



Yeovil Town Council

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Yeovil Town Council

The Meeting... **Yeovil Town Council**

The Time... **7.30pm**

The Date... **Tuesday 3 November 2009**

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

27 October 2009

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

YEOVIL TOWN COUNCIL

Wes Read – Mayor of Yeovil

Philip Chandler - Deputy Mayor

J Vincent Chainey

John Cruddas

Clive Davis

Bridget Dollard

Tony Fife

Julian Freke

Dave Gooding

Pete Goodman

John Grana

David Greene

Peter Gubbins

John Hann

Steve Hawker

Simon Hester

Andrew Kendall

Ruth Kendall

Tony Lock

Ian Martin

Pat Martin

Tom Parsley

David Recardo

Alan Smith

AGENDA

Prayers

Public Comment (15 Minutes)

1. MINUTES

To confirm as a correct record the Minutes of the previous meeting held on 6 October 2009.

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

4. MAYOR AND DEPUTY MAYOR'S RECENT AND FORTHCOMING ENGAGEMENTS AND ANNOUNCEMENTS

(See attached at pages 3 to 4).

5. CORRESPONDENCE

6. PRESTON SCHOOL – DEVELOPMENT OF SPORTS FACILITIES

Tony Bloxham, Principal of Preston Community School will attend the meeting and give a presentation on proposals for the development of sports facilities at the School for the benefit of pupils and the local community.

A copy of a report recently produced by Knight, Kavanagh and Page (KPP) to deliver a “blueprint” for the initiative is attached at 5 to 24.

7. CHRISTMAS/NEW YEAR OFFICE OPENING ARRANGEMENTS

This year, Christmas Day and Boxing Day will fall on Friday 25 and Saturday 26 December respectively and, being public holidays, the office will be closed on Friday 25 and Monday 28 December (in lieu of Saturday 26 December). The office will also be closed on the following Friday 1 January for the New Year public holiday.

It is usual practice for the staff to take one of their statutory days at this time of the year, and the staff have requested that this be taken on Thursday 31 December.

Council is **RECOMMENDED** to consider this matter.

8. REPORTS AND RECOMMENDATIONS FROM COMMITTEES AND OTHER MEETINGS

(The Minutes of the following meetings are open to discussion. Where a Committee has made a recommendation, that will be listed on a separate sheet circulated with the Agenda).

Planning and Licensing Committee

28 September 2009

12 October 2009

9. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Yeovil Youth Council 25 to 29

21 September 2009

Yeovil Town Centre Consultative Panel 30 to 33

23 September 2009

Yeovil Crematorium and Cemetery Committee 34 to 37

14 October 2009

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.

10. FORMER GOLDCROFT ALLOTMENT SITE

To consider the confidential report of the Town Clerk (copy circulated separately for Members only).

List of Engagements attended/to be attended by His Worship The Mayor of Yeovil, Councillor Wes Read and the Deputy Mayor of Yeovil, Councillor Philip Chandler from 6 October to 1 December 2009

09/10/09	Deputy Mayor of Yeovil, Councillor Philip Chandler, attended the Park School Prize giving Event
09/10/09	The Mayor of Yeovil, Councillor Wes Read, attended Yeovil Amateur Operatic Society 'The Gondaliers'
10/10/09	The Mayor of Yeovil, Councillor Wes Read, attended a Leukaemia Research fundraising event at Ivel Barbarians
11/10/09	The Mayor of Yeovil, Councillor Wes Read, attended Verwood's Civic Service
13/10/09	The Mayor of Yeovil, Councillor Wes Read, attended a fundraising evening at Mulberrys Bistro
13/10/09	Deputy Mayor of Yeovil, Councillor Philip Chandler, attended the SSVCA AGM
15/10/09	The Mayor of Yeovil, Councillor Wes Read, will attended the Under 16 Victory Shield, England -v- Wales, at Yeovil Town Football Park
17/10/09	The Mayor of Yeovil, Councillor Wes Read, attended New Image opening
17/10/09	The Mayor of Yeovil, Councillor Wes Read, attended Bright Sparks' fundraising evening
20/10/09	The Mayor of Yeovil, Councillor Wes Read, attended the official opening the Yeovil Relate premises
20/10/09	The Mayor of Yeovil, Councillor Wes Read, attended the 'topping out' ceremony of the new nursing home at Hendford Hill
21/10/09	The Deputy Mayor of Yeovil, Councillor Philip Chandler, attended the Yeovil, Sherborne and District Samaritans Annual General Meeting
21/10/09	The Deputy Mayor of Yeovil, Councillor Philip Chandler, attended Weymouth and Portland Civic Day
21/10/09	The Mayor of Yeovil, Councillor Wes Read, attended South Somerset Disability Forum's Coffee morning
21/10/09	The Mayor of Yeovil, Councillor Wes Read, attended Connexions' Career Fair
22/10/09	The Mayor of Yeovil, Councillor Wes Read, attended the Poppy Launch Appeal at Haynes Motor Museum
22/10/09	The Mayor of Yeovil, Councillor Wes Read, attended the 24 hour sponsored bike challenge
22/10/09	The Deputy Mayor of Yeovil, Councillor Philip Chandler, attended the Friends of St Johns Talk
23/10/09	The Mayor of Yeovil, Councillor Wes Read, attended the UCY Graduation Day Ceremony
23/10/09	The Mayor of Yeovil, Councillor Wes Read, attended Royal Naval Associations Annual Trafalgar Night Dinner
24/10/09	The Mayor of Yeovil, Councillor Wes Read, attended Yeovil Marine and Sea Cadets Dinner
24/10/09	The Mayor of Yeovil, Councillor Wes Read, and Deputy Mayor of Yeovil, Councillor Philip Chandler, attended the Poppy Appeal Launch
25/10/09	The Mayor of Yeovil, Councillor Wes Read, attended the Alzheimer Society's Memory Walk
28/10/09	The Mayor of Yeovil, Councillor Wes Read, attended St Margaret's Hospice Life for a Life cheque presentation.
29/10/09	The Mayor of Yeovil, Councillor Wes Read, will host the Annual Clergy and Faith Group Leaders Tea
30/10/09	The Mayor of Yeovil, Councillor Wes Read, will judge the Holy Trinity Christmas Card Competition

31/10/09	Deputy Mayor of Yeovil, Councillor Philip Chandler, will attend a concert of the Salvation Army
01/11/09	The Mayor of Yeovil, Councillor Wes Read, will attend the 'Oh What A Night' show at the Octagon Theatre
06/11/09	The Mayor of Yeovil, Councillor Wes Read, will attend the prizegiving of the Holy Trinity Christmas Card competition
07/11/09	Deputy Mayor of Yeovil, Councillor Philip Chandler, will attend Somerset County Federation of Women's Institutes Annual Meeting
08/11/09	The Mayor of Yeovil, Councillor Wes Read, along with Members of the Town Council, will attend Remembrance Sunday
10/11/09	The Mayor of Yeovil, Councillor Wes Read, will host a visit from the Holy Trinity Scout Group at the Town House
11/11/09	The Mayor of Yeovil, Councillor Wes Read, will attend the Remembrance Day service
17/11/09	The Mayor of Yeovil, Councillor Wes Read, will host a visit from the Wessex Scout Group
18/11/09	The Mayor of Yeovil, Councillor Wes Read, will attend the performance of Footloose by Yeovil Youth Theatre Group
19/11/09	The Mayor of Yeovil, Councillor Wes Read, will attend Preston School Presentation Evening
21/11/09	The Mayor of Yeovil, Councillor Wes Read, will open the Methodist Church's Christmas Fayre
21/11/09	The Mayor of Yeovil, Councillor Wes Read, will attend Leukaemia Research Social Evening
21/11/09	The Mayor of Yeovil, Councillor Wes Read, will attend the second of the Yeovil & District Chrysanthemum & Dahlia Society's shows
23/11/09	The Mayor of Yeovil, Councillor Wes Read, will attend Preston School Year 11 Leavers Presentation Evening
25/11/09	The Mayor of Yeovil, Councillor Wes Read, will attend the 'Dragons Den' event at Preston School
26/11/09	The Mayor of Yeovil, Councillor Wes Read, will attend the Good Fellowship Club for Christmas dinner
26/11/09	The Mayor of Yeovil, Councillor Wes Read, will attend the Christmas Lights Switch-on ceremony
27/11/09	The Mayor of Yeovil, Councillor Wes Read, will host the Annual Mayor's Charity Ball
28/11/09	The Mayor of Yeovil, Councillor Wes Read, will attend 'From a Distance' at the Swan Theatre
28/11/09	The Mayor of Yeovil, Councillor Wes Read, will attend West Abbey Care Centre Annual Christmas Fayre
29/11/09	The Mayor of Yeovil, Councillor Wes Read, will attend St Margaret's Life up a Life Service at St John Church



PRESTON SCHOOL/SOMERSET LEISURE

A BLUEPRINT FOR THE DEVELOPMENT OF SPORTS FACILITIES AT PRESTON SCHOOL, YEOVIL

DRAFT REPORT

SEPTEMBER 2009

Integrity, Innovation, Inspiration

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Quality assurance	Name	Date
Report origination	Jonathan Woods	July 2009
Quality control	John Eady	July 2009
Client comments	Tony Bloxham	July 2009
Final amendments	Jonathan Woods	September 2009

PRESTON SCHOOL/SOMMERSET LEISURE PRESTON SCHOOL BLUEPRINT

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PRESTON SCHOOL/SOMMERSET LEISURE

PRESTON SCHOOL BLUEPRINT

INTRODUCTION

This is the final report by Knight, Kavanagh & Page (KKP) to deliver a 'blueprint' for the development of sports facilities at Preston School, Yeovil, Somerset. It:

- ◀ Identifies a mix of facilities that could satisfy both Preston School curriculum needs and those of the local community provided by Somerset Leisure.
- ◀ Provides a basis for the development of a consensus amongst partners about the proposed approach.

