

## **YEOVIL TOWN COUNCIL**

**MINUTES** of a meeting of the **GROUPS AND GENERAL MAINTENANCE COMMITTEE** held in the Council Chamber, Town House, 19 Union Street, Yeovil on Monday 12 May 2008

(7:00pm – 7.40pm)

### **Present:**

Philip Chandler - Chairman  
J Vincent Chainey  
Pete Goodman  
John Grana  
Dave Greene  
Simon Hester  
Alan Smith

### **Also Present:**

Steve Barnes - Play and Youth Facilities Officer, SSDC  
Rich Davy - Streetscene Services Coordinator, SSDC  
Steve Fox - Landscape Officer, SSDC

## **PUBLIC COMMENT**

There were no comments from members of the public.

### 7/82 **MINUTES**

The Minutes of the previous meeting held on 3 March 2008, which had already been circulated, were amended to remove the word 'and' at the end of the second resolution on Minute reference 7/74 Play and Youth Facilities Update. Following this amendment, the Minutes were approved as a correct record and signed by the Chairman.

### 7/83 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Ruth Kendall, Tony Lock, Wes Read and David Recardo.

### 7/84 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

### 7/85 **CORRESPONDENCE**

There were no items of correspondence.

7/86 **PLAY AND YOUTH FACILITIES UPDATE**

The Play and Youth Facilities Officer provided a verbal update on maintenance improvements to sites managed by the Town Council. Steve Barnes explained that the Summer painting programme had commenced with improvements being made to Kingston View and Turners Barn Lane play areas. He also informed the Committee that safety surfacing was being upgraded with particular emphasis on Preston Park later in the Summer.

**RESOLVED**

that the matters be noted.

7/87 **REGENERATION OF YEW TREE PARK PLAY AREA**

The Committee considered the report of the Play and Youth Facilities Officer (Agenda item 6 refers) and Steve Barnes explained that funding of £160,000 was now fully in place. He informed the Committee that the Steering Group had applied for small additional sums of money from local companies to enhance the budget for the play area.

The Committee considered the project brief attached to these Minutes. The Committee's attention was drawn to the project budget and the inclusion of professional fees at an estimated rate of 10% of the overall budget. The Committee also considered the project milestones and were eager to see completion in time for the Summer holidays in 2009.

Steve Barnes explained that three play and park design companies would be invited to give a presentation on their services and potential design ideas for the site to Members of the Steering Group. Steve extended an invitation to any Members of the Grounds and General Maintenance Committee to join the Steering Group to attend the presentation day.

Discussion took place regarding the requirement to utilise the services of a professional company to design the play area, particularly as it was felt that South Somerset District Council Officers were qualified to undertake the design with the added advantage of local knowledge. It was explained that this work would be beyond the current capacity of the team at South Somerset District Council and that plans to re-develop the play area to ensure it would be enjoyed by generations of children over the next 20 years warranted initial investment in a professional design company.

**RESOLVED**

- (1) that the matters be noted; and
- (2) that the project brief be supported.

7/88 **ALLOTMENTS MAINTENANCE**

The Committee considered the report and table by the Streetscene Services Coordinator (Agenda item 7 refers) and Rich Davy explained that he was in attendance to answer any questions relating to the report and summary table of allotment work.

**RESOLVED**

that the matters be noted.

7/89 **ALLOTMENT EQUIPMENT**

The Committee considered the report by the Assistant Town Clerk (Agenda item 8 refers) and it was noted that comments had not yet been received from the Allotment Tenants Working Group.

**RESOLVED**

- (1) that the matters be further noted; and
- (2) that the decision regarding the proposed new initiative to support the hiring of allotment equipment be deferred until the next meeting of the Grounds and General Maintenance Committee, anticipating that comments from the Allotment Tenants Working Group would be available by that time.

