



Yeovil Town Council

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Yeovil Town Council - Annual Meeting

The Meeting... **Yeovil Town Council - Annual Meeting**

The Time... **7.30pm** (or at the close of the Annual Town Meeting whichever is later)

The Date... **Tuesday 6 May 2008**

The Place... **The Sanctuary, Baptist Church, South Street, Yeovil**

The Town Council 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

29 April 2008

Please contact Alan Tawse at the Town House for more information about this meeting

YEOVIL TOWN COUNCIL

Tony Lock – Mayor of Yeovil Town

Wes Read – Deputy Mayor of Yeovil Town

J Vincent Chainey

Philip Chandler

John Cruddas

Clive Davis

Bridget Dollard

Tony Fife

Julian Freke

Dave Gooding

Pete Goodman

John Grana

Dave Greene

Peter Gubbins

John Hann

Steve Hawker

Simon Hester

Andrew Kendall

Ruth Kendall

Ian Martin

Pat Martin

Tom Parsley

David Recardo

Alan Smith

A G E N D A

1. **TO ELECT THE MAYOR OF YEOVIL TOWN FOR 2008/09**
2. **TO ELECT THE DEPUTY MAYOR OF YEOVIL TOWN FOR 2008/09**
3. **TO RECEIVE AN ADDRESS FROM THE WORSHIPFUL MAYOR OF YEOVIL TOWN AND THE ANNOUNCEMENT OF THE APPOINTMENT OF:**
 - Mayor's Chaplain
 - Mayor's Cadet
 - Mayor's Charities (short presentations to be made)

(The Mayor will propose that the meeting be adjourned at this point and that the reconvened meeting be held at 7.30pm on Tuesday 13 May 2008 in the Town House, 19 Union Street, Yeovil to consider the remaining items of business).

Public Comment (15 Minutes)

4. **MINUTES**

To confirm as a correct record the Minutes of the previous meeting held on 1 April 2008.

5. **APOLOGIES FOR ABSENCE**

6. **DECLARATIONS OF INTEREST**

7. **MAYOR AND DEPUTY MAYOR'S RECENT AND FORTHCOMING ENGAGEMENTS AND ANNOUNCEMENTS**

See attached at page 5.

8. **CORRESPONDENCE**

9. **APPOINTMENT OF COMMITTEES AND OTHER BODIES**

(a) To appoint the following Committees of the Council and to appoint Members to serve on these bodies. Members' preferences in respect of these Committees will be circulated in due course.

- **Buildings and Civic Matters Committee**
- **Grounds and General Maintenance Committee**
- **Planning and Licensing Committee**
- **Promotions and Activities Committee**

(It is necessary for the following additional Committees to be appointed for the sole purpose of enabling the Members of each of the Town Wards of the Council to elect a representative therefrom to serve on the reconstituted Policy, Resources and Finance Committee).

- **Yeovil Central Ward Committee** (comprising the Yeovil Central Ward Members)
- **Yeovil East Ward Committee** (comprising the Yeovil East Ward Members)
- **Yeovil South Ward Committee** (comprising the Yeovil South Ward Members)
- **Yeovil West Ward Committee** (comprising the Yeovil West Ward Members)

(The Standards Board for England has expressed the view that Town Councillors who are also members of the District Council may speak and vote on planning applications in both forums provided they maintain an open mind throughout the discussion and avoid coming to any final conclusions and decisions until the district committee meeting).

- (b) To appoint the Policy, Resources and Finance Committee comprising the following membership:

Mayor (Ex-Officio)

Deputy Mayor (Ex-Officio)

Chairman of the Policy, Resources and Finance Committee (Ex-Officio)

Buildings and Civic Matters Committee (Chairman and Vice Chairman)

Grounds and General Maintenance Committee (Chairman and Vice Chairman)

Planning and Licensing Committee (Chairman and Vice Chairman)

Promotions and Activities Committee (Chairman and Vice Chairman)

Yeovil Central Ward Committee (One nominated member)

Yeovil East Ward Committee (One nominated member)

Yeovil South Ward Committee (One nominated member)

Yeovil West Ward Committee (One nominated member)

Representative of Opposition Group (One nominated member)

- (c) To elect the Chairman of the Policy and Resources Committee for 2008/09 (in accordance with Standing Order No 48A)

(The meeting will be adjourned at this point to enable special meetings of the Committees mentioned in 9(a) above to be held to elect the Chairmen and Vice-Chairmen of those Committees and, in the case of the four Ward Committees, to additionally each nominate a representative therefrom to be appointed to serve on the Policy, Resources and Finance Committee).

