



# Yeovil Town Council

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## Planning and Licensing Committee

The Meeting... **Planning and Licensing Committee**

The Time... **7.00pm**

The Date... **Monday 22 November 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

16 November 2010

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Please contact Sally Freemantle at the Town House for more information about this meeting

To: All Members of the Planning and Licensing  
Committee

J Vincent Chainey (Chairman)

Philip Chandler (Ex-officio)

Clive Davis (Ex-officio) (Vice-Chairman)

Julian Freke

Pete Goodman

John Grana

John Hann

Simon Hester

Andrew Kendall

David Recardo

## **A G E N D A**

**PUBLIC COMMENT** – Members of the public wishing to comment on any application or other matter are requested to speak at the beginning of consideration of that item, for a duration of no more than 3 minutes. Any further comments or questions will be solely at the Chairman's discretion. Please inform the Chairman at the beginning of the meeting and identify the application on which you wish to speak.

Please note that the Town Council is a Statutory Consultee for Planning Applications and as such does not make the final decision on any Application. The decisions and comments this Committee makes will be fed into the planning process and added to the report by the Planning Officer. South Somerset District Council is the Planning Authority and will issue the final decision notice (Planning Determination) once their investigations into the application, consultation period and decision making process has been completed.

1. **MINUTES**

To approve the Minutes of the previous meeting held on 8 November 2010.

2. **APOLOGIES FOR ABSENCE**

3. **DECLARATIONS OF INTEREST**

Members of the Committee, who are also Members of South Somerset District Council, are reminded of the need to declare their membership of that Council and indicate that they may speak and/or vote on applications which may be later referred to that Council for determination, and that they could reconsider any such applications at district level taking into account all relevant evidence and representation made at that tier.

4. **PLANS LIST** (Pages 2 to 16)

5. **REPORT TABLE** (Page 17)

6. **PLANNING DECISIONS** (Pages 18 to 19)

7. **CORRESPONDENCE**

8. **COMMITTEE REVENUE ESTIMATES**

To consider a report by the Town Clerk attached at pages 20 to 21

9. **NOTES ON BUDGET ESTIMATES**

To consider a report by the Town Clerk attached at pages 22 to 23

	<b>Application No</b>	<b>Proposal</b>	<b>Address</b>
1	10/03974/FUL	The erection of 2 No. one bedroom flats (GR 354997/115974)	Land Rear Of Former Chapel Huish Yeovil
2	10/04199/COU	The change of use of premises from a window company (Use Class B1) to a gymnasium (Use Class D2)(GR 353972/115323)	2A & 2B Kingfisher Close Gazelle Road Lynx Trading Estate
3	10/04325/FUL	Alterations and the erection of a first floor extension to side of dwellinghouse over existing garage (Revised Application) (GR 356362/117416)	252 St Michaels Avenue Yeovil Somerset
4	10/04447/FUL	The installation of protective security grilles to 4 No. windows. (GR 355667/116060)	St Johns Parish Church, Church Path, Yeovil

**PLANNING MEETING**  
**MONDAY 22 NOVEMBER 2010**

## **PLANS LIST**

The schedule of planning applications is attached.

The delegation agreement relating to planning applications between the District Council and the Town Council provides for the Town Council to receive written reports on applications in the Yeovil Town area, and those that are regarded as having a significant impact on this area. These reports include key considerations, which, in the opinion of the Area Planning Manager, are planning issues to which the Town Council should have regard in considering its views and making recommendations on each application.

The recommendations of the Town Council are taken into consideration by the District Council (the Planning Authority) as part of the application determination process. However, the final decision will be made by the Planning Authority having regard to the level allocated to the application (as outlined in the extract from the District Council's Scheme of Delegation set out below\*) and to any views expressed by various consultees (including the Town Council) and District Council Ward Members.

## **BACKGROUND PAPERS**

The background papers to the items in this Plans List are the planning files listed which are held in the Area South Planning Department, South Somerset District Council, Council Offices, Brympton Way, Yeovil, BA20 2HT.

## **HUMAN RIGHTS ACT 1998 ISSUES**

The determination of the applications which are the subject of reports in this Plans List are considered to involve the following human rights issues:-

1. Articles 8: Right to respect for private and family life
  - i) Everyone has the right to respect for his private and family life, his/her home and his/her correspondence.
  - ii) There shall be no interference by a public authority with the exercise of this right except such as in accordance with the law and is necessary in a democratic society in the interests of national security, public safety or the economic well being of the country, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedom of others.

