

YEOVIL TOWN COUNCIL

MINUTES of a meeting of the **GROUNDS AND GENERAL MAINTENANCE COMMITTEE** held in the Council Chamber, Town House, 19 Union Street, Yeovil on **Monday 1 November 2010**

(7:00pm – 8:50pm)

Present:

Steve Hawker (Chairman)
Pete Goodman
Andrew Kendall
Tom Parsley (from 7.10pm to 8.40pm)

Also Present:

Alan Tawse	Town Clerk
Steven Barnes	Play and Youth Facilities Officer (SSDC)
Steve Fox	Landscape Officer (SSDC)
Rich Davy	Streetscene Co-ordinator (SSDC)
Jay Lewin	Young Peoples' Officer (SSDC)

(The meeting was initially inquorate, and the Members who were present agreed to discuss the agenda items on the basis of making recommendations thereon)

Public Comment

There were no comments from members of the public.

7/255 **MINUTES**

The Minutes of the previous meeting held on 6 September 2010, copies of which had been circulated, were approved as a correct record and signed by the Chairman.

7/256 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Philip Chandler, Clive Davis, Dave Gooding, Wes Read and Alan Smith.

7/257 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

7/258 **CORRESPONDENCE**

There were no items of correspondence.

(During the following item, the meeting became quorate)

7/259 **PLAY AREA MAINTENANCE UPDATE**

The Committee considered the report by the Play and Youth Facilities Officer (Agenda Item 5 refers).

Members were advised at the meeting that ongoing inspection and maintenance works were being carried out to play areas across the Town.

The Chairman drew attention to problems that had recently arisen with a section of perimeter fencing at the Kingston View Recreation Ground and requested that repairs be undertaken by the relevant owner.

RESOLVED

- (1) that the matter be noted; and
- (2) that the Landscape Officer investigate the above-identified problems and take the necessary steps to identify the owner of the fencing concerned with a view to arranging its early repair.

7/260 **YEW TREE PARK PLAY AREA**

The Committee considered the report of the Play and Youth Facilities Officer (Agenda item 6 refers).

During the ensuing discussion, Members expressed their support for carrying out the costed essential additional works to build steps to the feature slide and to carry out pointing of the new dry stone wall.

RESOLVED

- (1) that the matter be noted; and
- (2) that approval be given to the balance of the contingency sum allocated for this project being used towards meeting the costs of the essential additional works identified in the report.

7/261 **MONKS DALE PLAY AREA**

The Committee considered the report of the Play and Youth Facilities Officer (Agenda item 7 refers).

The Play and Youth Facilities Officer indicated at the meeting that a start date of late November had been agreed with the appointed contractor and that, weather permitting, the upgrading works were expected to take six weeks to complete.

RESOLVED

that the matter be noted.

7/262 **ALLOTMENT MAINTENANCE WORK**

The Committee considered the report of the Streetscene Co-ordinator (Agenda item 8 refers).

Members were advised at the meeting that the maintenance work carried out during October had not yet been included in the spreadsheet attached to the agenda.

In response to a query, the Streetscene Co-ordinator undertook to check the works coded against Plot 15 at Milford Dip Allotments and to advise the site representative of his findings.

RESOLVED

- (1) that the matter be noted; and
- (2) that the Streetscene Co-ordinator investigate the above-identified works and advise the Milford Dip Allotment site representative of his findings.

7/263 WINTER ENHANCEMENT PROGRAMME 2010/11

The Committee considered the report of the Landscape Officer (Agenda Item 9 refers).

During the ensuing discussion, Members considered the merits of the various options identified in the report having regard to the benefits to the local community and the environment and the ongoing maintenance costs of each option.

Whilst the proposed path refurbishment works in the Upper Milford Valley were supported, it was felt that additional chippings should be used rather than tarmac given the sloping nature of the site.

Reference was also made to the condition of some of the pathways in St John's Churchyard. The Town Clerk indicated that in the past, the District Council had met the costs and undertaken hard landscaping works in the Churchyard, and the Town Council contributed on an ongoing basis towards the costs of soft landscaping works.

RESOLVED

- (1) that the matters be noted;
- (2) that approval be given to the following works being included in the forthcoming Winter Enhancement Programme:

Planting of trees in various open spaces in the Town	£1,500
Upper Milford Valley – path refurbishment works	£1,500

- (3) that the position concerning the maintenance of St John's Churchyard be noted and the Town Clerk be requested to submit a report to the next meeting clarifying responsibility for the maintenance of the pathways and the estimated costs of future repairs.

7/264 HOLIDAY ACTIVITY PROGRAMME

The Committee considered the report of the Young Peoples' Officer (Agenda item 10 refers)

The Young Peoples' Officer indicated at the meeting that the proposed reduction in the Town Council's contribution towards the 2011/12 programme of holiday activities would not have an adverse impact on the level of provision.

She explained that savings had arisen from the merging of the Milford and Birchfield schemes and from reductions in advertising and promotion costs, and that next year's programme could be delivered without compromising the level of service.

RESOLVED

(1) that the matter be noted; and

(2) that a budget of £6,580 be included in the Committee's draft estimates for 2011/12 to match the amount in the District Council's budget for the provision of a free open access Holiday Activities Programme for young people in targeted areas of Yeovil, it being noted that this may be reduced to £4,387 should the Yarlinton Housing Group wish to become equal partners in the project.