7/90 **FEEDBACK ON MEMBERS' TOUR OF ALLOTMENT SITES AND OPEN SPACES**

Immediately preceding the meeting Members of the Committee had visited Yew Tree Park, Yew Tree Park play area, Westfield play area, Sidney Gardens, Sunningdale Doorstep Green and Sunningdale Allotment Site. Members who attended the tour found it to be an extremely useful exercise and appreciated the hard work of the horticultural team in maintaining the parks and open spaces to a very high standard. Concern was raised regarding some damage to a pine tree at Yew Tree Park and Rich Davy explained that the matter would be referred to the District Council's Arboricultural Officer who would be asked to assess the tree and provide a short report. It was however, considered that the tree would not suffer any lasting damage and would heal in time.

Committee Members also witnessed first hand the problems regarding young people kicking footballs against the wall of the Scout hut.

**RESOLVED**

that the matters be noted.

7/91 **ALLOTMENT TENANTS WORKING GROUP**

The Committee considered the outcome of the Allotment Tenants Working Group held on 11 February 2008 and the Minutes which had been previously circulated.

**RESOLVED**

that the matter be noted.

7/92 **WATER REFURBISHMENT**

The Committee considered the report of the Assistant Town Clerk (Agenda item 11 refers).

**RESOLVED**

that the matter be noted.

7/93 **FINANCIAL STATEMENT FOR FEBRUARY AND MARCH 2008**

The Committee considered the report of the Finance Administrator (Agenda item 12 refers).

**RESOLVED**

that the Financial Statement for February and March 2008 be noted.

**PUBLIC COMMENT**

There were no comments from members of the public.

Chairman

SB/JW  
29/05/08

## **Project Brief – Yew Tree Park Play Area**

Following successful funding applications, South Somerset District Council (SSDC) & Yeovil Town Council is in the position to bring forward the development of the Yew Tree Park Play Area Regeneration. This brief provides background information about the project, details of the design brief and the project milestones.

### **Project Background**

In 2004 a South Somerset District Council audit of all play areas in South Somerset was completed and allowed for the prioritisation of play areas for improvement.

As part of the programme of play area improvements outlined at Yeovil Town Council, Policy, Resources and Finance Committee on 28<sup>th</sup> November 2006, Yew Tree Park Play Area was due to be improved in partnership with South Somerset District Council, during 2008/9.

At the YTC Grounds & General Committee Meeting on the 5<sup>th</sup> March 2007 it was resolved to agree the draft project plan for Yew Tree Park Play Area and set up a steering group to move the project forward.

The Steering Group's first meeting was in April 2007 and it was agreed to expand the groups membership to incorporate local residents and stakeholders. In May 2007 the steering group agreed to progress interim maintenance work on the play area and to move forward with a consultation of local residents, children and groups. The consultation exercise was completed in June 2007 and provided a wealth of data and information to assist in the development of a design brief for the site. The main findings of the consultation were reported to Yeovil Town Council Grounds & General Committee on 5<sup>th</sup> November 2007.

During the same period SSDC formally adopted in March 2007 a Play Policy & Strategy, which had the overarching aim of:

*“Increasing the quality and quantity of play opportunities in South Somerset”*

Objective Two of the Play Strategy states: *“The SSDC Best Play Objectives and Enriched Play Environment Criteria to form an integral part of the design brief when assessing, developing or improving play environment”.*

The SSDC Play Policy & Strategy can be found on the following web address [www.southsomerset.gov.uk/playpolicy](http://www.southsomerset.gov.uk/playpolicy)

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 1<sup>st</sup> 2008 Yeovil Town Council's Full Committee resolved to allocate £80,000 to match fund SSDC and achieve the estimated £160,000 budget.

On the 3<sup>rd</sup> April 2008 the steering group met and resolved to develop a draft design brief for the site, which would be discussed at their next meeting on the 8<sup>th</sup> of May 2008.