### 3. The First Protocol

#### Article 1: Protection of property

Every natural or legal person is entitled to the peaceful enjoyment of his possessions. No-one shall be deprived of his possessions except in the public interests and subject to the conditions provided for by law and by the general principles of international law. The preceding provisions shall not, however, in any way impair the right of a State to enforce such laws as it deems necessary to control the use of property in accordance with the general interest or to secure the payment of taxes or other contributions or penalties.

Each report considers in detail the competing rights and interests involved in the application. Having had regard to those matters in the light of the convention rights referred to above, it is considered that the recommendation is in accordance with the law, proportionate and both necessary to protect the rights and freedoms of others and in the public interest.

#### **\*APPLICATION LEVELS AS DEFINED IN THE DISTRICT COUNCIL SCHEME OF DELEGATION**

##### **LEVEL 1 APPLICATIONS**

The following applications can be determined contrary to officer recommendation in balanced cases by the Area Chair and Head of Development and Building Control where the proposals lie within the development limits.

##### **1. Dwellings**

- 1-2 units (full) and less than 0.1 hectare (outline)

##### **2. Offices/R&D/Light Industry**

##### **3. Heavy Industry/Storage/Warehousing**

##### **4. Retail/Distribution/Servicing**

##### **5. All Other Minor Developments**

- Floorspace is less than 500 square metres and the site is less than a half hectare (applies to 2-5)

##### **6. Minor Change of Use (In line with policy)**

The following applications can be determined contrary to officer recommendation in balanced cases by the Area Chair and Head of Development and Building Control

##### **1. Householder**

- Householder developments are defined as those within the curtilage of residential property which require an application for planning permission and are not a change of use.

2. **Adverts**
3. **Listed Building Consents (Alterations)**
4. **Listed Building Consents (Demolitions)**
5. **Conservation Area Consents**
6. **Demolition of unlisted buildings in Con. Areas**
7. **Others** This category includes all decisions relating to:
  - applications for Lawful Development Certificates for existing use (from July 1992); (**CLUEDs**)
  - applications for Lawful Development Certificates for proposed use (from July 1992); (**CLOPUDs**)
  - applications for Certificates of **Appropriate Alternative Development**;
  - notifications under:
    - **Circular 18/84** (Development by Government Departments); and
    - **Circular 14/90** (Overhead electric lines).
  - applications by the **British Coal Corporation** under Class A, Part 21 of the General Permitted Development Order 1995.
  - Telecom Notifications, any Tree Application, Agricultural Notifications, County Matters, Demolition Prior Approvals.

## **LEVEL 2 APPLICATIONS**

1. **Dwellings**
  - More than 2 units (full) and more than 0.1 hectare (outline)
2. **Offices/R&D/Light Industry**
3. **Heavy Industry/Storage/Warehousing**
4. **Retail/Distribution/Servicing**
5. **All Other Minor Developments**
  - Floorspace is more than 500 square metres and the site is more than a half hectare (applies to 1-5)
6. **Change of Use**

## **LEVEL 3 APPLICATIONS**

Level 3 applications are likely to be developments that because of the significance of their impact should always be determined by the relevant Area Committee (or Regulatory Board where necessary). Whether an application falls into the Level 3 category shall be decided by the Head of Development & Building Control in consultation with the relevant Area Chair.

1. **Officer Report On Planning Application: 10/03974/FUL**

Site Address:	Land Rear Of Former Chapel Huish Yeovil
Ward :	Yeovil (South)
Proposal :	The erection of 2 No. one bedroom flats (GR 354997/115974)
Recommending Case Officer:	Andy Cato
Target date :	6th December 2010
Applicant :	Mr Andrew Hatton-Woods
Type :	Minor Dwellings 1-9 site less than 1ha

**SITE DESCRIPTION AND PROPOSAL**



The former Baptist Chapel property to which this site adjoins forms part of a terrace of some 16 buildings (dwellings in the main) fronting onto Huish near to the junction with Orchard Street. The Chapel building is finished in red brick and presents an impressive gable end façade onto Huish. The site of the demolished former schoolroom, proposed for conversion into 2 No. flats is comprised of a single storey brick building with a flat roof extending to the rear of the Chapel building. The 2 No. flats would share a private paved courtyard area. Pedestrian access can be gained via a narrow walkway to the rear extending off Orchard Street and leading to the rear of the site and the neighbouring properties in the terrace. The area is characterised by 2 storey-terraced housing finished in red brick and some pitched roofs. Off road parking in the locality is

at a premium with most residents relying on street parking along Orchard Street - a one-way road. The Chapel has no on-site vehicle parking provision.

