wes Read

Alan Smith (Vice-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 meetings held on 11 May and 17 May 2010.

2. **APOLOGIES FOR ABSENCE**

3. **DECLARATIONS OF INTEREST**

4. **CORRESPONDENCE**

5. **PLAY AREA REFURBISHMENT AND MAINTENANCE UPDATE**

To consider a report from the Play and Youth Facilities Officer on Yeovil's play areas at page 2.

6. **CORPORATE ALLOTMENT MAINTENANCE WORK - 2010/11**

To consider the attached spreadsheet by the Streetscene Coordinator of allotment works carried out at the Town Council's allotments (attached at pages 3 - 5).

7. **NEW INITIATIVES BUDGET**

To consider a report from the Town Clerk attached at page 6.

8. **ALLOTMENT LETTINGS**

To consider a report from the Town Clerk attached at page 7

9. **ALLOTMENT TENANTS WORKING GROUP**

To consider the outcomes of the meeting of the Allotment Tenants Working Group held on Monday 21 June 2010. Copies of the minutes have been separately circulated.

10. **FINANCIAL STATEMENT**

To receive the Financial Statement for the period 1 April to 31 May 2010. To follow.

PUBLIC COMMENT (15 Minutes)

5. PLAY AREA REFURBISHMENT AND MAINTENANCE UPDATE

Yew Tree Park

The play area opening event, held on Saturday 22 May, was very successful and well attended by invited guests and local residents. The Head Boy and Head Girl of Holy Trinity School cut the ribbon and everyone present enjoyed the new equipment, particularly the super slide. The weather was fantastic and allowed a number of activities to take place, including an in-line skate demonstration and a tug of war.

Following various local requests, two additional waste bins have been ordered and should be delivered and installed during the next 6 weeks.

Grass growth around the new equipment has been somewhat impeded due to the very dry weather but this is being regularly monitored.

Monks Dale

The Committee is **RECOMMENDED** to consider whether the design put forward for Monks Dale Play Area is acceptable, so that the tendering stage of the project can take place.

The Monks Dale play area project is progressing well. The sketch design will be available for viewing at the Meeting and Members will be asked to comment on and discuss the design put forward. The design has been arrived at through discussions with the specialist landscape architect, local schools, residents, Yeovil Town Council and South Somerset District Council members as well as council officers. The Steering Group continues to meet regularly, members include officers from the Town Council, SSDC, local residents and the landscape architect.

The budget for the play area is £41,170. Funding has been provided by Yeovil Town Council (£15,000), South Somerset District Council (£15,000) and Section 106 development contributions (£11,170).

Play Area Maintenance

The painting programme continues, mainly to skate park areas and related pieces of equipment.

Repairs to safety surfacing, including works at Howard Road Play Area and Yew Tree Park have been completed.

Ongoing weekly inspections continue.

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

Stephen Barnes, Play and Youth Facilities Officer (01935 462408)

6. CORPORATE ALLOTMENT MAINTENANCE WORK - 2010/11

This season's maintenance has gone particularly well so far. Starting in the first week of the month and taking about a week and a half to complete, all cuts have been carried out in line with the work program. Other work including rotavating, spraying and hedge cutting has also been completed with the routine maintenance. The hand machine is also being used where appropriate on the paths to improve quality.

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

Rich Davy
Streetscene Services Coordinator (01935 462807)

Yeovil Town Council Allotment Work

SD005305

NOTE hourly rate to be provided by Steve Fox (2010/11 £15.63 + 2% = £15.94)



Routine Allotment Work

Invoices to be raised quarterly

		April		May		June		July		August		September		October		November		December		January		February		March		Total Hrs	Total Value
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	£15.94	6.00	£95.64	6.00	£95.64	6.00	£95.64		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	18.00	£286.92
Newtown	£15.94	6.00	£95.64	6.00	£95.64	6.00	£95.64		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	18.00	£286.92
Lizy Flats	£15.94	6.00	£95.64	6.00	£95.64	6.00	£95.64		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	18.00	£286.92
Sunningdale	£15.94	12.00	£191.28	12.00	£191.28	12.00	£191.28		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	36.00	£573.84
Hillcrest	£15.94	1.00	£15.94	1.00	£15.94	1.00	£15.94		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	3.00	£47.82
Rustywell	£15.94	2.00	£31.88	2.00	£31.88	2.00	£31.88		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	6.00	£95.64
Turners Barn	£15.94	4.50	£71.73	4.50	£71.73	4.50	£71.73		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	13.50	£215.19
Larkhill	£15.94	2.00	£31.88	2.00	£31.88	2.00	£31.88		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	6.00	£95.64
Milford Dip	£15.94	1.00	£15.94	1.50	£23.91	1.50	£23.91		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	4.00	£63.76
Monksdale	£15.94	1.00	£15.94	1.00	£15.94	1.00	£15.94		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	3.00	£47.82
Goar Knap	£15.94	4.50	£71.73	5.00	£79.70	5.00	£79.70		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	14.50	£231.13
Milford Dip	£15.94		£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
Totals		46.00	£733.24	47.00	£749.18	47.00	£749.18	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	140.00	£2,231.60