## **Project & Design Scope**

### *Objectives*

The regeneration of the Yew Tree Park Play Area is intended fulfil the following objectives as set out and approved by the YTC Grounds & General Committee Meeting on the 5<sup>th</sup> March 2007:

- 1. To consult local residents and children on the facilities that go into Yew Tree Play Area.*
- 2. To create an exciting, fun and safe place for children's play.*
- 3. To create a play area that incorporates the SSDC Play Policy & Strategy, Enriched Play Environment Criteria & Best Play Objectives.*
- 4. To broadly meet the requirements of a Neighbourhood Equipped Area for Play (NEAP).*
- 5. To meet the requirements of BS EN1176&1177.*

Additional Objectives have been set by the project steering group following their meeting on 8<sup>th</sup> May 2008

- 6. Without compromising or unduly hindering the development of the play area, if possible mitigate the impact of the play area regeneration on the adjoining residents.*
- 7. Create a play area that responds to the key findings generated through the consultation of local residents and children.*
- 8. Where possible to involve young people in the construction of the play area.*

### *Key Attributes Expected of the New Play Area*

The key attributes of the play area are expected to be:

- Free open access status,
- The high level of accessibility and inclusive design
- A creative and inspiring place for play
- A sustainable provision that is maintainable within existing budgets
- A future proof design
- An environment in which children can play freely and test their boundaries
- Offer high levels of play value to users
- A design that does not expose users to unacceptable levels of risk of serious injury.
- Expectations of users are made clear as they access the facility and fit with SSDC & YTC policy e.g. no dogs allowed.

### *Key Findings of the Yew Tree Park Consultation*

Local residents, children and community groups completed a survey about the play area in June 2007. Local school children also created collage displays of their ideal play areas to feed into the consultation process. The key findings of the consultation were:

- The play area is well used and enjoyed by local residents

### Regeneration of Yew Tree Park Play Area

- The existing equipment is out-dated and there is not enough play equipment
- More seating and picnic areas are needed
- More equipment for babies and toddlers is needed
- Issues affecting the enjoyment of the site include: broken glass, litter, anti-social behaviour, bird mess on equipment and dog fouling.
- The most popular requests for new play equipment include: fort/multi unit, swings, things to climb, zip wire and slides
- Children would like space to run around, have picnics, sit and chat and play make believe games
- Access to toilets would be desirable

A detailed report of the consultation findings has been produced and will need to be considered as part of the design process.

### *Location & Catchment*

The location provides opportunities to create a destination site that will primarily serve the Forest Hill Area of Yeovil for which Yew Tree Park is the primary area of public open space available to them.

The play area is situated in a high profile location just off the busy Lysander Road and is therefore likely to be accessed by people from Yeovil and the surrounding area. The site could provide a venue for play work to take place to enhance the play experience and through an adult presence increase the feeling of safety thus increasing accessibility to all.

The location of the existing play area is a triangular shape in the South West corner of Yew Tree Park and occupies a sloping site approximately 4750 m<sup>2</sup> in size. One side of the play area borders Plantaganet Chase road, one side residential properties and the remainder the Park. The exact size and shape of the finished play area has not yet been agreed and design proposals should consider how best to fit the play area into Yew Tree Park.

Yew Tree Park already has in place a reasonable size car park for visitors and the opportunity to create a better integration between the existing users of the site and the play area. The location is well served by Yeovil's bus services and is situated next to an excellent cycle path network.

### **Site Photos**



View from Car Park to the South



View From Car Park to the East

## Regeneration of Yew Tree Park Play Area



View from grassed football pitch to the West



View from the play area to the North



View of the area from the top of mound to the North



View from top of mound towards the car park



View from Basketball Area



View from current flat swings

### Requirements of the Designer

The designers' role will include:

- Working with the project steering group, you will develop a robust, deliverable design within the project budget.
- Producing a selection of drawings of the project including; scale plan views, construction/technical detail, 3D artist impressions, cross sections and levels drawings.
- If requested assist with the production of tender documents including detailed specifications to allow the competitive tendering of the construction elements of the project.
- If requested provide onsite and offsite guidance during the construction phase of the project to ensure implementation of the design is achieved.

