



# Yeovil Town Council

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Somerset  
BA20 1PQ**

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The Meeting... **Buildings and Civic Matters Committee**

The Time... **7.00pm**

The Date... **Tuesday 20 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

13 July 2010

**Buildings and Civic Matters Committee**

To: All Members of the Buildings and Civic Matters  
Committee

Philip Chandler (Ex-officio)

Clive Davis (Ex-officio)

Bridget Dollard

Dave Gooding

Pete Goodman

Dave Greene

Peter Gubbins

John Hann

Andrew Kendall (Vice-Chairman)

Tony Lock (Chairman)

Wes Read

# AGENDA

## **PUBLIC COMMENT (15 minutes)**

### **1. MINUTES**

To approve the Minutes of the meetings held on 11 May and 19 May 2010.

### **2. APOLOGIES FOR ABSENCE**

### **3. DECLARATIONS OF INTEREST**

### **4. CORRESPONDENCE**

### **5. COMMUNITY SAFETY UPDATE**

Sgt Mark Hunt of Avon and Somerset Constabulary will attend the meeting to discuss ongoing community safety issues across the town.

### **6. REQUEST FOR ZEBRA CROSSING ON ST. MICHAEL'S AVENUE**

To consider a report by the Assistant Town Clerk and correspondence from Somerset County Council's Local Transport Plan Implementation Officer attached at pages 3 to 7.

### **7. FIXING WREATHS TO YEOVIL WAR MEMORIAL UPDATE**

To consider a report by the Assistant Town Clerk attached at page 8.

### **8. CLEANING THE MILLENNIUM CLOCK AND THE BOROUGH WAR MEMORIAL**

To consider a report by the Assistant Town Clerk attached at page 9.

### **9. MILFORD HALL**

To consider a report by the Town Clerk attached at pages 10 to 11.

### **10. NEW INITIATIVES**

To consider a report by the Town Clerk attached at page 12.

### **11. GRIT BIN PROCUREMENT**

To consider a report by the Town Clerk attached at page 13.

**12. ROAD NAMING**

To consider a report by the Assistant Town Clerk attached at pages 14 to 15.

**13. FINANCIAL STATEMENT**

To receive the Financial Statement for the period 1 April 2010 to 31 May 2010. See attached Financial Statement at pages 16 to 21.

**PUBLIC COMMENT** (15 Minutes)

**EXCLUSION OF PRESS AND PUBLIC**

The Committee will be requested to pass a resolution excluding the press and public 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.

**14. PUBLIC TOILETS**

To consider a confidential report by the Town Clerk attached at page 22.

6. **ST. MICHAEL'S AVENUE - REQUEST FOR ZEBRA CROSSING**

The Committee is asked to consider a request from a local resident, as detailed in the attached correspondence (pages 4 to 7) received from Somerset County Council's Local Transport Plan Implementation Officer.

The Chairman of the Building and Civic Matters Committee has requested that the Committee's attention be drawn to the penultimate paragraph of the letter from the County Council, which sets out the likely next steps in the development of Somerset's Future Transport Plan.

He has further suggested that Members be encouraged to attend any future planned workshops to which invitations are received, so that any specific schemes relating to Yeovil may be considered and discussed as part of the emerging new Plan.

The Committee is **RECOMMENDED** to consider the request and to express its views to the County Council on the matter.

*(Sally Freemantle, Assistant Town Clerk – 01935 382424)*

## Environment Directorate

Sonia Davidson-Grant Corporate Director  
County Hall  
Taunton  
Somerset  
TA1 4DY

PROVIDING FOR LIFE  
WWW.SOMERSET.GOV.UK



Miss Sharon Murphy  
54 Netherton Road  
Yeovil  
BA21 5NZ

please ask for  
Louise King

direct line  
01823 357072  
llking@somerset.gov.uk

my reference  
TD/0903/T/392334

your reference

27 May 2010

Dear Miss Murphy

### **Request for a zebra crossing on St Michaels Avenue, Yeovil**

Thank you for your letter of 26<sup>th</sup> March 2010 to my colleague Scott Davies. Further to Mike Fear's letter to you of 31<sup>st</sup> March 2010, I have investigated this matter and am now in a position to provide a full response.