The current application seeks a full planning permission to erect 2 No. one bedroom flats on the site of the former disused schoolroom, demolished in 2009. It is proposed that the building has a flat roof and that the façade is finished in a light coloured render to match the existing walls of the Former Chapel. Access will be gained from an existing footpath from Orchard Street to the rear of the site and also by the side yard of the Former Chapel via gates to Huish.

In terms of the layout of accommodation the ground floor one bedroom flat will include patio doors from the living room leading to the sheltered courtyard, and a one bedroom flat, of similar layout. No on-site parking is proposed due to the current availability of on-street parking nearby. The site of the flats is proposed to be that of the communal garden space that was permitted in the 2003 application for the conversion of the former Chapel.

The accompanying Design & Access Statement makes reference to:

- Building work having already commenced pursuant to a previous approved scheme to convert the Chapel to form 4 flats, approved in 2003. Added to this, a subsequent application to vary the aforementioned scheme to provide office space was approved in 2009.
- The provision of near-by on-street parking and public car park, which has some 36 spaces available for rental at the present time.

#### HISTORY

03/02757/FUL - conversion of redundant chapel into 4 flats. This proposal entailed a straight conversion of the chapel building, retaining the appearance of the Huish façade. It was also proposed to demolish the rear wing element to provide a garden area. No on-site parking was to be provided. The application was approved in December 2003.

07/03258/FUL - conversion to form 6 No.1 bed and 4 No.2 bed flats ; this involved raising the Chapel buildings roof and extending significantly to the rear - Withdrawn.

07/04106/FUL - conversion (as above) to form 10 flats - Refused for reasons relating to the enlarged and inappropriate massing of the new build to the rear and to a lack of on-site parking provision.

09/00293/FUL - alterations and the conversion of redundant chapel into 4 No. flats and office. The application varied the 2003 application by adding an office unit to the proposal and was permitted with conditions in March 2009.

#### POLICY

Section 38(6) of the Planning and Compulsory Purchase Act 2004 repeats the duty imposed under S54A of the Town and Country Planning Act 1990 and requires that decision must be made in accordance with relevant Development Plan Documents unless material considerations indicate otherwise.

The development plan comprises The Somerset and Exmoor National Park Joint Structure Plan Review and the South Somerset Local Plan (adopted April 2006).

The policies of most relevance to the proposal are:

**POLICY ST6.** Development proposals should:

Not result in the loss of important gaps or open spaces.

Cause harm to the built environment

Is of a density, scale, mass, height and proportion that respects and relates to the character of the area.

Not unacceptably harm the residential amenity of adjacent residents.

**POLICY ME3.** Proposals for employment development will be supported.

**POLICY TP7.** Off street parking should be provided in Town locations, at:

1.5 parking spaces per dwelling, and

Where the housing types with less demand for parking than family housing, or where individual locations are particularly accessible, reductions in this level will be expected.

Other material considerations. Regard should also be had to the advice contained in PPS1 (Delivering Sustainable Development) and PPS3 (Housing).

#### CONSULTATIONS

SSDC Technical Services: Surface water disposal via soakaways

County Highway Authority: Awaiting comment

#### REPRESENTATIONS

12 neighbours notified; 2 objections received to date. Summarised as follows:

- Loss of light
- Parking
- Overlooking - perhaps solved by installation of a skylight
- Noise levels

#### CONSIDERATIONS

The site adjoins the Former Chapel which was granted permission for the erection of 4 No. flats in 2003. This permission was varied in 2009 to include 1 No. office unit. The site of the current application is relatively hidden behind this existing development although viewable from Orchard street to the east.