KH251 9300

Additional Allotment Work

		April		May		June		July		August		September		October		November		December		January		February		March		Total Hrs	Total Value
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	£15.94		£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
Milford Dip	£15.94		£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
Sunningdale	£15.94		£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
Hillcrest	£15.94		£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
St Georges	£15.94		£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
larkhill	£15.94		£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
Monksdale (Hedge Cutting)	£15.94		£0.00	9.00	£143.46		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	9.00	£143.46
Rustywell	£15.94		£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
Turners Barn	£15.94		£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
Goar Kapp	£15.94		£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
Lizy Flats	£15.94		£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
Totals		0.00	£0.00	9.00	£143.46	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	0.00	£0.00	0.00	£0.00	0.00	£0.00	9.00	£143.46

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Allotment Rotavation

		April		May		June		July		August		September		October		November		December		January		February		March		Total Hrs	Total Value
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	£15.94		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.0	£0.00
Sunningdale (Plot 21)	£15.94		£0.00		£0.00	1.50	£23.91		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.5	£23.91
Newtown	£15.94		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.0	£0.00
St Georges	£15.94		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.0	£0.00
Monksdale	£15.94		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.0	£0.00
Goar Knapp (Plot 12)	£15.94		£0.00		£0.00	1.50	£23.91		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	1.5	£23.91
Larkhill	£15.94		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.0	£0.00
Lizy Flats	£15.94		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.0	£0.00
Rustywell	£15.94		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	0.0	£0.00
Turners Barn	£15.94		£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
Totals		0.00	£0.00	0.00	£0.00	3.00	£47.82	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	£47.82

KH251 9300

Additional Work

		April		May		June		July		August		September		October		November		December		January		February		March		Total Value
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 Value
Turning on Stop Cocks	£15.94	10.00	£159.40		£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			£159.40		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	£159.40

KH251 9300

7. **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 agreed to include an allocation of £20,000 in the 2010/11 budget towards new initiatives.

It was agreed that all the service committees would be invited to put forward bids for the use of this new fund, and that the Town Council would decide how this new fund will be spent.

The Policy, Resources and Finance Committee has been asked to give guidance to on the process to be followed, and they have agreed that all services committees be reminded of the need for this budget to be used for *new* initiatives.

They have also agreed that, to allow sufficient time for ideas to be drawn up and developed, the proposals that emerge be considered at the September meeting of the Policy, Resources and Finance Committee and referred to the October meeting of the Town Council for determination.

This will enable all suggestions to be investigated and costed by the officers and for their findings to be reported back to the service committees during the July cycle of meetings, and for each committee's priorities to be agreed and put forward to the Policy, Resources and Finance Committee.

The Committee is **RECOMMENDED** to note the matter and to consider ways by which this budget could be used for new initiatives.

(Alan Tawse, Town Clerk – 01935 382424)

8. ALLOTMENT LETTINGS

Introduction

There are currently 47 persons on the waiting list for an allotment plot, all of whom have expressed a preference for a particular site(s). The number has reduced from the previously reported figure of 70 (March 2010) and 52 (May 2010) following completion of a check of all those on the list as to their ongoing wish to be considered for a plot in the future, and plots becoming available since those meetings.

The Council has 326 allotment plots on 11 sites - all of which are currently let. The total number of plots is well in excess of the minimum provision advocated by the Thorpe Report of 1969, which suggested that the "irreducible minimum provision" should be 15 plots to 1,000 households. In the case of Yeovil Town, this equates to 204 plots. The Town Council's current provision is 60% *above* this figure.

The National Society of Allotment and Leisure Gardeners (NSALG) currently considers the irreducible minimum to be 20 plots to 1,000 households, which in the case of Yeovil Town, equates to 272 plots. Again, the number of plots provided by the Town Council *exceeds* this figure - by 20%.

A national survey carried out last year in conjunction with the NSALG, which was recently updated, found that the average number of people waiting for an allotment plot was 58 per 100 plots. In Yeovil Town, the current figure is significantly (76%) *below* this figure at 14 per 100 plots.