With regard to County funding for schemes of this nature, the principal source is the Local Transport Plan. In April 2006 the current Local Transport Plan (LTP2) for the period 2006-2011 came into effect. The guidance for LTP2 asked us to implement only those schemes that offered the best possible value for money in delivering the shared transport priorities and mandatory and locally agreed targets. To this end we implemented a scheme prioritisation process.

This framework allows us to prioritise the significant number of requests that we receive based on their likely implementation cost and the degree to which they will contribute towards our transport targets. The funding made available to us by central Government is heavily influenced by our ability to deliver schemes which meet these objectives.

We would normally ask that requests of this kind are passed to the appropriate Parish/Town Council to ensure their support for any request before assessing the scheme. Therefore, I have passed a copy of your correspondence and this letter to Yeovil Town Council for their consideration.

Having scored this request using the value for money process in place, I can inform you that it scored high, however, in the last financial year we were required to undertake a review of our overall programme for the remainder of the current LTP period with a view to offering savings as part of a wider review of capital expenditure in the Council.



A reduction in our Integrated Transport LTP budget allocation for 2010/11 was approved at Full Council on 17<sup>th</sup> February 2010. This has impacted on the number and types of schemes we are able to deliver in the remaining period of the current LTP. Unfortunately therefore we are not in a position to consider the design and construction of this scheme this year.

We are now in the final year of the current LTP and developing Somerset's Future Transport Plan. Requests on our candidate scheme list, such as this project, will be taken forward for consideration under the scheme prioritisation assessment process associated with the new Transport Plan. At this time it is too early to say which schemes are likely to feature in this programme.

I am sorry that this is not the response that you hoping for, however, if you require any further information then please do not hesitate to contact me.