Preston School and Somerset Leisure are seeking to extend the 'sports offer' to pupils and the local community and, in so doing, to enhance its programme of curricular and extra-curricular activities. The potential capital finding available for this project from both organisations combined is in the region of £400,000. The intention of developing new sports facilities is to:

- ◀ Increase income derived from the sports facilities at Preston School.
- ◀ Widen the range of opportunities and increase the number of people who are regularly physical activity.
- ◀ Provide additional indoor space.
- ◀ Improve the quality of what is provided.
- ◀ Improve opportunities for pupils and local people to participate in sport.

Research and consultation undertaken prior to production of this report sought to answer the following key questions:

- ◀ Is the local community profile sufficient to sustain an extended community sports centre?
- ◀ What are the strategic drivers for this development, if any?
- ◀ What other facilities exist within the local and surrounding area?
- ◀ What are the gaps in provision?
- ◀ What are the views of South Somerset DC, NGBs and other stakeholders on the facility proposals?
- ◀ What is the potential impact of a new development on existing provision?
- ◀ Can/how can such a development be made to 'stack up'?

Subsequent information is incorporated into this report.

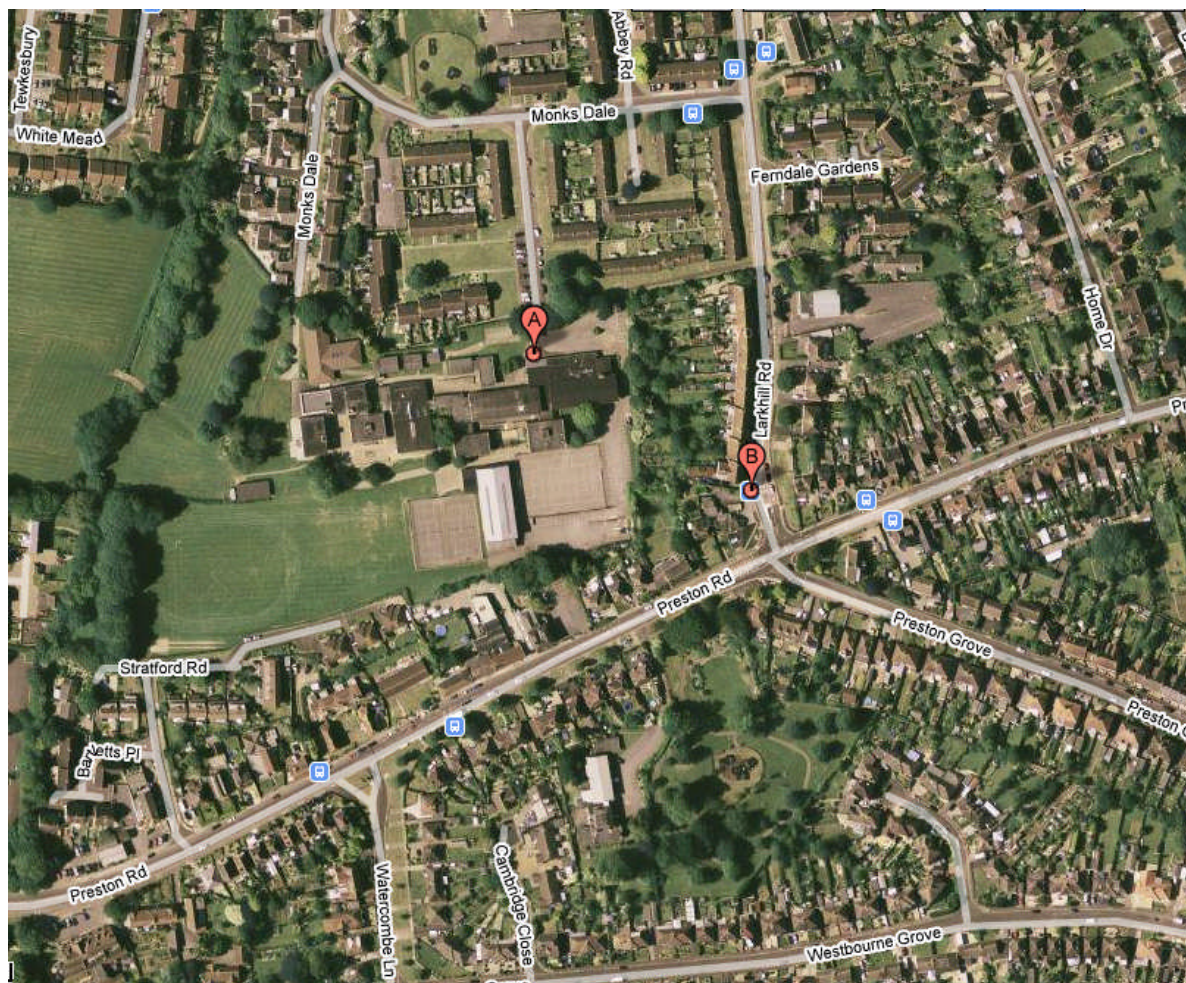
BACKGROUND

Preston School is a local authority community school. It caters for pupils between the age of 11 to 16 and is co educational. Preston School admits 195 students annually with a maximum roll of 975. It is a Specialist Business and Enterprise College with an extensive school site extending to over 7 hectares (17 acres). The School is located on Monks Dale in Yeovil, as illustrated by figure 1 below:

An Ofsted inspection in March 2009 found that "the proportion of students eligible for free school meals is well below the national average". Vocational courses in sport are offered to pupils at Key Stage 4. There is, however, reported to be insufficient indoor space to meet all curriculum requirements.

PRESTON SCHOOL/SOMMERSET LEISURE PRESTON SCHOOL BLUEPRINT

Figure 1: Location of Preston School



Source: Google maps 2009

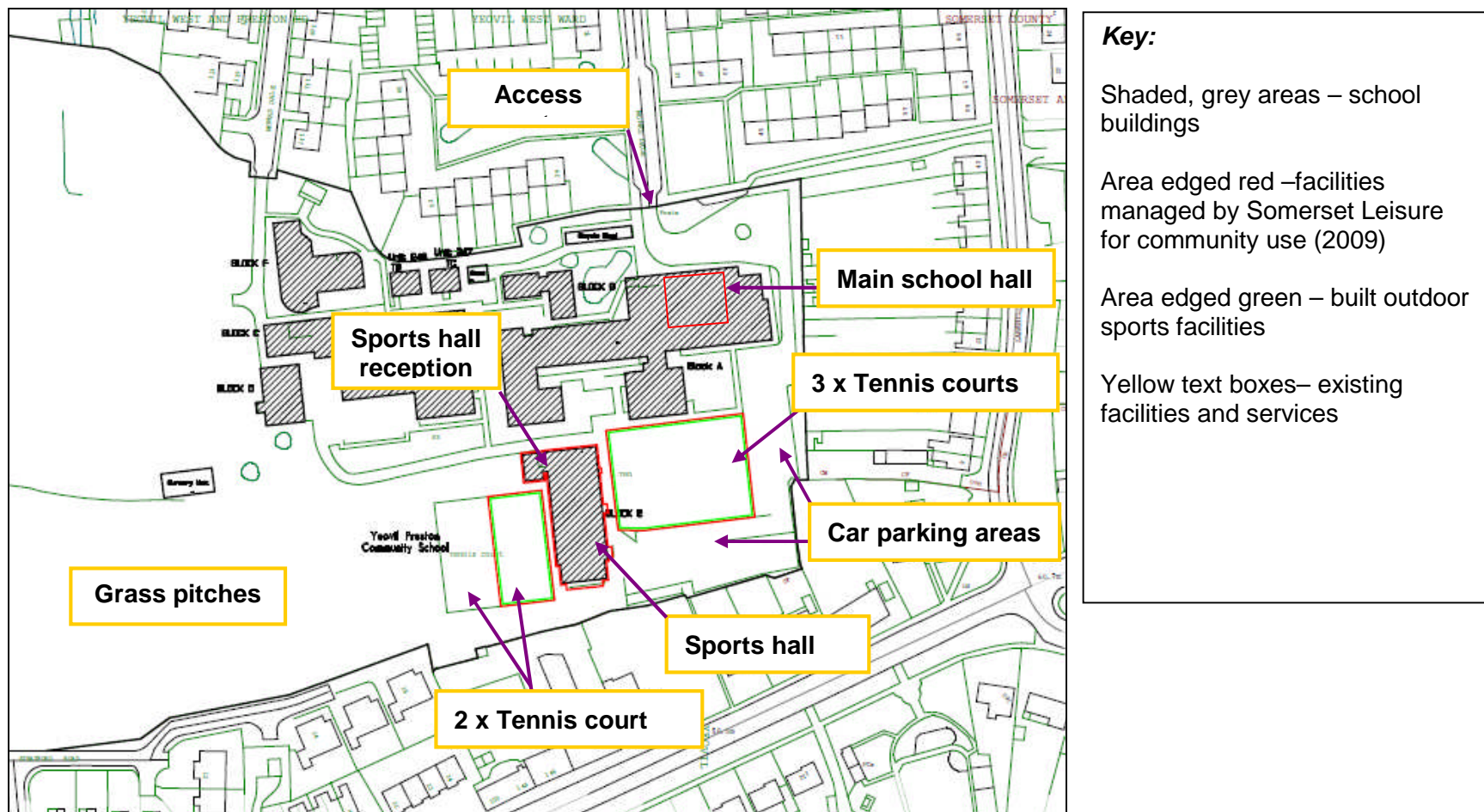
Existing sports facilities

The following facilities are used for PE and community sport at the School:

Facilities used for PE and sport		Available for community use
Indoor	Multi purpose, 4-badminton court sports hall (with 2 changing rooms).	✓
	Main School Hall with semi sprung floor (with 2 changing rooms) – suitable for aerobics, dance, martial arts etc.	✓
	Various small meeting rooms.	✓
Outdoor	Floodlit, enclosed, tarmac area – 2 training or 1 competition netball court/5 a side football	✓
	Enclosed, tarmac area, no lights – 2 tennis courts/2 training netball courts	✓
	Various grass pitches	✓

PRESTON SCHOOL/SOMMERSET LEISURE PRESTON SCHOOL BLUEPRINT

Figure 2: Existing site plan



Source: Somerset County Council

PRESTON SCHOOL/SOMMERSET LEISURE

PRESTON SCHOOL BLUEPRINT

Two organisations operate and deliver PE and community sports activities. They are:

Name	Description
Preston School	Primary users of the facilities for sport and non-sport activities.
Somerset Leisure	Operators of Preston School 'sports facilities' for community use under a dual use agreement.

Assessment

The facilities comprise a small, friendly Sports Centre on the west side of Yeovil. There is an emphasis on club use but scope to accommodate casual users. A review of the current situation undertaken by KKP identified the following issues:

- ✦ Facilities used for sport are old but in reasonable condition.
- ✦ They comprise plenty of space, which could be used more effectively.
- ✦ There is a limited range of facilities, which restricts flexibility. For example, there are periods that are problematic because facilities usually used for PE and school sport are used for non-PE/sports activities (e.g., exams) and no alternative provision is available.
- ✦ Changing accommodation is small and poor.
- ✦ There are no designated 'indoor', 'outdoor'/'school' or 'community' changing rooms.

Community use of sport facilities is further hampered by:

- ✦ Changing accommodation that is used by both pupils and community users.
- ✦ The configuration and mix of facilities used for sport, which makes it difficult to facilitate both school and community use.
- ✦ Limited daytime car parking during school times.
- ✦ Problematic access (i.e., the sports hall area is located at the rear of the school, which is located in a residential area)
- ✦ Poor visibility of the 'sports hall reception' – work (e.g., improvements to signage, road markings, entrance features etc.) should be undertaken to improve community access to, and visibility of, 'sports hall reception'.
- ✦ Problematic bus/coach access/parking/turning during school days.

Local profile

The School is located in a relatively affluent, residential area. Levels of participation in South Somerset (it is not possible to make an accurate, reliable assessment for smaller administrative areas) are similar to South West and national averages (21.8% – 28.8% in South Somerset and 22.5% and 21.3% in the South West and England respectively).

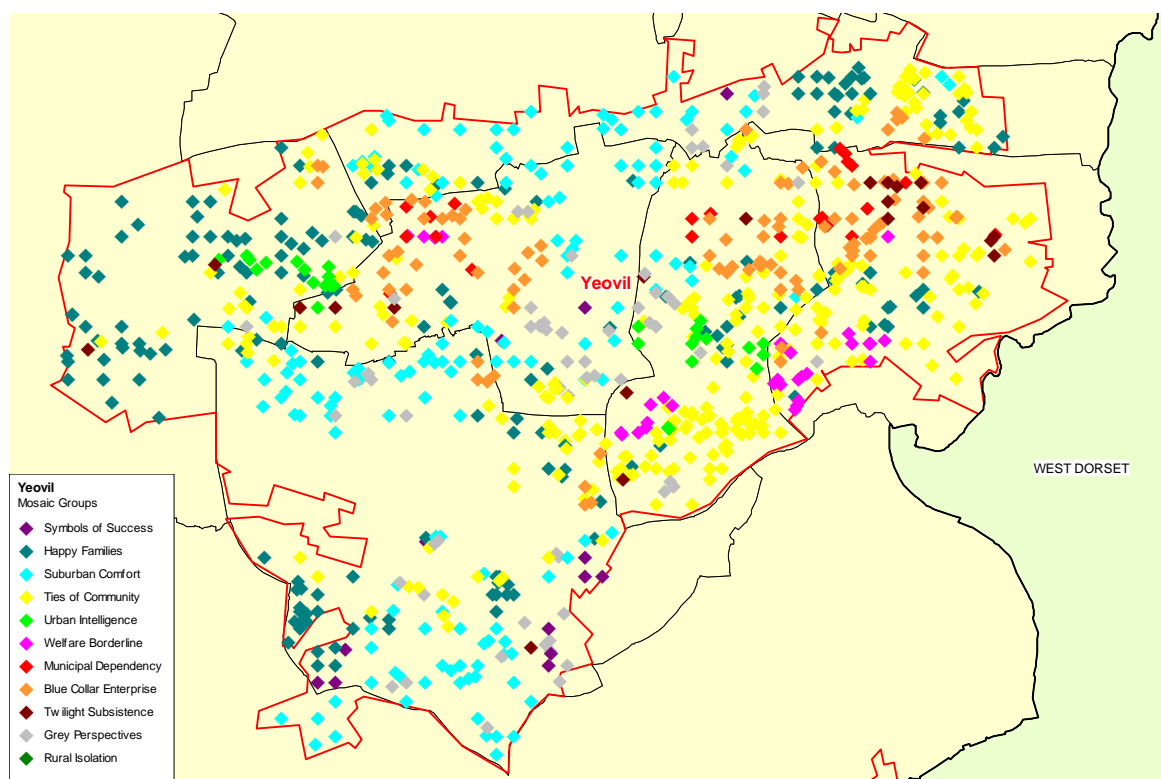
The largest mosaic segment within South Somerset is the 'Settling Down Males' group, which comprises 10.22% of households, as opposed to 10.1% regionally and 9.4% nationally. 'Settling Down Males' are defined (by Sport England) as "sporty male professionals, buying a house and settling down with partner". They are most likely to be attracted to; canoeing, skiing, cricket, golf, cycling, cricket, squash and football.

PRESTON SCHOOL/SOMMERSET LEISURE PRESTON SCHOOL BLUEPRINT

A more detailed profile of Yeovil's socio-demographic profile is provided by Experian. Based on this analysis the population of Yeovil is largely made-up of the groups described as 'Ties of the Community' and 'Suburban Comfort'. The latter is more concentrated around Preston School (see figure 3 below). It is defined as:

People who have successfully established themselves and their families in comfortable homes in mature suburbs. Children are becoming more independent, work is becoming less of a challenge and interest payments on homes and other loans are becoming less burdensome. With more time and money on their hands, people can relax and focus on activities that they find intrinsically rewarding.

Figure 3: Distribution of Mosaic groups in Yeovil



Sports facilities should be presented, marketed, promoted and operated in ways that are sympathetic to the needs and motivations of local people and activities provided accordingly. Appropriate activities could include dance and exercise classes. It is also important that supplementary mechanisms and resources are employed to assist with targeting these groups and increase levels of participation via associated outreach programmes in local communities, thereby optimising the use and related income generation of sports facilities.

PRESTON SCHOOL/SOMMERSET LEISURE

PRESTON SCHOOL BLUEPRINT

Strategic drivers

The implications of local policy, plans and aspirations can influence what, and how, sports facilities are developed. The most significant local issues are:

- ◀ Somerset County Council and South Somerset District Council's aspiration to increase levels of participation in sport and physical activity.
- ◀ Proposals to develop a 'sports hub' in Yeovil as part of implementing Yeovil Vision.
- ◀ South Somerset District Council's plans to develop 'Yeovil Sports Zone', which comprises wet and dry and indoor and outdoor sports facilities. The Zone is predicated on existing and future need and unmet demand for sports facilities in South Somerset and Yeovil, most noticeably:
 - ◀ A projected shortfall of 10 badminton courts by 2027.
 - ◀ Limited, and poor quality, synthetic turf pitches (STPs) in the town.
 - ◀ A current over supply of health and fitness gyms in Yeovil, and projected demand for additional stations by 2027.
 - ◀ Poor access to day time use of existing sports facilities by local residents.
 - ◀ There are no appropriately specified competition venues in Yeovil.
- ◀ Local Planning Authority concern about increasing community use of Preston School facilities and increasing 'traffic flows' to and from the Campus.