In this case, the main planning considerations can be identified as:

- The impact on the street scene
- Parking and general road safety.
- Residential amenity in terms of overlooking and overshadowing
- Design - Impact of the flat roof design in terms of loss of light on the existing flats in the former Chapel
- Materials - Rendering of façade in comparison to the predominantly red brick surroundings
- Loss of communal garden to Former Chapel conversion flats

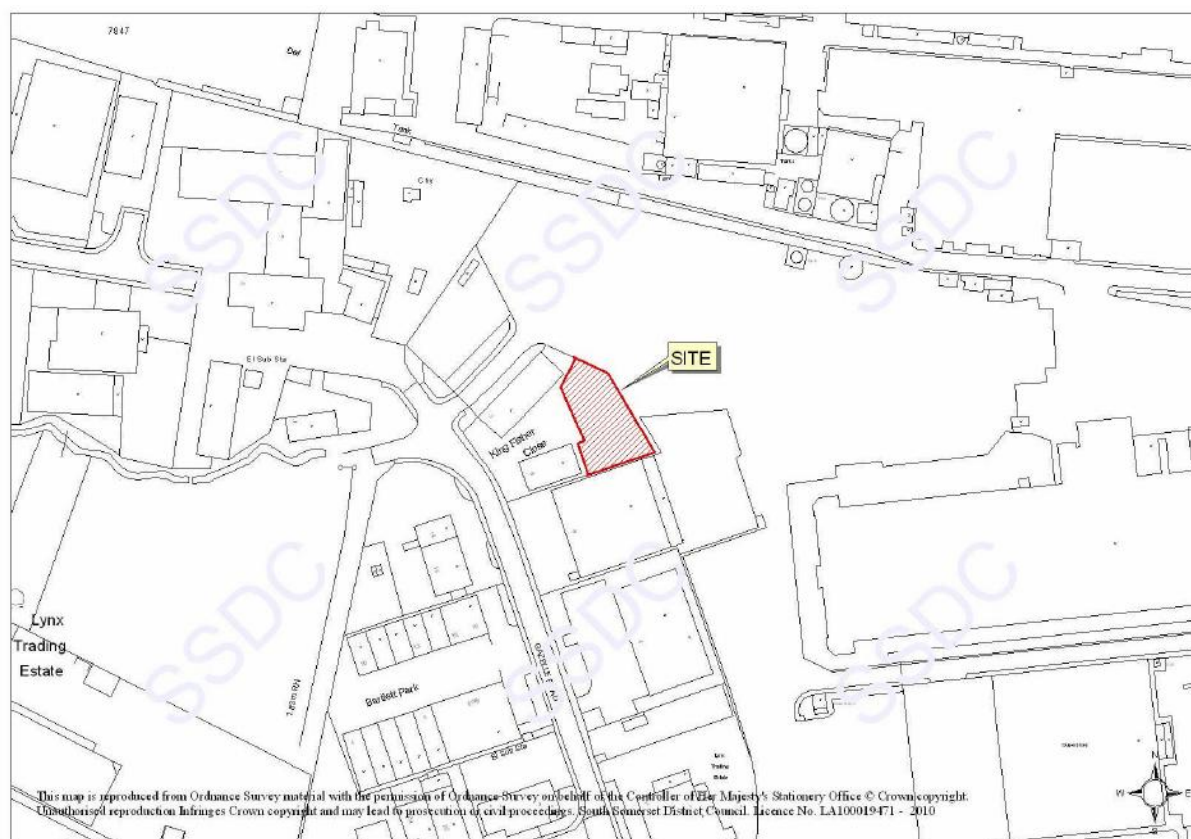
#### RECOMMENDATION

The views of the Town Council are invited.

## 2. Officer Report On Planning Application: 10/04199/COU

Site Address:	2A & 2B Kingfisher Close Gazelle Road Lynx Trading Estate
Ward :	Yeovil (South)
Proposal :	The change of use of premises from a window company (Use Class B1) to a gymnasium (Use Class D2)(GR 353972/115323)
Recommending Case Officer:	Alex Skidmore
Target date :	20th December 2010
Applicant :	Mr Christopher Rogers
Type :	Other Change Of Use

### SITE DESCRIPTION AND PROPOSAL



This application is seeking change of use from Use Class B1 / B8 (business / light industrial) to a gymnasium which falls within Use Class D2 (assembly / leisure).

The application site comprises two industrial units, apparently last used by a window company under Use Class B1, and is located on a large industrial estate within a development area. The premises have an overall floor area of 360 square metres and the applicant has stated that the proposed use will employ the equivalent of 6 full-time members of staff with proposed opening hours of 10.00 - 20.00 Monday to Friday,

09.00 - 20.00 Saturdays and 09.00 - 16.00 Sundays and Bank Holidays. There are two other buildings within Kingfisher Close, one of which is occupied by a car repair business, and there is parking for approximately 22 vehicles to serve these units. To the rear of the application site is a large car park used by Westlands. The site is located within flood zone 2 and noise exposure category B.