Current Waiting List

At a previous meeting of the Committee, Members asked for a further breakdown of the current waiting list to help the Committee review the present allotment lettings policy and to consider whether there is a case for the policy to be amended.

The following table summarises the site preferences of those persons on the existing waiting list:

Allotment Site	Number of Plots	Preferences
Elizabeth Flats	26	2
Goar Knap	40	1
Hillcrest	7	0
Larkhill	29	1
Milford Dip	38	0
Monks Dale	19	3
Newtown	35	2
Rustywell	24	6
St George's	29	2
Sunningdale	56	2
Turner's Barn Lane	23	10
Two or more sites	-	18
No Preference	-	0
Total	326	47

As can be seen from the table, two of the sites have no waiting list and 8 (73%) of the sites have two or less persons on the list.

It was noted at the last meeting that, under the present lettings policy, residents or former residents of the Town of Yeovil and those who have a connection with the Town through their employment were eligible to apply for an allotment tenancy. 19 of the 47 persons on the current waiting list (40%) reside outside Yeovil Town.

During the ensuing discussion, reference was made to the higher demand for plots on the south west side of the Town, and it was noted that a high proportion of those persons on the waiting list who had expressed a preference for an allotment plot on the Rustywell and/or Turner's Barn Lane sites resided outside Yeovil Town.

Attention was also drawn to the fact that a number of existing tenants rented more than one allotment and the impact which this arrangement had on the overall availability of plots. It was suggested that limiting all tenancy agreements to one plot would be a more equitable arrangement and would help reduce the waiting list.

Members also noted that, in accordance with Government guidance, the Council occasionally divided large plots that became unmanageable for existing tenants on health grounds, or plots that became vacant where the next person on the waiting list expressed a preference for a smaller plot. As well as meeting the needs of such individuals, this approach enabled more people to take up allotment gardening.

Reference was also made to various ways by which the amount of land available for allotment gardening in and around Yeovil Town could be increased including:

- The acquisition of new land by local authorities
- The allocation of land by local farmers
- The use of land currently held for other purposes
- The inclusion of allotment provision in S.106 agreements

Following a detailed discussion on the merits of the current lettings policy, the Committee agreed:

- (1) that the Policy, Resources and Finance Committee be requested to approve the following changes to the current lettings policy:
 - that existing tenants not be allocated any additional plots;
 - that new tenants be restricted to one plot only;
 - that, notwithstanding the above provisions, tenants who have been allocated a previously divided plot be permitted to take on another divided plot when the opportunity arises;
- (2) that the legal implications of adopting a policy restricting the waiting list to persons who reside within the administrative area of Yeovil Town be investigated and, in the event of such an arrangement being adopted, the applicant be required - at the

time of the tenancy being offered and throughout the duration of the tenancy - to be resident within this area and to produce acceptable documentary evidence to that effect;

- (3) that the Policy, Resources and Finance Committee be requested to allocate resources to the Grounds and General Maintenance Committee to review allotment provision within Yeovil Town; and
- (4) that the extent of the practice of existing tenants renting more than one plot and the implications of limiting all tenancy agreements to a single plot be investigated by the Town Clerk and the outcome be reported to the next meeting.

Update

The recommendations to the Policy, Resources and Finance Committee will be considered at their next meeting later this month.

In the meantime, the legal implications of adopting a policy restricting the waiting list to persons who reside within the administrative area of Yeovil Town have been investigated. As the persons on the waiting list have no contractual arrangement with the Town Council, there is no legal obstacle to taking this approach which, if implemented, would result in the list being reduced from 47 to 28 persons.

A further two people on the list are existing tenants (one of whom resides in Yeovil Town) seeking an additional plot which, under the proposed change to the current policy, would further reduce the list to 27 persons. This equates to an average number of people waiting for an allotment of 8 persons per 100 plots, which is 86% *below* the findings of the recent national survey of 58 persons per 100 plots.

The following breakdown summarises the number of plots rented by individual tenants:

- 239 tenants have 1 plot
- 31 tenants have 2 plots
- 7 tenants have 3 plots
- 1 tenant has 4 plots

Should the Town Council wish to limit tenancy agreements to a single plot, it will be necessary to give the affected tenants twelve month's or longer notice to quit their additional plots expiring on or before the sixth day of April or on or after the twenty-ninth day of September in any year.

An analysis has also been undertaken of the all current tenancies, which has shown that 75 (23%) of the Town Council's 326 plots are let to persons currently residing outside the administrative area of Yeovil Town.

The Committee is **RECOMMENDED** to note the matter and to consider whether any further changes need to be made to the current lettings policy.

(Alan Tawse, Town Clerk – 01935 382424)