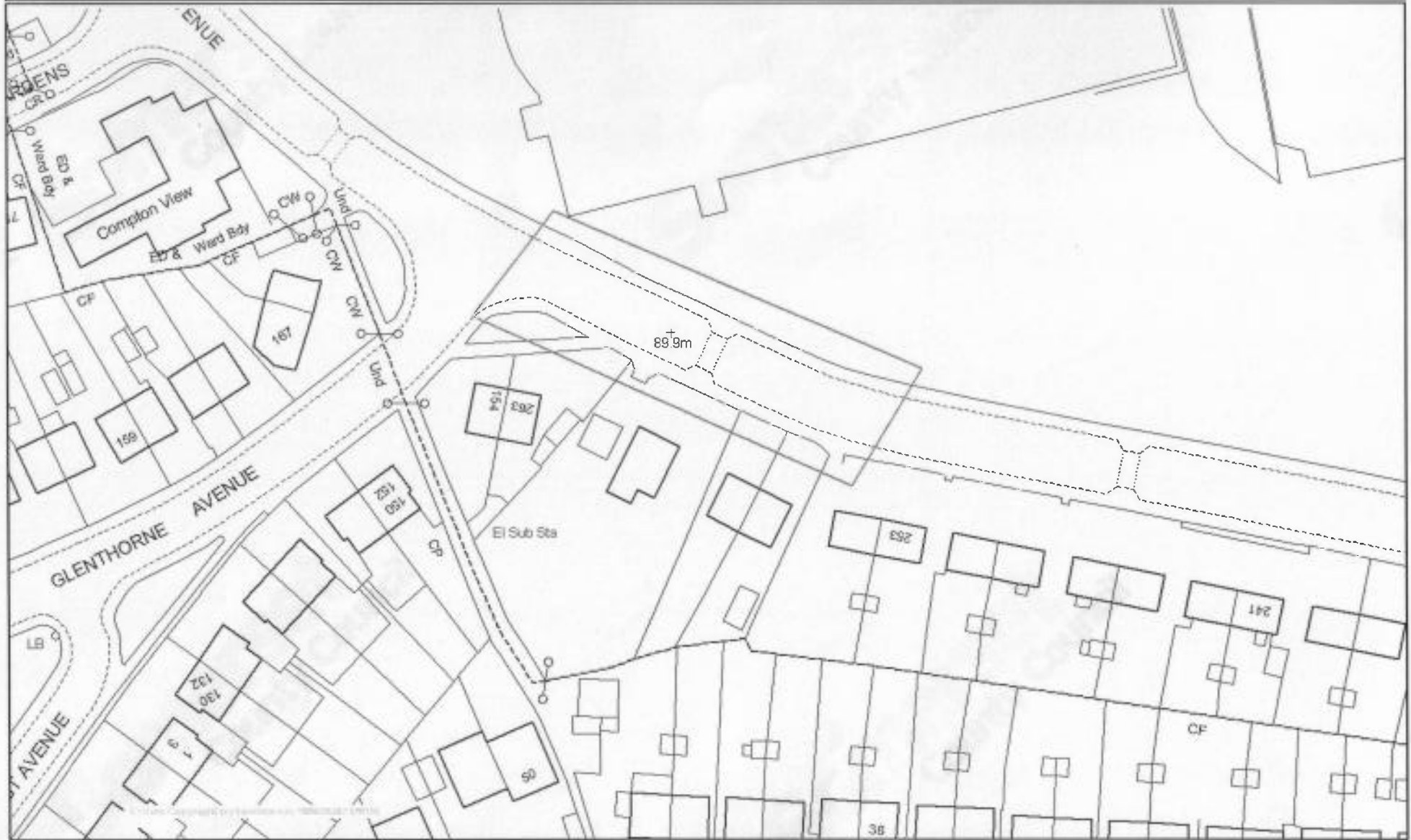
Yours sincerely,



Louise King  
Local Transport Plan Implementation Officer

Cc Yeovil Town Council

St Michaels Avenue, Yeovil



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Date 2/6/2010  
Scale 1/810  
Centre = 356134 E 117478 N



Somerset Highways  
South Somerset  
Area Office

23 MAR 2010

Cont No.

Eq. No.

Reply Date

Seen

Mt

Reply

Mt

Info.

Ref.

4.1.20

54 NETHERTON RD

YEovil

SOMERSET

BA21 5NZ

26.03.10

Yeovil

Dear Mr Davies,

I am writing a letter to you to ask if you could look into putting a zebra crossing on St Michaels Ave out side Bucklersmead school.

I have 2 children that I have been walking to and from Milford Infants school for the last 2 years and many friends that do the same. We have a nightmare crossing this road sometimes as the cars do not either stop, or one side stops and the other side doesn't.

My friends son got knocked over a couple of months ago,

but luckily was only injured, my son also started crossing the road as the car on one side stopped, and the car on the other side of the road had to stop.

I hope this letter is ok as I wasn't sure what I needed to write or do.

Yours Sincerely

Shirley

MISS SHARON MURPHY

## 7. **FIXING WREATHS TO YEOVIL WAR MEMORIAL**

It was agreed at the last meeting (Minute 7/237 refers) that the initial proposal from the Conservation Consultant for a temporary restraint system was still the most viable, practical and appropriate solution for the purpose of wreath laying and that the Conservation Officer be requested to review his initial assessment of the suitability of the agreed design.

Following an approach by the Town Clerk, the Consultant and the Conservation Officer discussed the various options available and eventually agreed that the original proposals were appropriate for both the area and the structure.

Listed Building Consent was applied for at the beginning of July and it is anticipated that the work will be completed by the end of August. This will allow sufficient time prior to Remembrance Day to install and fully test the structure, in liaison with the local branch of the British Legion.

Members are **RECOMMENDED** to note the report.

*(Sally Freemantle, Assistant Town Clerk – 01935 382424)*

## 8. CLEANING THE MILLENNIUM CLOCK AND THE WAR MEMORIAL

A request has been made via the Chairman to investigate the cost of cleaning both the Millennium Clock and the War Memorial in the Borough.

A local stonemason has been asked to survey both structures and to provide an indicative estimate for carrying out the work. Both of the structures are located in high footfall pedestrian areas and the amounts quoted below include the cost of providing safety barriers and temporary tower scaffolding. If the work were to be undertaken, both structures would be cleaned using the Stone Health doff system, which is non-abrasive.

- The Millennium Clock                      £1,282
- The Borough War Memorial              £2,226

South Somerset District Council's Conservation Officer has been contacted to obtain advice on cleaning the stone, outlining the method suggested by the stonemason.

The Conservation Officer has responded as follows:

*"The general view is that unless the dirt on the stone is actually harming the stone then it shouldn't be removed. Masonry cleaning purely for aesthetic reasons should be avoided. The dirt along with lichen and other deposits can actually add to the character of a building, and is often referred to favourably as 'the patina of age', which can't be artificially created."*

He has further advised that Listed Building Consent would be required to clean the stone structures and that if the justification is purely for aesthetic reasons, the application would probably be turned down.