## HISTORY

830616: Erection of three buildings comprising 13 industrial units. Permitted 1983.

## POLICY

Section 38(6) of the Planning and Compulsory Purchase Act 2004 repeats the duty imposed under S54A of the Town and Country Planning Act 1990 and requires that decision must be made in accordance with relevant Development Plan Documents unless material considerations indicate otherwise.

The development plan comprises The Somerset and Exmoor National Park Joint Structure Plan Review and the South Somerset Local Plan 2006:

The policies of most relevance to the proposal are:

Somerset and Exmoor National Park Joint Structure Plan (1991-2011):

STR1 - Sustainable Development

STR4 - Development in Towns

Policy 49 - Transport Requirements of New Development

South Somerset Local Plan 2006:

ST5 - General Principles of Development

ST6 - The Quality of Development

TP6 - Non-Residential Parking Provision

EP2 - Pollution and Noise

MC5 / MC6 - Location of Non-Shopping Key Town Centre Uses

ME6 - Retention of Land and Premises (employment)

National Guidance:

PPS1 - Delivering Sustainable Development

PPS4 - Economic Growth

PPG13 - Transport

## CONSULTATIONS

West Coker Parish Council (adjoining parish): No comments received at the time of writing this report

Technical Services: No comment

SSDC Environmental Protection Unit: No comments

SSDC Economic Development: No comments received at the time of writing this report

SSDC Planning Policy: No comments received at the time of writing this report

SSDC Sports, Leisure and Arts: No comments received at the time of writing this report

County Highways: No comments received at the time of writing this report

Environment Agency: Referred to their Flood Risk Standing Advice

## REPRESENTATIONS

The occupants / owners of five neighbouring properties have been notified and a site notice has been erected. At the time of writing this report no written comments had been received.

#### CONSIDERATIONS

Key considerations in the determination of this application include:

- Loss of Employment Use / suitability of use on a trading estate.
- Effect upon the amenities of the area.
- Effect upon visual amenity.
- Parking / highways implications.

#### RECOMMENDATION

The observations of the Town Council are invited.

### 3. **Officer Report On Planning Application: 10/04325/FUL**

Site Address:	252 St Michaels Avenue Yeovil Somerset
Ward :	Yeovil (East)
Proposal :	Alterations and the erection of a first floor extension to side of dwellinghouse over existing garage (Revised Application) (GR 356362/117416)
Recommending Case Officer:	Jane Green
Target date :	29th December 2010
Applicant :	Mr S Vine
Type :	Other Householder - not a Change of Use

#### SITE DESCRIPTION AND PROPOSAL



252 St Michaels Avenue is a semi-detached property constructed of red brick under a plain concrete tiled roof and is characterised by bay windows at ground and first floor level. It is located within a residential area and although on the east side of the street the properties are in the main semi-detached and two storeys, the rest of the street scene see various sizes and designed properties.

The application seeks planning permission for the erection of a first floor extension to the side of the dwelling house over the existing garage. This application follows the refusal of a previous similar scheme. This revised application sees the removal of the previously proposed rear extension. The side extension has also been amended so the existing integral garage and proposed extension above will be set back by 225 millimetres from the front elevation of the property. This has been done to address the concerns previously raised regarding the introduction of an inconsistent material to this elevation by providing a clean break, which seeks to add shadow and contrast. Materials are proposed to match the existing property. The window, which was proposed on the side, gable elevation, has been removed from this scheme.

#### HISTORY

- 05/01267/FUL - The erection of a single storey extension to form garage and kitchen - Application permitted with conditions June 2005
- 15797/A - Erection of 4 pairs of semi-detached houses, 8 garages, pedestrian and vehicular accesses - Approved June 1952
- 15797 - Erection of 8 dwelling houses and 8 pedestrian accesses - Approved March 1952

## POLICY

Section 38(6) of the Planning and Compulsory Purchase Act 2004 repeats the duty imposed under S54A of the Town and Country Planning Act 1990 and requires that decision must be made in accordance with relevant Development Plan Documents unless material considerations indicate otherwise.

The development plan comprises The Somerset and Exmoor National Park Joint Structure Plan Review and the South Somerset Local Plan (adopted April 2006).