All members are requested to remain in the Council Chamber during this process.

- (d) To appoint three representatives to serve on the Yeovil Crematorium and Cemetery Joint Committee (last year Dave Gooding and Alan Smith were appointed to serve on the Joint Committee).

(The meeting will be further adjourned at this point to enable a special meeting of the Policy, Resources and Finance Committee to be held to elect the Vice-Chairman of that Committee).

All members are requested to remain in the Council Chamber during this process.

- (e) To re-appoint the following Panel:

▪ **Indoor Recreation Service Review Panel**

(present membership comprises the Mayor, the Chairman and Vice-Chairman of the Buildings and Civic Matters Committee and John Grana – representing the Opposition Group on the Council).

▪ **Emergency Procedure (SO No 51)**

To appoint the representative of the Opposition Group on the Council for consultation purposes under the Council's Emergency Procedure. Last year John Grana was appointed.

(Alan Tawse, Town Clerk – 01935 382424)

10. TO APPOINT REPRESENTATIVES TO SERVE ON OUTSIDE BODIES FOR 2008/09

(Details to be circulated)

11. REPORTS AND RECOMMENDATIONS FROM COMMITTEES AND OTHER MEETINGS

(The Minutes of all of the following meetings are open for discussion. Where the Committee has made a recommendation, that will be listed under the Committee headings on the Agenda paper).

Planning and Licensing Committee

26 March 2008
7 April 2008
21 April 2008

12. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

Minutes of the following meetings are attached:-

	PAGES
▪ Yeovil Town Centre Consultative Panel	6 - 12
19 March 2008	
▪ Yeovil Twinning Association	13 - 14
10 April 2008	
▪ Yeovil Crematorium and Cemetery Committee	15 - 21
16 April 2008	

13. **MEMBERS' ATTENDANCE**

To receive the Schedule of Members' Attendance at Council and Committee Meetings in 2007/08 (attached at page 22).

Public Comment (15 minutes)

List of Engagements attended/to be attended by His Worship The Mayor of Yeovil, Councillor Tony Lock and the Deputy Mayor of Yeovil, Councillor Wes Read from 1 April to 6 May 2008

01/04/08	The Mayor of Yeovil, Councillor Tony Lock, attended the 75 th Anniversary of the First Flight over Everest built by aircraft by Westland at Aerosystems International
03/04/08	The Mayor of Yeovil, Councillor Tony Lock, attended the Museum of South Somerset's exhibition of 'Wings Over Everest'
04/04/08	The Mayor of Yeovil, Councillor Tony Lock, attended the Mayor of Ilminster's Charity Dinner.
05/04/08	The Mayor of Yeovil, Councillor Tony Lock, attended the Boscombe Salvation Army Concert.
06/04/08	The Mayor of Yeovil, Councillor Tony Lock, attended Chard Town Council's Civic Service.
10/04/08	The Mayor of Yeovil, Councillor Tony Lock, attended a fundraising evening by the Friends of St John
11/04/08	The Mayor of Yeovil, Councillor Tony Lock, attended the Mayor of Dorchester's Civic Day.
13/04/08	The Mayor of Yeovil, Councillor Tony Lock, attended the Mayor of Chickerell's Civic Day
14/04/08	The Mayor of Yeovil, Councillor Tony Lock, attended 'Slum Survivor' youth event at Elim Pentecostal Church
17/04/08	The Mayor of Yeovil, Councillor Tony Lock, attended the Mayor of Beaminster's Civic Day.
19/04/08	The Mayor of Yeovil, Councillor Tony Lock, attended the Launch of the National Society for Osteoporosis.
20/04/08	The Mayor of Yeovil, Councillor Tony Lock, attended the Annual Scout St George's Day Parade
24/04/08	The Mayor of Yeovil, Councillor Tony Lock, hosted the Annual Civic Day
25/04/08	The Mayor of Yeovil, Councillor Tony Lock, attended the Debt Awareness Day.
26/04/08	The Mayor of Yeovil, Councillor Tony Lock, attended the Poppy Appeal Collectors' Social Evening
26/04/08	The Deputy Mayor of Yeovil, Councillor Wes Read, attended "A Musical Miscellany" hosted by the Mayor of Wells
27/04/08	The Mayor of Yeovil, Councillor Tony Lock, attended Challenge Your Partner at Henstridge Airfield, raising funds for CLIC Sargent
27/04/08	The Mayor of Yeovil, Councillor Tony Lock, attended the Girl Guides St George's Day Parade
01/05/08	The Mayor of Yeovil, Councillor Tony Lock, and Deputy Mayor of Yeovil, Councillor Wes Read, greeted guests from the Yeovil Twinning Association and visitors from Samarate
01/05/08	The Mayor of Yeovil, Councillor Tony Lock, attended 'Women in the Driving Seat' evening at Rowcliffes of Yeovil
03/05/08	The Mayor of Yeovil, Councillor Tony Lock, attended the Abbey Hill Steam Rally.