Members are **RECOMMENDED** to consider the matter in light of the estimated costs involved and the advice of the Conservation Officer.

*(Sally Freemantle, Assistant Town Clerk – 01935 382424)*

## 9. MILFORD HALL

The redevelopment of Milford Hall is proceeding well. The foundations are all in place and the steelwork has been erected. The project is on schedule with an expected completion date of October 2010.

A number of groups and organisations are starting to express an interest in hiring the Hall and, to help prospective hirers calculate the costs involved, it is proposed that the current charges be reviewed.

Prior to its temporary closure, the following fee structure was in place:

<b>Type of Hire</b>	<b>Rate of Hire</b> <i>(per hall per hour or part thereof)</i>
<i>Rate for commercial organisations/persons</i>	£6.88
<i>Private Functions</i>	£5.32
<i>Damage Deposit for Private parties</i>	£60.00 (returnable if hall left in a satisfactory condition)
<i>Non-profit making organisations</i>	£3.76

*(Note - An agreement between South Somerset District Council and Yeovil Town Council dated 1 February 1996, stipulates that the Milford Hall charges should be “set a rate which voluntary community groups shall find affordable or alternatively appropriate concessionary arrangements established so as to ensure that what they pay they find affordable” The agreement also says that “every effort shall be made to support all new user groups with particular support being given to help promote groups providing activities specifically for children”. With this in mind, there is discretion to offer concessions to groups wishing to establish new activities or taster sessions where there is either a zero or nominal charge to participant.*

*The agreement also states that the Hall will be provided at no cost to South Somerset District Council for school holiday activities on condition that supervised play activities will be provided free of charge to children using the Park).*

The current scale of charges was agreed as part of the budget-setting exercise in November 2008, and was implemented in April 2009. Given the fact that the Hall would be closed for most of 2010, it was agreed to defer a further review until nearer the date of the re-opening of the improved Hall.

By way of comparison, the hall hire rates currently charged by other community facilities in the Milford area are set out below:

<b>Premises</b>	<b>Daytime Rate</b> <i>(per hour)</i>	<b>Evening Rate</b> <i>(per hour)</i>	<b>Other Rates</b>
<i>Birchfield Community Centre</i>	<i>£12 (for large room) £8 (for smaller room)</i>	<i>£12 (for large room) £8 (for smaller room)</i>	<i>Discounts of up to 50% for regular bookings and charities</i>
<i>Monmouth Hall</i>	<i>£5.25 (before 5.00pm)</i>	<i>£5.36 (after 5.00pm)</i>	<i>Double community charge for commercial bookings</i>
<i>St Michael's Hall</i>	<i>£6.50 (before 4.00pm)</i>	<i>£12 (after 4.00pm and weekends)</i>	

*(NB In some cases, the premises must be booked for a minimum number of hours)*

Given the current rate of inflation (3.2%) and taking into account the date of the last review and the provisions of the Management Agreement, the Committee may wish to increase the fees by this rate with effect from the date of the re-opening of the Hall. Alternatively, Members may wish to carry on with the existing scale of charges and carry out a further review as part of the forthcoming 2011/12 budget-setting process.

If the existing charges were to be increased in line with the current rate of inflation, the following charges would apply from the date of the re-opening of the upgraded Hall:

<b>Type of Hire</b>	<b>Rate of Hire</b> <i>(per hall per hour or part thereof)</i>
<i>Rate for commercial organisations/persons</i>	£7.10
<i>Private Functions</i>	£5.50
<i>Damage Deposit for Private parties</i>	£62.00 <i>(returnable if hall left in a satisfactory condition)</i>
<i>Non-profit making organisations</i>	£3.88

### **Recommendations**

Members are **RECOMMENDED:**

- (1) to note the matter; and
- (2) to review the current charges for the use of Milford Hall and to decide whether any changes need to be made from the date of the re-opening of the Hall, or whether the current charges should continue to be applied and be reviewed as part of the forthcoming 2011/12 budget-setting process.

***(Alan Tawse, Town Clerk - 01935 382424)***

## 10. **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 September 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)*

## 11. **GRIT BIN PROCUREMENT**

Further to the last meeting, the Highway Authority have now confirmed that all grit bins would be stocked prior to the commencement of winter, but there was no guarantee that they would be continually filled during inclement weather as resources might be needed elsewhere.