THE 'BLUEPRINT'

The purpose of this 'blueprint' is to propose how sports facilities could be developed at Preston School to help optimise their use, improve income generation potential and enhance impact. It is, at this stage, a 'discussion document' intended to stimulate dialogue between the School and Somerset Leisure and promote a response with the ultimate aim of encouraging development of a consensus. The proposals outlined below assume that, with new facilities, there are sufficient sports facilities to cater for school curriculum needs. This 'blueprint' is also based on a collaborative approach to the management, operation and development of sports facilities.

The principal requirements of developing new PE and sports facilities are summarised as:

- ◀ Increase indoor space.
- ◀ Increase the variety of activities possible.
- ◀ Improve and increase changing accommodation

Development of new sports facilities

A 'consultation workshop' on 26 June 2009 comprised delegates from Year 9 pupils, school (teaching, ancillary and PE) staff, Somerset Leisure, South East Somerset School Sports Partnership and local residents considered five scenarios designed to address some, or all, of the issues identified above and those expressed during consultation. In doing so delegates identified two additional scenarios/amended two of the five scenarios. The seven scenarios are described and assessed below:

PRESTON SCHOOL/SOMMERSET LEISURE PRESTON SCHOOL BLUEPRINT

Scenarios

Scenario	Proposed facilities	Indicative cost (£) ¹
1	Retain: <ul style="list-style-type: none"> ◀ 4-badminton court sports hall (including 2 changing rooms, office and storage) ◀ Reception area ◀ Three floodlit, fenced tennis courts ◀ Single fenced tennis court Develop: <ul style="list-style-type: none"> ◀ Tented Indoor Sports Area (TISA) on site of two fenced tennis court. 	495,000
2	Retain: <ul style="list-style-type: none"> ◀ 4-badminton court sports hall (including two changing rooms, office and storage) ◀ Reception area ◀ Three floodlit, fenced tennis courts ◀ Single fenced tennis court Develop: <ul style="list-style-type: none"> ◀ TISA on site of two fenced tennis courts. ◀ 2 team changing room 	795,000
2A	Retain: <ul style="list-style-type: none"> ◀ 4-badminton court sports hall (including two changing rooms, office and storage) ◀ Reception area ◀ Three floodlit, fenced tennis courts ◀ Single fenced tennis court Develop: <ul style="list-style-type: none"> ◀ TISA on site of two fenced tennis courts, converted (with a partition wall) to include a 30 station fitness room (i.e., 150m²) and two or three tennis courts. ◀ 2 team changing room 	850,000
3	Retain: <ul style="list-style-type: none"> ◀ 4-badminton court sports hall (including two changing rooms, office and storage) ◀ Reception area ◀ Three floodlit, fenced tennis courts ◀ Single fenced tennis court Develop: <ul style="list-style-type: none"> ◀ Exercise studio on site of two fenced tennis courts. ◀ 4 team changing room ◀ Multi-Use Games Area (MUGA) 	1,047,000

¹ Indicative costs are taken from the Sport England website. They are derived from building costs for the second quarter in 2009, and are recognised to be on the 'high side'. They have been scrutinised (and amended accordingly) by an architect, but they have not been market tested. Actual costs based on detailed site plans could be considerably cheaper. If, however, site conditions are more difficult than expected costs could be more expensive.

PRESTON SCHOOL/SOMMERSET LEISURE PRESTON SCHOOL BLUEPRINT

Scenario	Proposed facilities	Indicative cost (£) ¹
3A	Retain: <ul style="list-style-type: none"> ◀ 4-badminton court sports hall (including two changing rooms, office and storage) ◀ Reception area ◀ Three floodlit, fenced tennis courts ◀ Single fenced tennis court Develop: <ul style="list-style-type: none"> ◀ Exercise studio on site of two fenced tennis courts. ◀ 2 team changing room 	692,000
4	Retain: <ul style="list-style-type: none"> ◀ 4-badminton court sports hall (including two changing rooms, office and storage) ◀ Reception area ◀ Three floodlit, fenced tennis courts Develop: <ul style="list-style-type: none"> ◀ 2 court MUGA ◀ 2 team changing room 	420,000
5	Retain: <ul style="list-style-type: none"> ◀ 4-badminton court sports hall (including two changing rooms, office and storage) ◀ Reception area ◀ 2 fenced tennis courts Develop: <ul style="list-style-type: none"> ◀ 3 court MUGA on site of 3 floodlit, fenced tennis courts ◀ 2 team changing room 	480,000

Note: indicative costs for each proposal include an allocation of £20,000 towards improving signage, road markings, entrance features etc.

Indicative costs exclude:

- ◀ Design and planning costs
- ◀ Inflation beyond current 2Q2009 prices
- ◀ Site abnormalities such as poor ground conditions, difficult access etc.
- ◀ VAT

PRESTON SCHOOL/SOMMERSET LEISURE

PRESTON SCHOOL BLUEPRINT

Assessment

The scenario assessment is based on adaptation of an assessment 'tool' developed by KKP for site options appraisals elsewhere in the UK. It incorporates many of the aspirations expressed (during consultation conducted as part of this study) by Preston School and Somerset Leisure. It is based on scoring 13 criteria on a scale from 1 to 5, where 1 = very poor and 5 = excellent. The scores are multiplied by factor of 10, 15 or 20 depending on their significance. The criteria are described below:

Assessment criteria

Criteria	Explanation
Income generation potential.	Likelihood of generating increased income.
Increased operating cost	Requirement to increase income without significantly increasing expenditure (e.g., additional supervisory staff will increase operating costs) (lowest score = highest operating cost).
Greater range of facilities.	More facilities providing a greater range of opportunities for pupils and the community to participate in sport and physical activity.
Increase the number of people who are regularly physical activity.	Local, regional and national health and social policy extol benefits of regular physical activity, but some activities are more popular than others.
Provide additional indoor space.	The School's Ofsted report (2008) identified a shortage of large indoor spaces. PE and community sport activities are displaced from school buildings/rooms used for sport when they are utilised for school non-sport activities (e.g., exams). Additional indoor space would help to reduce occurrence of this happening/its impact when it does.
Improve quality of what is provided	Cultural facilities in South Somerset are reported to have become worse since 2005. New and improved sports facilities would help to improve this situation.
Improve opportunities for pupils and local people	A greater variety of facilities will increase the range of activities and opportunities available.
Life expectancy	The length of time before a facility needs replacing influences the speed with which sufficient funding can be accrued for its replacement.
Changing accommodation	Changing accommodation used for PE and sport is assessed to be poor. Additional changing accommodation would improve this situation
Impact	Potential 'wow factor' of development (highest score = greatest visual impact).
Appeal	The level of support for facilities expressed by consultees gives an indication of its appeal and potential level of use (highest score = greatest appeal).
Cost	The total working budget for development of new sports facilities is in the region of £450k (highest score = closest to working budget).
Additionality	In this situation 'additionality' is defined as 'the development of facilities that are different from, and complement, existing provision' (highest score = greatest additionality).

PRESTON SCHOOL/SOMMERSET LEISURE PRESTON SCHOOL BLUEPRINT

Assessment scoring

The scenarios are scored against each 'assessment criteria' as follows:

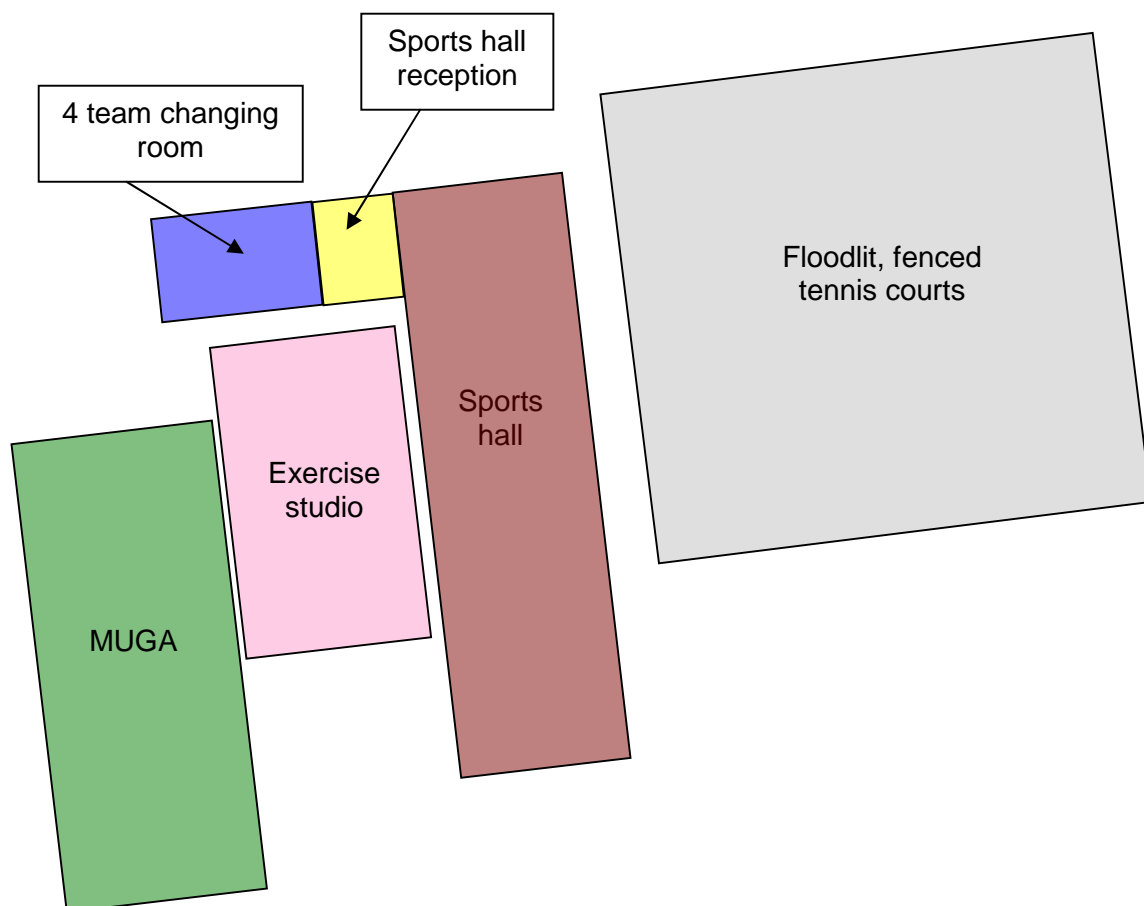
Criteria	Weighting	Score	Scenario						
			1	2	2A	3	3A	4	5
Income generation potential.	20	Actual	2	3	4	4	3	3	3
		Weighted	20	30	40	40	30	30	30
Increased operating cost	15	Actual	4	3	1	3	4	4	5
		Weighted	40	30	10	30	40	40	50
Greater range of facilities.	15	Actual	2	2	4	3	3	2	2
		Weighted	20	20	40	30	30	20	20
Increase the number of people who are regularly physical activity.	15	Actual	2	2	5	4	4	2	2
		Weighted	20	20	50	40	40	20	20
Provide additional indoor space.	15	Actual	5	5	4	4	4	1	1
		Weighted	50	50	40	40	40	10	10
Improve quality of what is provided	15	Actual	3	4	4	5	4	3	3
		Weighted	30	40	40	50	40	30	30
Improve opportunities for pupils and local people	15	Actual	1	1	5	4	3	2	2
		Weighted	10	10	50	40	30	20	20
Life expectancy	10	Actual	2	2	3	5	5	4	4
		Weighted	20	20	30	50	50	40	40
Changing accommodation	15	Actual	1	3	3	5	3	3	3
		Weighted	10	30	30	50	30	30	30
Impact	10	Actual	4	4	4	3	3	1	1
		Weighted	40	40	40	30	30	10	10
Appeal	10	Actual	3	4	4	4	3	2	1
		Weighted	30	40	40	40	30	20	10
Cost	15	Actual	4	2	2	1	3	5	5
		Weighted	40	20	20	10	30	50	50
Additionality	20	Actual	3	4	5	5	4	1	2
		Weighted	30	40	50	50	40	10	20
Total score			360	390	480	500	460	330	340
Priority rank			5	4	2	1	3	6	7

PRESTON SCHOOL/SOMMERSET LEISURE PRESTON SCHOOL BLUEPRINT

Preferred scenario

On this basis the preferred scenario is to; retain the 4-badminton court sports hall (including two changing rooms, office and storage), reception area, three floodlit, fenced tennis courts, covert one of the two fenced tennis courts in to a Multi-Use Games Area (MUGA) and develop an exercise studio on the other fenced tennis court. The scenario also includes development of a 4 team changing room. The plan below is illustrative of this scenario:

Figure 4: Scenario 3 site plan



PRESTON SCHOOL/SOMMERSET LEISURE PRESTON SCHOOL BLUEPRINT

Key advantages of proposed approach

Organisation	Potential benefits of/rationale for preferred scenario
Preston School	<ul style="list-style-type: none"> ◀ Improved relationship/profile/association with local community. ◀ Increased indoor space. ◀ Potential to 'relocate' activities that use the sports hall so that the space can be used for sports development activity, thereby increasing the range of activities available. ◀ Improved flexibility and ability to sustain PE and community sport activities throughout the academic year. ◀ Opportunity for 'indoor' and 'outdoor'/'school' and 'community' changing rooms. ◀ Curriculum enrichment and enhanced promotion of the School offer. ◀ High quality sporting offer adding value and assisting School to attract pupils. ◀ Capacity to generate surplus income to reinvest in sports facilities. ◀ Opportunity to expand the range of vocational courses available. ◀ Extension the School ethos to encourage use of facilities by local residents. ◀ Potential to provide a greater diversity of activities (e.g., dance, martial arts), particularly for girls and boys less likely to engage in 'traditional sports/team games. ◀ Opportunities to link with 'business and enterprise' syllabus. ◀ The 'extended schools' initiative encourages all secondary schools to increase levels of community use of school facilities. A more co-ordinated approach could increase opportunity for day-time and peak time access to sports facilities. ◀ Improved financial performance and with little financial revenue liability. ◀ Capacity to generate surplus income to reinvest in sports facilities infrastructure. ◀ Hassle free operation and capacity to influence community programme ensuring out of hours opportunity for School pupils. ◀ Opportunity to expand the range of Step into Sport club partnership options and related vocational courses. ◀ Option to be hub site for 'non-traditional' sport across a range of disciplines for the SSP and the wider county.
Somerset Leisure	<ul style="list-style-type: none"> ◀ Particularly if proposed changes are made to the site specification, it will fit the SCC 'model' of effective, efficient leisure sites optimising levels of community access. ◀ Improved contribution to achievement of company objectives and targets. ◀ Potential for designated community changing rooms. ◀ Improved service (i.e., range and age of facilities offered). ◀ More comprehensive response to community need. ◀ Opportunity to balance income generation potential with quality development focused programmes.

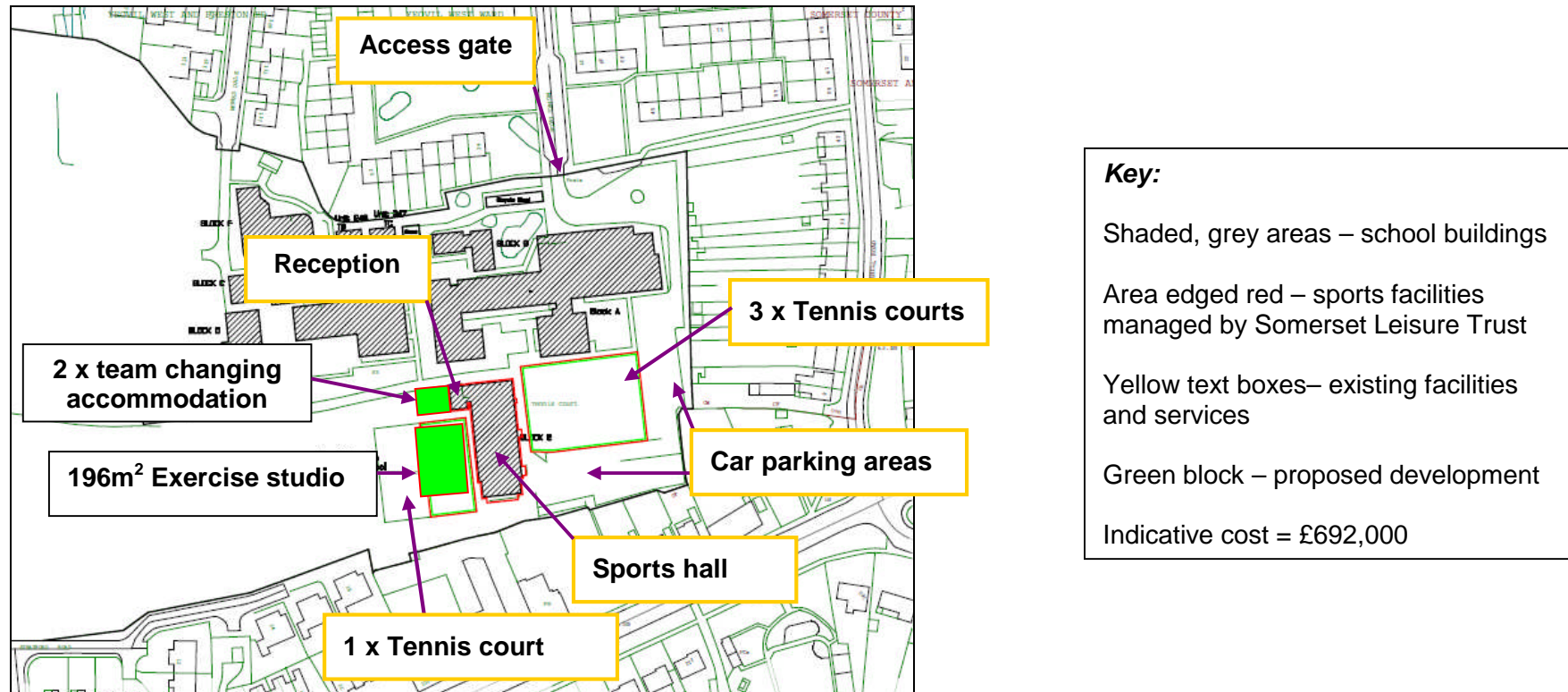
Additional sports facilities (and changing accommodation) at the School is likely to be financially more viable and to have an impact greater than the existing 'offer'.