YEOVIL TOWN COUNCIL

NOTES of a meeting of the **YEOVIL TOWN CENTRE CONSULTATIVE PANEL** held in the Council Chamber, Town House, 19 Union Street, Yeovil on **Wednesday 19 March 2008**

(6.00pm – 7.10pm)

Present:

Tony Fife (Chairman)
Clive Davis – Yeovil Town Council
Tony Lock – Yeovil Town Council
Ian Martin – Yeovil Town Council
John Hann – South Somerset District Council
Pat Martin – South Somerset District Council
Tom Parsley – South Somerset District Council
Alan Smith – South Somerset District Council
Geoff Cave – Retailers and Retail Group
Desmond Lucas – Retailers and Retail Group
Nikki Leggett – Western Gazette
Reverend Ed Bangay – St John's Yeovil Church Ecumenical Team
Joe Conway – Labour Party
Harry Gibson – Yeovil Shopmobility

Also Present:

Alan Tawse – Town Clerk
Ian Budd – Town Centre Manager
Martin Woods – Area Development Manager (South) SSDC
Ian Morrison – Area Highways Manager (SCC)

1. NOTES OF PREVIOUS MEETING

The notes of the previous meeting held on 23 January 2008, copies of which had been circulated, were confirmed as a correct record and signed by the Chairman.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from David Recardo, Derrick Pope and Jayne Lewis.

3. DECLARATIONS OF INTEREST

Clive Davis indicated that, pending the recruitment of a new member of staff, he had been asked to represent the South Somerset Disability Forum as well as the Town Council on the Panel.

4. YEOVIL VISION

Martin Woods circulated a progress report (copy attached), which outlined the latest developments regarding the implementation of various projects as part of the Yeovil Vision.

With regard to environmental improvement works being carried out in Princes Street, Martin indicated that the remaining works in Phase 2 would be commenced towards the end of April 2008 and that traders would be advised of the planned temporary closure of Church Street, which it was expected would last for 3 days. In response to a suggestion, he agreed to additionally liaise with St John's Church over the closure.

Ian Morrison explained that the contractors who were undertaking the work were liaising closely with local traders with a view to maintaining access to their premises as much as possible and to minimise the impact of the works on their businesses. He added that the response from traders had been very positive.

Turning to the development of Reckleford (Option 5) the Chairman referred to discussions which had recently taken place regarding the need to take steps to avoid any unnecessary traffic queuing to gain access to premises off Reckleford. He added that the highway designers were aware of these concerns and the need for these to be reflected in the final design.

Reference was also made to the ongoing discussions, which were taking place on the planning application for the proposed extension of the Quedam Shopping Centre and the proposed Section 106 Agreement.

IT WAS AGREED that the matters be noted.

5. TOWN CENTRE MANAGER'S REPORT

Ian Budd reported on the following and forthcoming projects and initiatives with which he had been involved:

- Funding of Town Centre partnership
- Street dwellers/Helping Hands initiative
- Development of website
- Business survey
- Reasonable access to Premises awards
- Street scene survey
- Planned food/restaurant guide
- Proposed Italian market (28/29 June 2008)
- Launch of South Somerset Food Festival (early September)
- Christmas lights switch-on 2008
- Town Centre information boards

During the ensuing discussion, reference was made to the need to ensure that the constraints faced by some traders in improving access to their premises were taken into consideration in carrying out access audits.

In response, it was indicated that the emphasis would be on looking at ways by which reasonable adjustments could be made and to encouraging good practise as well as making any physical changes.