The policies of most relevance to the proposal are:

Somerset and Exmoor National Park Joint Structure Plan  
STR1 (Sustainable Development)

South Somerset Local Plan (Adopted April 2006)  
ST5 (General Principles of Development)  
ST6 (Quality of Development)

## CONSULTATIONS

SSDC Technical Services - Awaiting comments  
SCC Highways - Awaiting comments

## REPRESENTATIONS

12 neighbours notified, no representations received to date

## CONSIDERATIONS

The main considerations here are:

- Whether the proposed extension respects the form and character of the existing dwelling house
- Impact on the residential amenity of the occupiers of the adjacent properties in terms of overlooking and/or overshadowing
- Is the proposal in keeping with the character of the area and respect the streetscene?

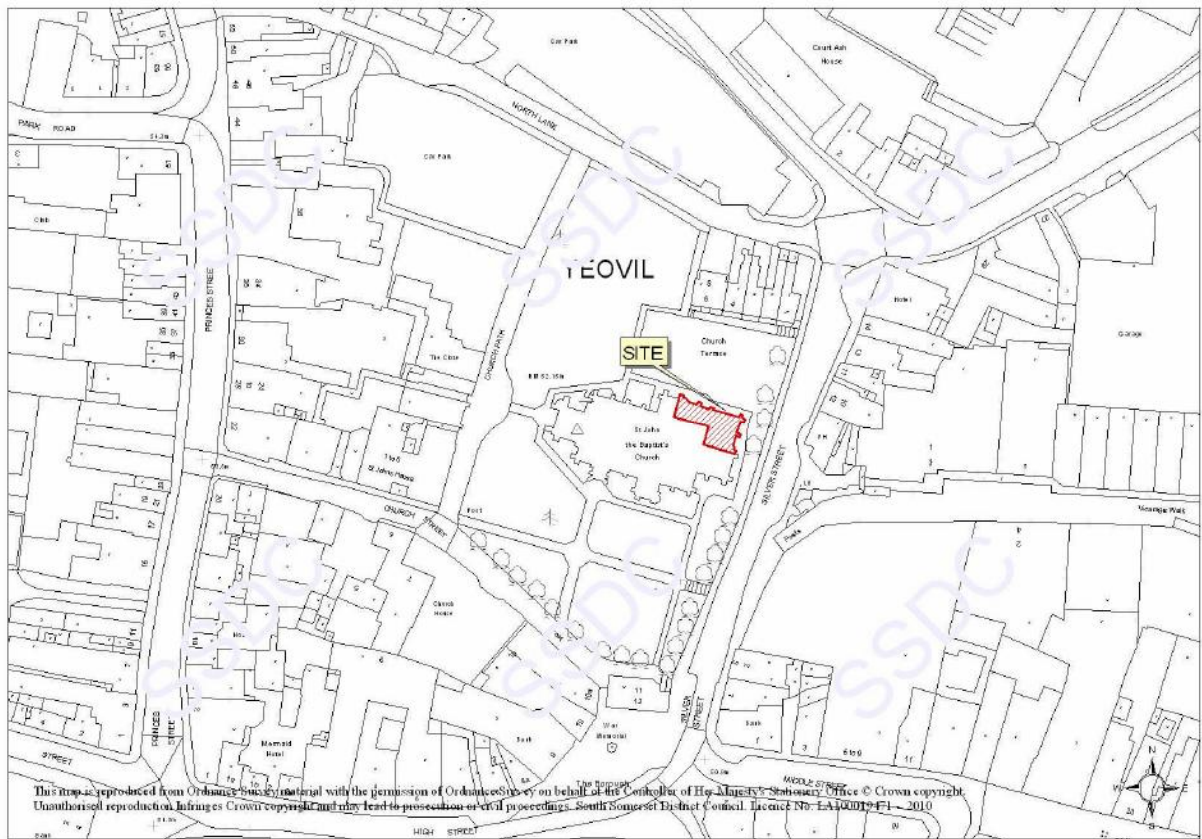
## RECOMMENDATION

The views of the Town Council are invited

#### 4. **Officer Report On Planning Application: 10/04447/FUL**

Site Address:	St Johns Parish Church, Church Path, Yeovil
Ward :	Yeovil (Central)
Proposal :	The installation of protective security grilles to 4 No. windows. (GR 355667/116060)
Recommending Case Officer:	Jane Green
Target date :	22nd December 2010
Applicant :	Mr Philip Juggins
Type :	Minor Other less than 1,000 sq.m or 1ha

## SITE DESCRIPTION AND PROPOSAL



St John the Baptists Parish Church, Yeovil is located within the Yeovil Town Conservation Area and the church building itself is Grade I listed. It occupies a prominent position within Yeovil Town Centre, sitting elevated above Silver Street to the east. There is a large green space to the south, which undergoes heavy pedestrian traffic and to the rear is a less conspicuous area of green space, which faces Church Terrace a terrace of mixed-use buildings.