7/265 ALLOTMENT TENANTS WORKING GROUP

The Committee considered the outcomes of the meeting of the Allotment Tenant Working Group held on 11 October 2010. The following points were clarified by the Town Clerk in response to the issues raised:

- The issue regarding the chained padlock at the Rustywell site had been resolved
- Discussions were ongoing with the occupiers of the adjoining property regarding the reduction in height of the conifers next to Rustywell
- A response was awaited from the Housing Association, which managed properties adjoining the Sunningdale site regarding a contribution towards the costs of installing improved perimeter fencing
- Arrangements would be made at the appropriate time for the Council's appointed contractors to undertake pruning works to the trees in the Elizabeth Flats site
- The complaint about strimming at Elizabeth Flats was under investigation
- The situation that had arisen at the St George's site was being addressed and appropriate action had been taken to deal with the immediate issues
- New tenants were not allowed to commence work on their allocated plots until a tenancy agreement had been made
- All tenant site representatives were provided with the contact details of tenants on their respective sites who had agreed to such information

being released. In addition, tenant representatives were kept informed of known significant developments that were taking place on allotment sites and updates provided of plot vacations/allocations

RESOLVED

that the Minutes of the meeting of the meeting of the Yeovil Allotment Tenants Working Group held on 11 October 2010, and the response of the Town Clerk thereto, be noted.

7/266 **COMMITTEE REVENUE ESTIMATES – 2010/11**

The Committee considered the report of the Town Clerk (Agenda items 12 and 13 refer).

RESOLVED

- (1) that the budget strategy drawn up by the Finance Working Group be noted and supported; and
- (2) that the draft estimates attached as an appendix hereto be supported and referred to the Policy, Resources and Finance Committee for approval.

7/267 **FINANCIAL STATEMENT – AUGUST/SEPTEMBER 2010**

The Committee considered the report of the Finance Administrator (Agenda item 14 refers).

RESOLVED

that the Financial Statement for the above months be noted.

Public Comment

There were no comments from members of the public.

7/268 **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED

that the press and public be excluded from the remainder of the meeting in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

(At this point, the meeting became inquorate and the Members who were present agreed to continue discussing the following item on the basis of making recommendations thereon)

7/269 **ST GEORGE'S ALLOTMENT SITE**

The Committee considered the confidential report of the Assistant Town Clerk (Agenda item 15 refers).

The Town Clerk gave an update at the meeting on work that had been carried out in response to an issue that had recently arisen at the site. He added that further advice was awaited on a long-term solution, which would be reported to the next meeting.

RECOMMENDED

- (1) that the matter be noted;
- (2) that the action taken to date be supported; and
- (3) that the matter be considered again at the next meeting following the receipt of further advice.

Chairman

YEOVIL TOWN COUNCIL - ESTIMATES

GROUNDS AND GENERAL MAINTENANCE COMMITTEE										
		YEAR 2009/10			YEAR 2010/11				YEAR 2011/12	
NOTES	Item	Allocated	Spent	Allocated	1/2 year	Full year	Estimated		Estimated	To be
					spent	estimated	over	under		
					30.09.10	spend to 31.03.11	spent	spent	required	allocated
INCOME 2010/11	Materials and equipment	2,380	1,478	2,040	75	1,000		1,040	1,020	
1/2 Year to 30/09/10	Water Mains Refurbishment/Repairs	1,680	2,440	1,720	0	1,720			1,760	
	Water charges	1,870	2,114	1,910	569	2,300	390		2,350	
Lease	461 Allotment Maintenance (SSDC)	7,000	7,106	7,140	2,838	7,140			7,280	
Taps & Keys	0 Allotment Maintenance (Tenants)	3,000	3,272	3,060	921	3,060			3,120	
Allotment rents	9590 Allotments - Fence Repairs	1,740	1,740	1,780	698	1,780			1,820	
1/2 Year	10051 Milford Hall - Materials and equipment	1,080	1,191	1,100	130	800		300	1,120	
	Leases	250	300	300	0	300			300	
	Goar Knap - Building	1,300	1,069	1,330	607	1,330			1,360	
ESTIMATED INCOME	Newsletter	160	42	160	0	160			160	
2010/11	Best Kept Allotments Competition	380	151	210	0	210			210	
Taps & keys	25 Labour	18,375	14,697	17,000	5,156	12,000		5,000	15,000	
Rent	9782 Vehicle	3,360	6,802	900	300	900			920	
Lease	1844 Protective clothing	160	87	160	26	160			160	
Est 2010/11	11651 Dog Bins	500	74	510	0	510		510	0	
	Open spaces:									
	Open Spaces	130,050	130,050	132,650	33,163	132,650			135,300	
ESTIMATED INCOME	Play Area Repairs/Enhancements	10,300	10,300	10,510	0	10,510			10,720	
2011/12	Country Park	27,650	26,850	28,200	14,100	28,200			28,760	
	Enhancements	0	0	3,000	0	3,000			3,060	
Taps & Keys	25 Milford Hall (including services)	19,130	6,743	19,520	5,128	19,520			19,910	
Rents	9782 Play and Landscape Officer	10,500	10,500	10,710	0	10,710			10,920	
Lease	1844 Holiday Playscheme contribution	7,765	7,765	8,210	0	8,210			6,580	
Est 2011/12	11651 Door Step Green	300	282	310	191	310			320	
	Yew Tree Park - Gate Opening	1,340	1,177	1,370	594	1,200		170	1,200	
	Flagship Play Area - Maintenance	1,500	0	1,530	0	0		1,530	0	
	Total expenditure	251,770	236,230	255,330	64,496	247,680	390	8,550	253,350	0
Notes:								Estimated underspend (-)		-8,160
										245,190
1	Budget prepared on a year on year basis, with adjustments made for previous year's accruals							Estimated 2011/12 income		11,651
2	Water mains refurbishment/repairs budget allocated to meet planned programme of phased improvements									233,539
3	Income of £1,844 pa receivable from lease of land at Higher Ryalls							+ contingencies @ 5%		11,677
										245,216