PRESTON SCHOOL/SOMMERSET LEISURE PRESTON SCHOOL BLUEPRINT

Phased approach

In view of the relatively high indicative costs of Scenario 3 a phased approach is suggested. It would allow development to start in the short-term and for completion to happen in the long-term when sufficient money is available. The following approach is proposed:

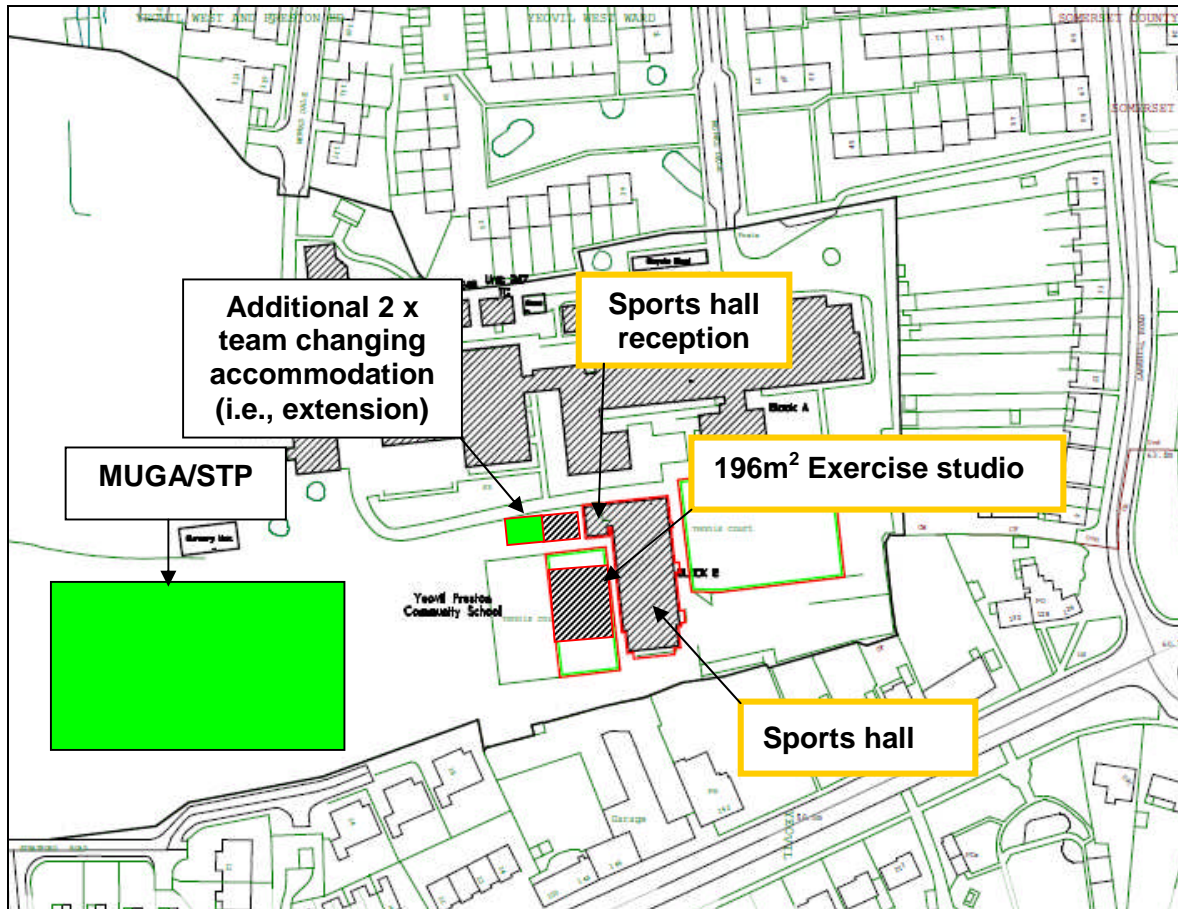
Figure 5: Proposed (short term) site plan re sports facilities development



Source: Somerset County Council

PRESTON SCHOOL/SOMMERSET LEISURE PRESTON SCHOOL BLUEPRINT

Figure 6: Suggested (long term) site plan (re sports facilities development)



Key:

- Shaded, grey areas – school buildings
- Area edged red – sports facilities managed by Somerset Leisure Trust
- Green block – proposed development

Indicative cost (based on Q2 2009 prices) = £355,000+. Development of a STP will cost significantly more.

Source: Somerset County Council

PRESTON SCHOOL/SOMMERSET LEISURE

PRESTON SCHOOL BLUEPRINT

Usage

Optimising use of sports facilities is key to enhancing their impact and income generating potential. A flexible, co-ordinated approach to programming will help to increase the time they are in use and minimise disruption caused by maintenance work and other occasional activity. For example, use of the exercise studio by school pupils and local residents when the sports hall is required for exams will help to alleviate the disruption that is otherwise caused. It will be important to ensure that both organisations collaborate effectively to make this happen.

The Campus could become a training venue, particularly with several flexible and attractive multi-use spaces and the availability of teaching space (i.e., class rooms). Of particular significance are:

- ◀ The conference and ancillary facilities (which includes video conferencing).
- ◀ Teaching or lecture rooms/indoor spaces for 'chalk and talk' sessions.

Operation

It is proposed (and assumed) that Somerset Leisure would operate the sport facilities. This would assist both parties to:

- ◀ Manage and co-ordinate operational links.
- ◀ Ensure optimal school and community use of facilities.
- ◀ Ensure optimal engagement of young people attending the School in after-lesson based and local club opportunity.
- ◀ Enable a more comprehensively programmed, cross-facility (and this developmental) approach to facility use.
- ◀ Engender more flexibility with regard to identifying and 'selling' daytime access to sports facilities (e.g., when it is known that facilities are not required by the School community use could, and should, be encouraged).
- ◀ Lead to better utilisation of the various activity spaces available.
- ◀ Increase net revenue generation while allowing revenue (in particular staffing) costs to be kept to a minimum.

It is considered likely that income will increase as the result of development of new facilities and that community use of all sports facilities could generate significantly more than is currently the case. In addition, activities and programmes currently unavailable for pupils (e.g., dance) and local residents (e.g., yoga) will be more easily (and successfully) provided in a more conducive environment. A jointly planned maintenance and upgrading programme across all facets of the site is recommended.

PRESTON SCHOOL/SOMMERSET LEISURE

PRESTON SCHOOL BLUEPRINT

Community use agreement

It has not been possible (or necessary) to review the agreement between Preston School and Somerset Leisure, but with the likelihood that a new agreement will be necessary any future community use agreement should be based on Sport England's model community use agreement (see www.sportengland.org/kitbag_cua.doc) and include the following key points:

- ◀ Aim(s), objectives and targets for community use.
- ◀ The respective responsibilities of each partner to provide sports facilities.
- ◀ Why each partner is promoting community use of sports facilities.
- ◀ What each partner hopes to achieve from offering community use of its sports facilities.
- ◀ Identification of mechanisms to manage and operate the sports facilities.
- ◀ Marketing protocols and requirements.
- ◀ Financial management, responsibilities and commitments (e.g., Which agency(s) is/are responsible for 'financially underwriting' the sports facilities in the case of a shortfall? How will surpluses be used?)
- ◀ Financial responsibility for maintaining, rebuilding, refurbishing or extending sports facilities.
- ◀ Monitoring, evaluation and review processes.
- ◀ Term of the Agreement.
- ◀ Termination of the Agreement.

Performance measurement

It is proposed that the sports facilities are operated to the following single main core indicator:

- ◀ Working within agreed financial parameters, the number/proportion of young/all people that use the Preston School Sports Centre for sport and physical activity.

This should, for all people be referenced against the known size of the relevant cohort in the area (as indicated above), and then 'sub-categorised'/measured in the context of:

- ◀ Age
- ◀ BME category
- ◀ Gender
- ◀ Disability
- ◀ Socio-economic classification (family residential location/IMD indices/in receipt of benefit etc.).
- ◀ Residential status; ward/SOA/output area/neighbourhood etc.
- ◀ The ill and/or unwell (definition to be agreed with PCT).

The community use agreement and the operational systems used should, thus, be set up to ensure that management information can be provided in relation to the above parameters.

PRESTON SCHOOL/SOMMERSET LEISURE

PRESTON SCHOOL BLUEPRINT

Potential core outcome measures

- ◀ Number/proportion of young/all people – relative to the cohort in Yeovil, that attend/use Preston School Sports Centre facilities (in public/community time).
- ◀ Managed increase/change in this on an agreed year-on-year targeted basis.