## Project Budget

The project budget is £160,000, which includes all professional fees, construction costs, contingencies and inflation proofing. An outline project budget split has been produced as a guide. However, the finished design should not be dictated by these figures other than staying within the total project budget.

| Description                                  | Estimated Cost   |
|--|------------------|
| Demolition and site clearance                | £ 3,000          |
| Ground Contouring                            | £ 10,000         |
| Planting                                     | £ 3,000          |
| Footpaths                                    | £ 3,500          |
| Fencing                                      | £ 18,000         |
| Water Play Equipment / Feature               | £ 5,000          |
| Entrance Feature, Signage & Street Furniture | £ 3,500          |
| Play Equipment & Other Materials             | £ 86,800         |
| <b>Sub total</b>                             | <b>£ 132,800</b> |
| Professional Fees @ 10%                      | £ 16,000         |
| Inflation @ 2%                               | £ 3,200          |
| Contingency @ 5%                             | £ 8,000          |
| <b>Total Project Costs</b>                   | <b>£ 160,000</b> |

The project group is actively exploring ways to secure additional funding for the project and consequently the design must be flexible enough to expand if more funds are secured.

## Project Milestones

| Milestones  | Date                       |
|---|----------------------------|
|   | <b>2008</b>                |
| Develop Draft Design Brief and Consult Steering Group     | 8 <sup>th</sup> May 2008   |
| Agree Final Design Brief and Project parameters           | June 2008                  |
| Seek Quotations, Select & Commission a Play Area Designer | 18 <sup>th</sup> June 2008 |
| Consider Sketch Design & make amendments as necessary     | August 2008                |
| Agree Final Design  | Sept 2008                  |
| Prepare Specifications & Contract Documents               | Sept 2008                  |
| Advertise Construction Work                               | Sept/Oct 2008              |
| Pre-tender Questionnaires Deadline                        | End Oct 2008               |
| Review Expression of Interest documents.                  | Nov 2008                   |

Regeneration of Yew Tree Park Play Area

|   |                |
|---|----------------|
| Project Group meets to select and confirm short-list                        |                |
| Short-listed Companies invited to tender & unsuccessful companies informed. | Dec 2008       |
| Deadline for tender submissions   | End Jan 2009   |
|   | <b>2009</b>    |
| Review Tender Submissions, Preferred Company Discussions and Award Contract | End Feb 2009   |
| Allow Other Tender Challenge & Debrief Unsuccessful Tenderers               | Feb/March 2009 |
| Contract mobilisation and start construction on site                        | April 2009     |
| Complete Construction and Snagging (Post Installation Inspection)           | May 2009       |
| Sign Off Site   | May/June 2009  |
| Soft Opening to Public  | June 2009      |
| Official Opening  | July 2009      |

### Project Group

The Project Group has responsibility for making decisions necessary to the project within the agreed limits of committee resolutions.

The Project Group includes:

| <b>Name &amp; Job Description</b>  | <b>Role within Project Group</b>            |
|--|---|
| Cllr Alan Smith – Ward Member  | Chair of Project Group                      |
| Steve Barnes - Play & Youth Facilities Officer                               | Project Lead Officer                        |
| Robert Parr – Senior Play & Youth Facilities Officer                         | Project Support & SSDC Supervision          |
| Alan Tawse – Clerk to Yeovil Town Council                                    | YTC project input & support                 |
| Sally Bing – Assistant Clerk to Yeovil Town Council                          | YTC project input & support                 |
| Tony Over - PCSO   | Community Safety input                      |
| Clive Davies – Chair South Somerset Disability Forum                         | Project input & support                     |
| Katie Hopkins – Local Resident   | Project input & support                     |
| Angie Dickinson – Beaver Scout Group Leader and Local Resident               | Project input & support                     |
| Kirstin Hayward – Governor of Holy Trinity Primary School and Local Resident | Project input & support                     |
| Mrs Hann – Local Resident  | Project input & support                     |
| Mrs K Barton – Holy Trinity Scout Group                                      | Project input, support and inclusion advice |

**Project Contact:**

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