A survey of the 20 new sites agreed by the Committee has been undertaken in consultation with the Highway Authority and appropriate locations for the new bins are being finalised.

The bins have now been ordered and will be installed later this year.

Arrangements have also been made for a reasonable supply of bagged salt to be purchased and retained at the Town Council's depot at Goar Knap for emergencies.

The Committee is **RECOMMENDED** to note these developments.

*(Alan Tawse, Town Clerk – 01935 382424)*

## 12. **ROAD NAMING PROPOSAL**

A request has been received from South Somerset District Council for the Committee's views on an appropriate name for a road in the new development next to Bucklers Mead School. The location of the road is shown on the plan attached.

The name of Givele Close (pronounced 'Jivelle') for the new access road has already been put forward. Givele is the name given to Yeovil in the Domesday Book and has been proposed by a student at Bucklers Mead School as part of a community involvement project surrounding the development. The District Council and Royal Mail have no objection.

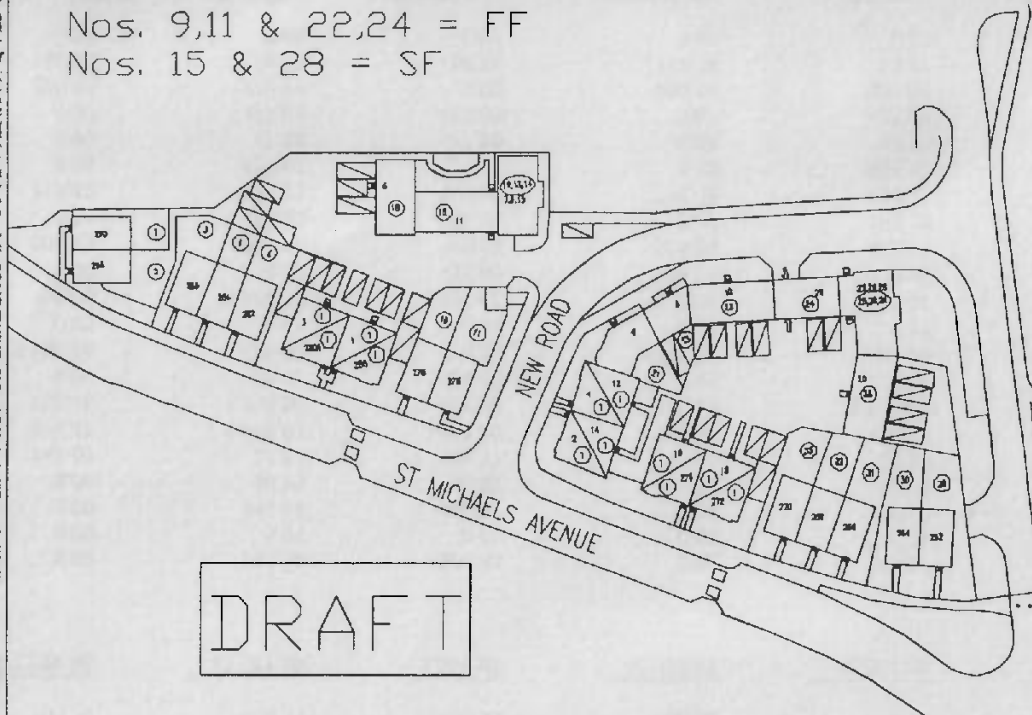
We have been advised that no names with "Bucklers" in the title will be considered.

The Committee is **RECOMMENDED** to consider the proposal and to put forward their views.

*(Sally Freemantle, Assistant Town Clerk – 01935 382424)*



New Road  
 Nos. 7 & 24 = GF  
 Nos. 9,11 & 22,24 = FF  
 Nos. 15 & 28 = SF



DRAFT

Note: there is no number 13  
 ① = plot number

New Road  
 USRN ??????

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**South Somerset District Council**  
 Engineering & Property Services  
 Brympton Way, YEQVIL, Somerset, BA20 2HT  
 Tel : 01935 462462

**New Dwellings**

262-209 St Michaels Avenue  
 Yeovil  
 BA21 7??

1-15 odds New Road  
 2-28 evens New Road  
 Yeovil  
 BA21 7??



Drawing no  
 21B2S-1A-S3

Drawn by DJB Date Apr 2010  
 Scales Not to scale  
 Master scale