The application seeks planning permission for the installation of protective security grilles to four windows on the north facing elevations to the rear of the church. Most of the existing windows on the church have already been protected with grilles on each individual pane within the mullions. The four remaining windows will be protected with wire grilles to fit the whole mullion window. The Design and Access Statement clarifies the need for the proposal, as it will protect the intricate glass from malicious damage, which has been caused to the windows in the past. This work had not been done previously, as it was though these later windows over the vestry roof were not as vulnerable. Unfortunately this has not proved to be the case.

The application follows pre-application advice from the Conservation Manager. The need for a listed building application is not required in this case due to the proposal fitting within the Government guidance: Ecclesiastical Exemption (Listed Buildings and Conservation Areas) Order 2010.

## HISTORY

Most recently:

07/02787/ADV - The erection of a notice board - Application permitted with conditions August 2007

05/02348/FUL (Full Application) -The installation of new porch gates to the south side - Application permitted with conditions October 2005

## POLICY

Section 38(6) of the Planning and Compulsory Purchase Act 2004 repeats the duty imposed under S54A of the Town and Country Planning Act 1990 and requires that decision must be made in accordance with relevant Development Plan Documents unless material considerations indicate otherwise.

The development plan comprises The Somerset and Exmoor National Park Joint Structure Plan Review and the South Somerset Local Plan (adopted April 2006).

The policies of most relevance to the proposal are:

Somerset and Exmoor National Park Joint Structure Plan

STR1 (Sustainable Development)

STR4 (Development in Towns)

Policy 9 (The Built Historic Environment)

South Somerset Local Plan (Adopted April 2006)

ST5 (General Principles of Development)

ST6 (Quality of Development)

EH1 (Conservation Areas)

EH3 (Change of Use of Listed Buildings and Alterations to Listed Buildings)

EH5 (Development Proposals Affecting the Setting of Listed Buildings)

National Guidance PPS5 (Planning for the Historic Environment)

## CONSULTATIONS

SSDC Technical Services - No comment

SCC Highways - No observations

English Heritage - Awaiting comments

All Amenities Society - Awaiting comments

## REPRESENTATIONS

2 site notices erected (listed building in conservation area) and advert placed in local press

## CONSIDERATIONS

The main considerations here are:

- Does the proposal constitute any adverse impact on the Grade I listed building or its setting?
- Impact of the proposal on the setting of the Yeovil Town Conservation Area

**RECOMMENDATION**

The views of the Town Council are invited

## PLANNING DECISIONS

- 10/03832/FUL The erection of a front entrance porch at 96 Chelston Avenue, Yeovil Somerset BA21 4PT.  
Applicant Mr Neil Laycock
- APPROVAL** subject to conditions
- 10/03694/FUL The erection of a conservatory to rear of dwelling and rear fence relocated at 24 Long Mead Brympton Yeovil Somerset BA21 3RH.  
Applicant Mr Paul Robb
- APPROVAL** subject to conditions
- 10/03658/ADV The display of 1 No. non illuminated fascia with internally illuminated Boots lozenge and 1 No. internally illuminated projecting sign at 39-41 Middle Street Yeovil Somerset BA20 1LG.  
Applicant The Boots Company
- APPROVAL** subject to conditions
- 10/03630/ADV The display of a non illuminated projecting sign at 18 Princes Street Yeovil Somerset BA20 1EW.  
Applicant Mr Benjamin Williams
- APPROVAL** subject to conditions
- 10/03688/FUL The erection of a detached garage at 5 Southway Close Yeovil Somerset BA21 3EU.  
Applicant Mr David Trigg
- APPROVAL** subject to conditions
- 10/03987/FUL The erection of a new site office to serve caravan park at Rustywell Park Ltd 25A Rustywell Park Yeovil Somerset BA20 2NA.  
Applicant Rustywell Ltd
- APPROVAL** subject to conditions
- 10/03892/FUL The erection of a new dwelling with associated parking at Land Adj 42 Forest Hill Yeovil Somerset BA20 2PH.  
Applicant Mr Shane Wood
- APPROVAL** subject to conditions