(It is important that measures of success relate to the extent of use by different people as well as frequent use generated amongst a core range of clients/customers).

Linked process and/or management inputs

- ◀ Proportion of facility programme time (defined high and low demand time) allocated to appropriately structured (defined) development activity provided by contractor/clubs/others.
- ◀ The number/proportion of sports clubs using the Sports Centre.

CONCLUSION

There are potential benefits to developing a greater range of sports facilities at Preston School. These include:

- ◀ Greater variety.
- ◀ Higher visibility of sports facilities.
- ◀ Improved (perceptual) accessibility.
- ◀ Better visibility.
- ◀ Better differentiation between Preston School and community users.
- ◀ More opportunities for income generation.
- ◀ Greater opportunity for diversification and specialism.
- ◀ Improved income generation and financial viability.

There are also potential advantages to developing the relationship between Preston School and Somerset Leisure (particularly if the latter arrives in tandem with a sports development function).

Among the next steps required to progress the proposals are:

- ◀ Identify one scenario
- ◀ Design the scheme
- ◀ Identify costs
- ◀ Secure the necessary funding
- ◀ Apply for planning permission
- ◀ Select appropriate procurement process
- ◀ Identify appropriate performance indicators.

Underpinning, and central to, all of this is the appropriate reconfiguration of the sports and ancillary facilities on the campus.

YEOVIL TOWN COUNCIL

Minutes of a meeting of **Yeovil Youth Council** held in the Town House, 19 Union Street, Yeovil on **Monday 21 September 2009**

(7.00pm – 8.50pm)

Present:

Freddy Bevan (Chairman)
Thomas Sankey (Deputy Chairman)
Roberta Burns (Secretary)
Aaron Newbury (Treasurer)
Magenta Cousins
Tamsin Eddey
Lauren Graham
Adam Coppard
Sam Ashdown
Alexandra Fells

Also Present:

Alan Tawse Town Clerk
Zara Case Area Youth Worker (SCC)
Gill Horsfall Committee Administrator

(1) Apologies for Absence

Apologies for absence were received from Hannah Law.

Alan had received a letter from Emily, who was resigning due to forthcoming exams. He undertook to write a letter of thanks to Emily, on behalf of the Committee, for her contribution over the years.

(2) Minutes

The Minutes of the previous meeting held on 27 July 2009, copies of which were attached to the agenda, were confirmed as a correct record and signed by the Chairman.

(3) Youth Council Website

Adam had been working on the design of the new website over the summer but due to technical reasons he was not in a position to demonstrate the proposed design and layout at the meeting.

RESOLVED

- (1) that the matter be noted; and
- (2) the presentation be postponed until the next meeting.

(4) Youth Issues Meeting

A copy of the notes of the meetings of the Yeovil Youth Issues Group, on which Yeovil Youth Council is represented, that took place on Monday 18 May and on 3 August 2009 were attached with the Agenda.

Sam stated that Ian Budd (Town Centre Manager) was interested in assisting with the carrying out of a further survey looking at the views of young people on shopping and leisure preferences in the town.

RESOLVED

- (1) that the matter be noted; and
- (2) that Sam (the Town Council's representative) provide Ian with a copy of the Youth Council presentation on the outcome of the previous survey.

(5) Non-Attendance of Youth Councillors

Further to the last meeting, it was proposed that a "three strikes and you are out" approach be taken to members who fail to attend three successive meetings of the Youth Council without a good reason.

In the first instance, it was proposed that a letter be sent to the youth councillor concerned seeking an explanation as to the reason for their absence and warning of the consequences of a repetition of the conduct. This letter would be copied to the Chairman of the Youth Council.

On the second occasion, a further letter would be sent copied to the Chairman and the Headteacher of the relevant education establishment warning that failure to attend for a third successive time without an acceptable explanation would result in the automatic loss of their membership of the Youth Council.

RESOLVED

- (1) that the matter be noted; and
- (2) that the proposed policy be adopted for a trial period of six months.

(6) Community Bridges Funding

Consideration of a suitable bid for funding. Zara apologised for not following this up as yet, she added that potential funding may also be available from the Community Cashback fund. Zara said she would report back on both matters to the next meeting.

RESOLVED

- (1) that the matter be noted; and
- (2) that consideration of a suitable bid for funding be deferred until the next meeting.

(7) Other Items

(i) T Shirt Update

Aaron had not yet ordered the T Shirts, but the Committee were happy with the design and price (£8.50). Zara said she would reimburse for hers.

RESOLVED

- (1) that the matter be noted; and
 - (2) that Aaron obtain a formal written estimate, forwarding it to Alan who will place the order for fifteen T shirts and charge the cost to the Youth Council budget.
- (ii) Residential Offer

Zara proposed that Committee Members could attend the Countywide Training Residential at Avon Tyrell on the weekend of 19/20/21 February 2010. There will be as many as fifteen different workshops and she has reserved ten places. Those that attend the meeting most regularly will get the first places and she would like as many to attend as possible.

RESOLVED

- (1) that the matter be noted; and
 - (2) that Zara confirm places by November and print off details of the workshops for the next meeting.
- (iii) Christmas Party

This will be held at Morley House but needs organising.

RESOLVED

- that the matter be noted;
- (iv) Town Council Representative

The meeting was reminded that two nominated representatives of the Youth Council are expected to attend meetings of the Town Council at least every three months.

RESOLVED

- (1) that the matter be noted; and
- (2) that Adam and Tom be elected as the Youth Council Representatives for this purpose.

(v) Youth Issues Representative

Sam will stay as the Youth Issues Representative.

RESOLVED

- (1) that the matter be noted.

(vi) Project Zero Update

Zara requested that at least a couple of young people attend the Project Zero night at Chicago Rock on the 28 October 2009 during half term, 7.00pm to 11.00pm, age 14 to under 18's.

RESOLVED

- (1) that the matter be noted; and
- (2) that Tom, Freddie and Alex attend if available.

(vii) Yeovil Youth Council Leaflet Update

Zara distributed the leaflet, members will look at the layout before the next meeting.

RESOLVED

- (1) that the matter be noted; and
- (2) that the matter be considered at the next meeting.

(8) Any other Business

(i) Graffiti/Street Art Project

This project is concerning the West Hendford Underground Car Park. Zara requested a group of young people to take a lead on this. She is taking Freddie and Aaron to Taunton next week for funding opportunities to link in with this project. We need about thirty young people with at least two members from the Committee to come on board. A professional graffiti artist will oversee the project.

It was agreed that Zara, Roberta, Freddie and Alex would meet with Ian Budd to discuss this matter.

RESOLVED

- (1) that the matter be noted;
- (2) that the matter be considered at the next meeting; and
- (3) that Hannah Jolley (PCSO) be invited to the next meeting to discuss the use of dispersal orders and other ways of controlling anti social behaviour.

(10) Date of Next Meeting

IT WAS NOTED

that the next meeting of the Youth Council will take place at 7.00pm on Monday 19 October 2009.

It was noted that Magenta sends her apologies for that meeting.

Chairman

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 23 September 2009**

(6.00pm – 7.05pm)

Present:

David Recardo (Chairman – Pro tem)
Clive Davis – Yeovil Town Council
Alan Smith – South Somerset District Council
Geoff Cave – Retailers and Retail Group
Desmond Lucas – Retailers and Retail Group
Sallie Leveridge - South Somerset Disability Forum
Harry Gibson – Yeovil Shopmobility
Joe Conway – Labour Party

Also Present:

Alan Tawse – Town Clerk
Ian Budd – Town Centre Manager
Martin Woods – Area Development Manager (South) SSSC

1. **ELECTION OF CHAIRMAN**

In the absence of the Chairman and Vice-Chairman, it was **RESOLVED** that David Recardo be elected Chairman for the meeting.

(David Recardo in the Chair)

2. **NOTES OF PREVIOUS MEETING**

The notes of the previous meeting held on 22 July 2009, 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 Tony Fife, John Hann, Tony Lock, Ian Martin, Pat Martin, Wes Read, Peter Seib, Fred Monson and Penny Mitchell.

4. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

5. **YEOVIL VISION**

Martin Woods gave an update on the latest developments regarding the implementation of the Yeovil Vision initiative, and the delivery of regeneration works in the Town Centre.

He indicated that the planned Reckleford highway improvement works were underway and on target for completion by the agreed date. He added that the traffic management arrangements were working well and that that consultation on various aspects of the works had taken place with local traders.

Martin reported that the development of the Foundry House/Mill Lane site would be commencing in the near future following the signing of various legal agreements between all the parties involved.

He also drew attention to the recent opening of the flagship play space in Yeovil Recreation Ground, which was proving to be a popular attraction.

Turning to Princes Street, Martin reported that the steering group set up to investigate the implementation of Phase 2 was continuing to meet to discuss a variety of potential environmental improvements and to explore funding options.

Given the limited funding currently available to undertake all of the proposed works, a phased approach was now being adopted to progress Phase 2 with funding having been secured from the District Council to appoint a consultant to undertake a feasibility study to identify detailed designs, phasing and costs. He added that this study would include the underpasses at the northern end of Princes Street.

Martin drew attention to the imminent installation of new bespoke planters and seating at the entrance to the United Reform Church, and to the successful enforcement of traffic regulation orders in the Princes Street area by the Police.