Attention was drawn to the Town Council's Flower and Gardeners' Market, which was due to take place in the Town Centre on Saturday 13 September 2008. Given the clear links between this event and the South Somerset Food Festival (which this year was due to be launched in Yeovil Town Centre) it was suggested that arrangements be made for the launch of the Festival to take place on the same date.

IT WAS AGREED

(1) that the matters be noted; and

(2) that the Town Centre Manager make representations, on behalf of the Panel, to the organisers of this years South Somerset Food Festival with a view to arranging for the launch of this year's Festival, which was due to take place in Yeovil Town Centre, to be held on the same date as the Town Council's Flower and Gardeners' Market i.e. Saturday 13 September 2008.

6. ANY OTHER BUSINESS

(a) Elephant and Castle

Reference was made to advertising notices which had recently been erected outside the above premises, and the Town Centre Manager undertook to check that these notices were compliant with planning and other legal requirements.

(b) Shopmobility

Harry Gibson indicated that the Yeovil Shopmobility Scheme was going from strength to strength and now had a total of 330 members and improved website coverage.

(c) St John's Church

Reference was made to the existing liaison arrangements regarding the use of St John's Churchyard and its ongoing maintenance.

(d) Kingston – Temporary Road Closure

Attention was drawn to a forthcoming temporary closure of Kingston (A37) by Somerset Highways to enable resurfacing and associated works to be carried out. It was indicated that the road would be closed for two nights starting from 9 April.

IT WAS AGREED that the matter be noted.

7. **DATE OF NEXT MEETING**

IT WAS NOTED that the next meeting of the Panel would be held at 6.00pm on Wednesday 28 May 2008.

Chairman

AT/NC
24/04/08

Yeovil Town Centre Consultative Panel – 19th March 2008

Yeovil Vision – Progress Report

Princes Street

New paving on eastern side completed 13th March 2008 to specification agreed with traders after discussion. A small area remains to be paved between former Victoria Wine and Britannia Building Society, following re-supply of paving slabs.

Remaining parts of project are

- Pedestrianised paving at mouth of Church Street
- Pedestrian build out on western side of Princes Street opposite Church Street
- Lighting. Columns will be removed this week and wall mounted lighting installed giving a much improved illumination to Princes Street
- Yeovil in Bloom structures. Sketch designs being prepared and enhancement of the entrance to the United Reformed Church being agreed

These areas to be commenced 21st or 28th April subject to road closure order for 3 days on Church Street, and agreement by SCC on precise shape of pedestrian build out. Traders will be informed on road closure and on precise start/finish times for the work.

Phase 2 will include the sub-way, traffic speed reduction measures entering Princes Street, pedestrian friendly surfacing, improvements to the sub-way and signing. Working Group to be expanded to include the hospital and the college.

Reckleford

Project Group established, SCC projects team engaged. Land negotiations in place. Negotiation underway to acquire necessary land. Design being completed. Reviewing designs of green space approaching National Tyres and opportunities afforded by road widening for enhancements to the Public Realm. Hoped that land assembly is completed by end of 2008 enabling the project to start in 2009.

Sports Zone

Capital bid approved by SSDC in February 2008 to fund further analysis and commissioning of necessary investigative surveys related to the possibility of locating the project at the Recreation Centre i.e. Traffic Impact Assessment, Environmental Impact Assessment etc. Studies to be completed by October 2008.

Foundry House/Mill Lane

Constructive meetings with developers have been taking place and it is expected that a planning application will be with SSDC in May 2008. All work progressing to target to enable work on site to start in 2008.

Bus Station

Tenders received to improve and enhance the Bus Station and due to be considered at Yeovil Vision Board Meeting on Thursday. The brief will indicate the best location and layout for an improved and enhanced Bus Station for the town taking into account the council's desire to create an attractive gateway for the town and for its residents using public transport. Financing the brief has been approved by SCC, SSDC (Yeovil Vision) and the owners of Glover's Walk.

Traffic Impact Study

Transport surveys have commenced which will lead to an update of the local transport plan. This will be linked to the Bus Station study. A meeting with SCC is due to be arranged shortly.