10/03686/FUL Conversion of existing dwelling to 2 No. flats at 61 West Hendford Yeovil  
Somerset BA20 1XF.  
Applicant Mrs Celia Wright

**APPROVAL** subject to conditions

10/01490/FUL Demolition of existing bungalow and alterations and a two storey extension  
to care home with alterations to vehicular access at Sherborne House  
Sherborne Road Yeovil Somerset BA21 4HF.  
Applicant Altogether Care LLP

**APPROVAL** subject to conditions

**REPORT TABLE FOR TOWN COUNCIL 22 NOVEMBER 2010**

<b><u>APPLICATION NO.</u></b>	<b><u>LOCATION</u></b>	<b><u>PROPOSAL</u></b>	<b><u>OBJECTIONS</u></b>	<b><u>CONSIDERATIONS</u></b>
10/04374/ADV	79-81 Princes Street, Yeovil	The display of 2 no. externally illuminated fascia signs and 2 no. externally illuminated projecting signs	None received at time of writing.	<ul style="list-style-type: none"><li>• Are the signs in keeping with the character of the Conservation Area in terms of siting, design, materials, illumination and scale?</li><li>• Do the signs prejudice public safety?</li></ul>

## 8. COMMITTEE REVENUE ESTIMATES - 2011/12

### **Initial Review**

As requested by the Policy, Resources and Finance Committee, the Finance Working Group has met and carried out an analysis of the Town Council's income and expenditure over the past five years.

The results of this exercise helped to inform the Working Group as they moved to the next stage of their work, which was to review the income and expenditure for the first six months of the current financial year and to draw up proposed draft estimates for each committee to consider during the November cycle of meetings.

The Finance Working Group also reviewed the current financial control policy and has developed a strategy to guide committees on how to approach the 2011/12 budget-setting process.

### **Budget Strategy**

In setting recent year's budgets, the Council has drawn attention to the importance of officers and committees making bids for growth to give careful consideration to the impact of such bids on the overall finances of the Council as part of the initial budget process.

With this in mind, the Finance Working Group met a second time and, taking into consideration known growth bids and inescapable increases, has worked with the officers in drawing up the Committees' draft estimates for 2011/12.

To help co-ordinate the overall process, each Committee has once again been asked by the Working Group to keep their expenditure within the suggested maximum limits – with any proposed increases beyond those suggested being matched by reductions elsewhere in the draft budget.

This approach worked successfully last year, and the Working Group feels that following the same approach this year will ensure that a balanced and sustainable budget is set for 2011/12.

The Working Group has again proposed that contingencies continue to be included in a separate budget and that bids for the use of these funds be considered by the Policy, Resources and Finance Committee. This approach is consistent with the way in which unspent revenue balances are now dealt with, and it ensures that all Committees have the same opportunity to put forward bids for additional expenditure during the year.

This approach has been successfully followed for the last eight years, and the Working Group feel that the same approach should be followed next year.

The Group have also proposed that to ensure a co-ordinated approach is taken to the use of any unspent allocated budgets, committees wishing to carry forward any underspends to the following financial year seek the prior approval of the Policy, Resources and Finance Committee.

The Finance Working Group has provisionally included a further allocation of £20,000 in the 2011/12 estimates towards new initiatives, and has proposed that the service committees put forward bids for the use of this new fund during the next financial year.

## **Contingencies**

At present, contingencies are calculated at 6% of the overall budgets set by the Town Council. In view of the fact that inflation is predicted to rise by 2% over the coming year, and given the ongoing discussions over the future of the Ski and Activity Centre, it is proposed that these be set at 5%.

## **RECOMMENDATION**

The Committee is **RECOMMENDED:**

- (1) to note and support the budget strategy drawn up by the Finance Working Group; and
- (2) to consider the notes on page 22 and the draft estimates attached at page 23, with a view to making recommendations to the Policy, Resources and Finance Committee.

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

## **NOTES ON BUDGET ESTIMATES**

The Planning and Licensing Committee's anticipated income from its licensing functions is estimated to be £20,000 in the financial year 2011/12, with licensing direct costs expected to be £12,360. These direct costs plus an anticipated planning recharge (in line with inflation) of £13,500 equate to £25,860.

Income for 2011/12 includes the cost of Criminal Records bureau checks for which a corresponding amount is included in expenditure.

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