He also referred to the ongoing success of the South Western Terrace improvement scheme and the resultant enhanced visual impact that had been achieved.

During the ensuing discussion, the Panel expressed their support for the efforts being made to deliver the Yeovil Vision, and the implementation of regeneration works in the Town Centre.

Attention was also drawn to previously reported outstanding repairs required to dropped kerbs in Princes Street and South Street, and the Town Centre Manager undertook to press the Highway Authority to take early action to address these matters.

IT WAS AGREED that the matters be noted.

6. **HIGHWAY OBSTRUCTIONS**

The Panel considered the report the Town Clerk which set out the progress that had been made since the last meeting regarding the implementation of alternative ways of publicising the location of traders operating in the Town Centre.

Members were advised that the Town Centre Manager was pursuing the suggested production of a leaflet which highlighted the location of all the retail units in the Town Centre along with other key information – including the location of car parks and public toilets etc.

The Panel had felt that once the leaflets had been produced and were freely available, it would be reasonable to take action to enforce the advertising protocol adopted by Planning Authority, which restricted the display of a single advertising board to an area immediately outside the premises to which it related, and which did not cause an obstruction of the pavement or endanger pedestrians' safety.

The Town Centre Manager indicated that he had been working closely with the Tourist Information Centre on the design and content of the leaflet and would shortly be arranging for 20,000 copies to be produced – which would be colour coded and would include the name of all businesses and other key services and organisations located in the Town Centre. He anticipated that the leaflet would be ready for circulation in October and that the majority of the cost would be met from advertising.

During the ensuing discussion, members expressed their support for the production of the leaflet, and referred to the importance of the final version including car parks, underpasses and public toilets. Attention was also drawn to the need to ensure that a large scale edition of the leaflet was available for use by persons with visual difficulties.

Reference was also made to successful enforcement action that had recently been taken by the Town Council to deal with highway obstructions outside premises in Middle Street.

IT WAS AGREED that the matter be noted.

7. TOWN CENTRE MANAGER'S REPORT

Ian Budd reported on a number of recent and planned project and initiatives, with which he was involved:

- Empty Shop Window Display Photographic Competition
- Development of new "This is Yeovil" website
- West Hendford Car Park mural project
- Annual business survey
- Pest control
- Olympics 2012 – local marketing opportunities
- Christmas Lights Switch-On (26 November)
- Family Christmas Day (13 December)

During the ensuing discussion, reference was made to the need for empty property owners to keep their premises tidy pending their occupation by new tenants.

IT WAS AGREED that the matters be noted.

8. ANY OTHER BUSINESS

Yeovil Shopmobility

Harry Gibson drew attention to a recent successful fundraising day organised by Yeovil Shopmobility, which had raised £460 for the charity.

IT WAS AGREED that the matter be noted.

Lower Middle Street – Waste Collection

Geoff Cave referred to a number of waste collection problems in Lower Middle Street – including the external storage of bagged waste pending collection. He also referred to the need for drainage guttering to be cleared outside his shop.

Given the ongoing problems of securing additional litter bins in this area, it was suggested that the responsible officer be invited to attend the next meeting to discuss waste collection issues.

IT WAS AGREED

- (1) that the matter be noted;
- (2) that the Streetscene Manager (SSDC) be invited to attend the next meeting of the Panel to discuss waste collection in Lower Middle Street; and
- (3) that the Town Clerk request the Highway Authority to clear the drainage guttering outside the above-identified premises.

Yeovil in Bloom

The Chairman referred to the recent success of Yeovil in the South West in Bloom 2009 competition when for the second year running, and for the third time in the history of the initiative, the Town had achieved a gold award.

He expressed his gratitude to all the organisations, businesses, communities and individuals in the Town who had helped Yeovil to achieve this success.

He added that Yeovil had successfully hosted this year's presentation event, which had been attended by a record-breaking number of representatives from villages, towns and cities across the South West region.

IT WAS AGREED that the matter be noted.

8. DATE OF NEXT MEETING

IT WAS NOTED that the next meeting of the Panel would take place at 6.00pm on Wednesday 18 November 2009.

Chairman

Minutes of a meeting of **Yeovil Crematorium and Cemetery Committee** held in the Council Chamber, Town House, 19 Union Street, Yeovil on **Wednesday 14 October 2009**

(7.00pm – 9.00pm)

Present:

Ruth Kendall	Chairman
Julian Freke	South Somerset District Council
Dave Gooding	Yeovil Town Council
Alf Hill	Yeovil Without Parish Council
Alan Smith	Yeovil Town Council
Mary Thomas	Brympton Parish Council

Also Present:

Alan Tawse	Clerk to the Committee
Joy Coombs	Administration Manager
Tom Pullin	Operations Manager
Glenn Ford	Cemetery Foreman
Ian Johns	Property Management Team Leader
Paula Jeffery	Management Accountant

(1) Public Comment

There were no comments from the public.

(2) Minutes

The minutes of the previous meeting held on 15 July 2009, 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 David Recardo and Barbara Strong.

(4) Declarations of Interest

There were no declarations of interest.

(5) Cemetery Capital Programme

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

The Property Management Team Leader indicated at the meeting that the lowest quotation received for the installation of a new DDA access ramp to the Cemetery Lodge (including external lighting and contingencies) was £14,788.

He further reported that provisional costs had been obtained for the provision of a new garage next to the Mess Hut and replacing the central garages with a steel container, which totalled £14,000 including contingencies.

It was proposed that the costs involved be met from a combination of the underspend in the costs of repairing the boundary wall and reprofiling the replacement garages provision in the Capital Programme.

Members expressed their support for the installation of a DDA access ramp and the replacement of the central garages with a steel container at an early date. However, following clarification of a number of points by the Cemetery Foreman, it was felt that the provision of a new garage next to the Mess Hut should remain as currently profiled within the Capital Programme.

It was noted that the impending repair to the section of boundary wall adjoining the Quaker Burial Ground, the lowest quotation for which amounted to £3,831, needed to be included in the Capital Programme.

- RESOLVED:**
- (1) that the matters be noted;
 - (2) that approval be given to the following works being undertaken at an early date:
 - Provision of a new DDA access ramp to Cemetery Lodge - £14,788
 - Replacement of central garages with steel storage container - £2,500
 - (3) that the costs involved be met from a combination of the £8,011 saving in the cost of repairing the Westfield section of the perimeter wall and the reprofiling of part of the current provision for replacement garages; and
 - (4) that the planned survey of the remainder of the Cemetery boundaries be noted, and the outcome be reported to a future 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 identified need for cremator relining works to take place at planned intervals, and the financial provision that had already been made for such works.

Reference was also made to the provision made for green burials and, following the recent completion of the Westfield section of the perimeter wall works, the opportunity that had arisen for an assessment to be undertaken of the options for the future use of the Poppy Field for the provision of additional interment facilities.

The Chairman referred to a request that she had received earlier that day from Brympton Parish Council for the Committee's support in seeking the installation of a pedestrian crossing in Bunford Lane.

She indicated that as the request was received too late to be included on the agenda, the matter would be included on the agenda for the next meeting. In the meantime, the Clerk to the Committee offered to ask the Highway Authority to install a vehicle movement counter to help assess the level of traffic using Bunford Lane.

Reference was also made to recent changes in legislation which permitted burial authorities to re-use grave spaces in certain circumstances.

- RESOLVED:**
- (1) that the matters be noted;
 - (2) that the Property Management Team Leader, in consultation with the Clerk to the Committee, undertake an assessment of the options for the future use of the Poppy Field for the provision of additional interment facilities, and their findings be reported to a future meeting;
 - (3) that arrangements be made for the above-mentioned request of Brympton Parish Council to be included on the agenda for the next meeting and, in the meantime, the Clerk to the Committee seek the Highway Authority's support to install a vehicle movement counter on Bunford Lane; and
 - (4) that the Clerk to the Committee, in consultation with the Cemetery Foreman, investigate the recent changes in legislation regarding the re-use of burial spaces in certain circumstances, and their findings be reported to a future meeting.

(7) Statistics – April 2009 to September 2009

The Committee considered the report of the Administration Manager (agenda item 6 refers).

RESOLVED: that the matter be noted.

(8) 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.

(9) Garden of Remembrance

The Committee considered the confidential report of the Clerk to the Committee (agenda item 7 refers).

Members considered the merits of the proposals and options set out in the report.

- RESOLVED:**
- (1) that the matters be noted and supported;
 - (2) that approval be given to the choice of granite/marble stone available for use in memorial tablets supplied, inscribed and fixed by the Crematorium's contractor being widened and the proposed tender specification be amended accordingly;
 - (3) that the response to the tendering exercise be reported to the next meeting; and
 - (4) that no action be taken regarding recommendation (3).
-

(10) Cemetery Lodge

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

During the ensuing discussion, Members expressed their wish for the outstanding matters to be resolved at an early date.

- RESOLVED:**
- (1) that the matters be noted; and
 - (2) that approval be given to the recommendations set out in the above report, and the Solicitor to the District Council be urged to provide the information requested within the next seven days.

Chairman.....