Public Realm Master Plan

Following the work in Middle Street and Princes Street we are looking to address the poor shopping environment in the lower part of the town, linked to the opportunities provided by making Reckleford two way. We will be engaging consultants to come up with positive improvements to the public environment and streetscape. The draft brief has been prepared and is currently being circulated for comment. It is anticipated that the Brief will be put out to tender summer 2008 and a consultant should have been appointed by Q3 2008.

Innovation Centre

Tenders have been received to convert the former Bonsoir factory to new incubation units for small businesses. The contractor will start work this spring.

Cattle Market - Market Street Area

A Pre-Planning Application discussion was held with Roc and their Architects Boon Brown on the 17th December. It appears that an outline planning application will be submitted in Q1 – 2008.

Quedam Centre

Detailed discussions continue on the planning application and proposed Section 106 Agreement.

Somerfield

Alan Brown has contacted Stockdale Halladale and requested a scheme update.

Web Site

The web site for Yeovil Vision is now up and running. A new magazine based on living and working in Yeovil is being worked up with the Western Gazette and the first issue will be published in October 2008.

Ski Centre

Yeovil Town Council have appointed expert help to market the site with a view to encouraging a complementary use for Yeovil Country Park.

Regional Spatial Strategy

The RSS is suggesting that Yeovil will require some 11,000 new dwellings, and this is currently being tested for feasibility by the council prior to its response.

Yeovil Twinning Association
Minutes of the Committee Meeting
held at Bridget's home on Thursday 10th April 2008

Present: Bridget Dollard (Chair), Vera Gower (Treas), John Attwood, Roger Baker, Martin Ford, Sally and Richard Wallis, Barbara Stimpson (Sec)

Apologies: Jan Aldridge, Roger Gower, Diana Gray, Theresa Mahoney, Graham Voizey

Minutes: The Chair welcomed everyone and the minutes of the meeting on 13th March were agreed and accepted, and there were no matters arising.

Correspondence: Emails had been exchanged with C. Derix of Taunusstein who was travelling via Yeovil on Good Friday morning.

Treasurer's report: Vera's reported a current balance of £7,269.70, most of which will be used for the forthcoming visit from Samarate and the trips to Herblay and Taunusstein. The latest coffee morning had raised about £18.

Visits:

to Herblay: The guest list of 25 had been reduced to 23 plus 1 driver. Total costings may be revised after advising final numbers to the coach company (*Graham*).

to Taunusstein: We were waiting to hear whether the new Mayor would join the trip. Balances need to be paid by 23rd July.

from Samarate: Thanks were expressed to Diana for allocating all 24 visitors to hosts. There had been a straight swap between two sets of guests where one required an Italian speaking host. Plans were well underway for the agreed entertainments. Detailed itineraries will be prepared for distribution (*Vera/Barbara*). Basically the plan is as follows:

Weds 30 April: Coach will pick up guests from Bristol Airport approx 9 pm and deliver to Petters Way carpark around midnight for collection by hosts

Thurs 1 May: 9.30 am coffee at the Town House with the Mayor followed by Blue Plaque walk with the Town Crier until approx 11.30 am. Rest of day with hosts until 8pm fish & chip supper at Graham & Heather's home (notes 1 2 & 3)

Friday 2 May: 8.45 am meet at Chilton Grove (Mudford rec) carpark, leaving on coach at 9 am, to arrive at Bishops Lydeard station for 10.40 steam train to Dunster/Minehead. Arrive Minehead at 11.55, leave 2 pm to arrive at Dunster at 2.30. Leave Dunster 4.45 pm. Evening with hosts.

(There was discussion on two points regarding this trip: 1)

- Theresa had suggested going straight to Minehead on the train so that lunch could be eaten there, followed by the trip to Dunster, so that the coach could be used to drop visitors off in closer proximity to the castle. We would then return home directly from Dunster. This was agreed. (note 4)
- At last month's meeting "*it was agreed that even though the train journey could make the trip quite expensive and might put some hosts off going, everyone or no-one should take part, to avoid confusion*". We had deviated from this decision by giving the choice of "*coach only @ £9 pp or coach and train @ £17 pp*" which may cause embarrassment if just a few took the coach only option. It was accepted that in future we must adhere to what has been decided by the committee. *Vera* volunteered to contact those members taking the coach only option in advance of the trip in case they wished to also take the train.

- Notes 1. At Vera's request, Bridget provided a plan of the walk which would be available for hosts who were not attending this activity to facilitate picking up of guests
2. *Barbara* to email Mayor's PA re estimated number two days in advance
 3. *Theresa* had agreed to order fish & chips from Palmers, and *Vera & Roger* would purchase drinks and balloons and liaise with Graham re decorating the marquee, and *Vera* would make puddings
 4. *Barbara* to contact Dunster Castle to rearrange visit time. *Vera* will collect money on the day from Yeovil members wishing to benefit from the group reduced admission fees.

(Permission has been granted by SSDC for using carpark as pick-up/drop-off points)

Saturday 3 May: 8.45 am meet at Chilton Grove (Mudford rec) carpark, leaving on coach at 9 am for Exeter. A guide will join the coach (cost £40) to describe our tour and we will stop at the canal basin to view a film (additional £10). We will then be dropped back in Exeter city centre for free time until pick-up at 4.45 pm. (For info - group visiting fees for the cathedral: £4.10 pp, compared with individual visits which require donation of choice; trips to the Exeter tunnels last 30 mins, parties of no more than 8 persons at a time)

Sunday 4 May: Buffet lunch at Graham & Heather's in the marquee. Departure for Bristol Airport 2.30 pm (*Roger Gower* and *Graham Voizey* escorting)
We had received menus from the college (£6.50 pp) and Penny Mitchell (£8.00) and were waiting to hear about a third option (*Graham*) before making a decision.

Vera raised the subject of a Mayor's gift and *Bridget* agreed to ask the Town Clerk to have something on standby. There was also a discussion regarding gifts for the Italian visitors. Bridget advised that at the Town House they will be presented with Quedam shopping bags. We need to decide what the Twinning Association will be giving them. Vera suggested boxes of fudge with Yeovil printed on them from Asda.

Subsidising hosts: After a short discussion it was decided to postpone this subject till a future meeting.

Socials/fund raising: Vera and Roger will be hosting a Sunday brunch on 6th July, 9.30 am till noon, with newspapers.

There was no other business and the meeting closed at 9 pm. The next meeting will be on Thursday 15th May 2008.

AGENDA - Committee Meeting on Thursday 15 May 2008

1. Apologies
2. Minutes of previous meeting
3. Matters arising
4. Correspondence
5. Treasurer's report
6. Visits 2008 : Outward – Herblay
Outward – Taunusstein
Inward – Samarate
7. Yeovil College
8. Subsidising hosts
9. Social/Fundraising Events
10. AOB

Minutes of a meeting of **Yeovil Crematorium and Cemetery Committee** held in the Waiting Room, Yeovil Crematorium, Bunford Lane, Yeovil on **Wednesday 16 April 2008**

(7.00pm – 8.30pm)

Present:

Ruth Kendall	Chairman
Dave Gooding	Yeovil Town Council
Alf Hill	Yeovil Without Parish Council
Barbara Strong	Yeovil Without Parish Council
Mary Thomas	Brympton Parish Council
Clive Wakely	Funeral Directors' Representative (non-voting)

Also Present:

Alan Tawse	Clerk to the Committee
Joy Coombs	Administration Manager
Tom Pullin	Operations Manager
Ian Johns	Property Management Team Leader
Nicola Brine	Corporate Accountant
Glenn Ford	Cemetery Foreman
Barbara Appleby	Clerk to Yeovil Without Parish Council

(1) Public Comment

There were no comments from the public.

(2) Minutes

The minutes of the previous meeting held on 16 January 2008, copies of which had been circulated, were confirmed as a correct record and signed by the Chairman.

(3) Apologies for Absence

Apologies for absence were received from Julian Freke and Rev Ed Bangay.

(4) Declarations of Interest

There were no declarations of interest.

(5) Crematorium Chapel

The Committee considered the report of the Property Management Team Leader (agenda item 4 refers).

It was noted that the recent replacement of the seating in the Chapel had resulted in the capacity being increased from 75 to 93 seats.

Drawings of two options for extending the Chapel were circulated at the meeting.

The first option involved incorporating part of the adjacent enclosed garden area into the Chapel at an estimated minimum cost of £200,000. It was indicated that this option, which would also require the creation of a new exit lobby, would enable the capacity to be increased to 144 seats.

The second option involved extending the Chapel area into the Entrance Hall and creating a sound lobby within the adjoining Waiting Room at an overall estimated cost of £50,000 to £75,000. This would include the cost of permanently removing and relocating the stained glass partition between the existing Chapel and the Entrance Hall to form a new reinforced glazed screen at the front of the building. Members were advised that this option would allow the seating capacity to be raised to 135.

The Committee was informed that both options would result in varying levels of disruption to the use of the Chapel and at some stage would require its closure. It was indicated that the impact could be lessened if work was carried out at weekends, but this would prolong the length of the construction period and result in additional costs.

In response to a query, the Property Management Team Leader confirmed that discussions would need to be held with the Fire Officer to check whether the anticipated maximum occupancy figures would require further emergency fire exit doors to be installed.

The Operations Manager reported that over the past year attendance at 3.4% of services exceeded the seating available. He added that taking into consideration the recent increase in capacity arising from the replacement seating, this figure would have been reduced to 2.8%.

Reference was made to the possibility of creating additional capacity by removing and relocating the stained glass screen and replacing it with a sliding partition. It was pointed out that this would enable the Chapel area to be enlarged as required and that by allowing the Entrance Hall to be used on such occasions as a standing only area, the overall capacity could be further increased.

The Funeral Directors' representative explained that where a large attendance was anticipated at a funeral service, the option of arranging for the service to be held at a church and for the committal to take place at the Crematorium Chapel was always raised with bereaved families. However, families who did not have any connections with the church were not always happy to take up this option, and some preferred to combine the service and the committal, and to hold both elements at the Crematorium Chapel.

Reference was also made to the merits of providing additional lighting in the Chapel.

During the ensuing discussion, attention was drawn to the recent 24% increase in the seating capacity of the Chapel following the purchase of new seating. Given this development, it was felt that any decision to make any structural alterations should be deferred to allow the effectiveness of the new seating to be assessed.

In the meantime, it was proposed that the second option be further investigated and fully costed, along with the possibility of installing a sliding partition and creating an extendable Chapel arrangement.

The Corporate Accountant explained that should the Committee decide to proceed with an extension and the costs involved could not be found from within the existing ten-year capital allocation, it would be necessary for a capital funding bid (for 89% of the costs) to be submitted to the District Council by the end of August 2008 to enable the request to be considered as part of the 2009/10 budget process. She added that the remaining 11% of the costs would need to be met by Yeovil Without Parish Council – as co-owners of the facility.

- RESOLVED:** (1) that the matter be noted;
- (2) that in view of the additional capacity arising from the installation of new seating in the Crematorium Chapel, no action be taken at present to extend the Chapel and the effectiveness of the new seating arrangements be monitored and assessed over the next six months;
- (3) that, in the meantime, the Property Management Team Leader, in consultation with the Fire Officer, further investigate the second option for extending the Chapel along with the possibility of installing a sliding partition between the Chapel and the Entrance Hall, and present his fully costed findings to the next meeting of the Committee; and

- (4) that options for enhancing the lighting in the Chapel be also investigated by the Property Management Team Leader and presented to the next meeting.
-

(6) Crematorium Capital Programme

The Committee considered the report of the Property Management Team Leader (agenda item 5 refers).

During the ensuing discussion, reference was made to the growing size of the Town, and the need to consider the provision of a third cremator and to review the dimensions of each new cremator when the present facilities were nearing their time of replacement.

RESOLVED: that the matter be noted.

(7) Cemetery Capital Programme

The Committee considered the report of the Property Management Team Leader (agenda item 6 refers).

During the ensuing discussion, reference was made to savings of £14,340 in the 2008/09 capital allocation to meet the anticipated costs of completing the felting and reslating the Cemetery Lodge roof, which had recently been completed at a cost of £6,400. It was pointed out that during the course of this work, some additional stonework comprising repairs to the tops of the gable pinnacles and to the chimneys had been identified, the costs of which could be met from a carried forward underspend in the 2007/08 capital allocation.

Reference was also made to the need to consider internal improvements to the Lodge including the scope for improved access for persons with a disability.

- RESOLVED:**
- (1) that the matter be noted;
 - (2) that approval be given to the above-mentioned stonework repairs being undertaken at an early date, the cost of which to be met from a carried forward underspend in the 2007/08 capital allocation;
 - (3) that the above-identified savings of £14,340 in the 2008/09 capital allocation be noted and transferred to the Cemetery Reserve; and

- (4) that arrangements be made for an internal inspection of the Lodge to be included in the forthcoming annual tour of facilities.
-

(8) Yeovil Crematorium and Cemetery - 2007/08 Funding

The Committee considered the report of the Corporate Accountant (agenda item 7 refers).

RESOLVED: that the current decision by HM Revenue and Customs, which has obviated the need to make a VAT payment of approximately £40,000 for 2007/08, be noted.

(9) Cemetery Deficit

The Committee considered the report of the Clerk to the Committee (agenda item 8 refers).

It was noted that over the past nine years, the electorate of Brympton Parish Council had increased by almost 60% whilst the electorates of the other two constituent councils were largely unchanged.

During the ensuing discussion, reference was made to the need to establish an equitable recharging formula which was easily understood and which fairly reflected the benefits of the present arrangements to the respective current electorates of the constituent councils.

Although it was acknowledged that an immediate move to a directly proportionate recharging arrangement for the *whole* deficit would result in a substantial increase in the present level of recharge to Brympton Parish Council, it was felt that such an approach, if supported, could be introduced on a gradual basis to avoid any short-term funding problems for that Authority.

- RESOLVED:**
- (1) that the matter be noted;
 - (2) that the analysis of the alternative method of allocating the deficit put forward by the representatives of Yeovil Without Parish Council at the previous meeting, which involved the *whole* deficit being recharged on the basis of the proportion of the combined electorate of the three constituent councils residing in each administrative area, along with the financial implications of these alternative proposals be noted;
 - (3) that the above-outlined comments of the Committee be drawn to the attention of Brympton Parish Council,

and their views be sought on the three alternative funding options identified in the report; and

- (4) that their response be reported to a future meeting at which further consideration be given to the matter.
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(10) Cemetery Risk Assessment

The Committee considered the report of the Clerk to the Committee (agenda item 9 refers).

RESOLVED: that the developments and proposals set out in the above report be noted and endorsed.

(11) Green Burials

The Committee considered the report of the Property Services Team Leader (agenda item 10 refers).

During the ensuing discussion, reference was made to need to ensure that the Environment Agency was asked to consider the viability of the site for conventional as well as green burials, and for their advice to be sought on what remedial measures would be needed to overcome any problems that might be identified in using the land for these purposes.

- RESOLVED:**
- (1) that the matter be noted;
 - (2) that the Property Management Team Leader – in consultation with the Chairman and the Clerk to the Committee – be authorised to negotiate with Integrale Geotechnique over the cost of the additional investigation works that may be required up to a value of £6,000; and
 - (3) that the Environment Agency be asked to consider the viability of the site for conventional as well as green burials, and their advice be sought on what remedial measures would be needed to overcome any problems that might be identified in using the land for these purposes.
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(12) Statistics – April 2007 to March 2008

The Committee considered the report of the Administration Manager (agenda item 11 refers).

RESOLVED: that the matter be noted.

(13) Exclusion of Press and Public

RESOLVED: that the press and public be excluded from the meeting for consideration of the following item 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) Cemetery Mapping System

The Committee considered the confidential report of the Clerk to the Committee (agenda item 12 refers).

RESOLVED: that approval be given to the proposals set out in the above report.

(15) Staffing Issues

The Committee considered the report of the Clerk to the Committee (agenda item 13 refers).

RESOLVED: that the developments outlined in the above report be noted.

Chairman.....

**MEMBERS' ATTENDANCE AT COUNCIL
AND COMMITTEE MEETINGS 2007/2008**

MEMBER	ACTUAL	POSSIBLE
CHAINEY J Vincent	27	55
CHANDLER Philip	46	49
CRUDDAS John	14	25
DAVIS Clive	34	43
DOLLARD Bridget	21	25
FIFE Tony	23	31
FREKE Julian	48	55
GOODING Dave	21	25
GOODMAN Pete	37	49
GRANA John	44	55
GREENE David	17	19
GUBBINS Peter	10	19
HANN John	18	25
HAWKER Steve	19	19
HESTER Simon	33	49
KENDALL Andrew	18	25
KENDALL Ruth	10	19
LOCK Tony	36	61
MARTIN Ian	19	25
MARTIN Pat	19	25
PARSLEY Tom	33	43
READ Wes	51	61
RECARDO David	40	49
SMITH Alan	27	37

Note:

Members appointed to represent the Town Council on outside bodies and those holding particular offices may occasionally be unable to attend meetings due to commitments relating to those bodies/offices.