



# Yeovil Town Council

**Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ**

Phone 01935 382424

Fax 01935 382429

E-mail [alan.tawse@southsomerset.gov.uk](mailto:alan.tawse@southsomerset.gov.uk)

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

The Time... **7.00pm**

The Date... **Tuesday 23 September 2008**

The Place... **Town House, 19 Union Street, Yeovil**

*The Committee will be discussing all the items listed overleaf*

If you need this information in large print, Braille, audio or another language, please ring 01935 382424



QUALITY  
TOWN  
COUNCIL

*Alan Tawse*

Alan Tawse

Town Clerk

17 September 2008

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

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**Buildings and Civic Matters Committee**

To: All Members of the Buildings and Civic  
Matters Committee

J Vincent Chainey

Philip Chandler (Ex-officio)

John Cruddas

Clive Davis

Bridget Dollard (Chairman)

Tony Fife

Dave Gooding

Pete Goodman

Peter Gubbins

John Hann

Steve Hawker (Vice-Chairman)

Andrew Kendall

Tony Lock

Wes Read (Ex-officio)

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

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

1. **MINUTES**

To approve the Minutes of the meeting held on 22 July 2008

2. **APOLOGIES FOR ABSENCE**

3. **DECLARATIONS OF INTEREST**

4. **CORRESPONDENCE**

5. **HIGHWAYS REPRESENTATION**

To consider the attached report by the Town Clerk (attached at page 3)

6. **CARISBROOKE GARDENS**

To consider the report by the Assistant Town Clerk (attached at page 4)

7. **BUS SHELTERS**

To consider the report by the Assistant Town Clerk (attached at page 7)

8. **PUSH BUTTON PEDESTRIAN CROSSING AT THE BOTTOM OF FOREST HILL**

To consider the attached letter from the Engineering Resource Manager, Somerset County Council (page 8)

9. **STREET NAMING AND NUMBERING: NEW DEVELOPMENT OFF WEST HENDFORD, YEOVIL**

To consider the letter attached at page 10 from South Somerset District Council. The suggestion of Fosse Park Road has been approved by local historian Jack Sweet, who says that it is the most appropriate name.

10. **RENAMING ROADS IN YEOVIL**

Following consultation with this Committee, the names "Perrythorne Park" and "The Manse" have been adopted for use. Please see orders attached at pages 12 and 13 for further information.

11. **DRIVER AWARENESS COURSES**

To consider the report by the Assistant Town Clerk attached at page 14

12. **STREET COLLECTIONS**

To consider the report by the Town Clerk attached at page 16

13. **FINANCIAL STATEMENT - PERIOD 1 APRIL TO 31 MAY 2008**

To consider the Financial Statement for the period 1 June to 31 July 2008 (attached at pages 17 to 24).

**PUBLIC COMMENT** (15 Minutes)

## **HIGHWAYS REPRESENTATION**

Following on from the last meeting, the Area Highways Manager (SCC) was approached concerning the absence of a Highways Officer at that meeting, and the need for an Officer to attend this meeting – to aid the Committee's discussion on a number of ongoing highway related matters.

The Area Highways Manager responded by drawing attention to an internal staffing restructure, which has resulted in changes to the reporting arrangements of the Highways Officer who normally attends meetings of the Committee.

The new line manager (Traffic Team Manager) has been approached, and has responded by sending the letter attached at page 5. Included within this response are her views on the Lower Middle Street proposed no loading order, and a further highway related issue that has arisen in Carisbrooke Gardens, (Agenda Item 6 refers).

Given her views and those of the Police concerning the Lower Middle Street proposals, the traders in that area have been informed of the situation and advised that there is unlikely to be any changes in the present loading/no loading arrangements for the foreseeable future.

The Town Clerk has accepted an invitation by the Traffic Team Manager to discuss matters with her next month, and will take the opportunity to draw attention to the present agreement with the County Council that a Highway Officer attends alternate meetings of the Committee to aid the discussion of highway related matters.

The Chairman of the Committee has been kept fully informed of developments in this matter, and has agreed that the outcome of that meeting be reported to the November cycle of meetings.

The Committee is **RECOMMENDED** to

- (1) note the developments in this matter;
- (2) note the views of the Traffic Team Manager on the loading/no loading proposals in Lower Middle Street, and on parking issues that have arisen in Carisbrooke Gardens; and
- (3) await a report on the outcome of her meeting with the Town Clerk in October.

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

## **CARISBROOKE GARDENS**

Two emails of complaint have been received from residents in Carisbrooke Gardens regarding inconsiderate and obstructive parking. The emails explain that residents in Carisbrooke Gardens would like to see the introduction of a Residents Parking Scheme, the enforcement of which would assist in obstructive and inconsiderate parking by people who are not residents of that area.

This matter has been raised with Bev Norman, Traffic Team Manager of Somerset County Council, and a response is included in a letter attached at page 5.

The letter explains that consultation will be carried out with residents in due course and future developments reported back to the Town Council.

The Committee is **RECOMMENDED** to note the matter.

*(Sally Bing, Assistant Town Clerk - 01935 382424)*



Yeovil Town Council  
Ref: BCM/03

*discussed.*  
*been*  
RECEIVED 17 SEP 2008

*[Signature]* 12/9

Alan Tawse  
Town Clerk  
Yeovil Town Council  
Town House  
19 Union Street  
Yeovil  
BA20 1PQ

please ask for  
Bev Norman

extension 8089  
bjnorman@somerset.gov.uk

my reference  
245638

your reference.

10 September 2008

Dear Alan

I refer to your email dated 04 September addressed to Colin Fletcher. I have discussed these matters at length with Colin and can report the following:

**Carisbrooke Gardens**

As you will be aware Carisbrooke Gardens is included within the area referred to as zone F where residents only parking has been proposed. A great deal of work has previously been carried out in trying to reach agreement on an acceptable scheme but unfortunately a high level of objection has meant that this has simply not been possible. However it is very much the intention that an agreed scheme can go ahead at the earliest opportunity.

You will know that as Highway Authority we are currently in discussions with all the District Councils about the introduction of Civil Parking Enforcement where the Local Authority takes over responsibility for the enforcement of parking restrictions from the Police Authority. Discussions are taking place but it is likely to be two years before any new arrangements are in place.

It is important to explain that in conjunction with this exercise we have to resolve any outstanding parking issues or anomalies with existing traffic orders that may exist before Civil Parking Enforcement comes into effect.

With regard to Carisbrooke Gardens further consultation will have to be carried with the residents with the clear objective of agreeing a scheme which can be implemented. This process will be started in due course.

At this stage there is nothing else that can be reported in respect of Carisbrooke Gardens and you can be assured that the Town Council will be kept fully informed of all future developments.



### Proposed Loading Ban – Lower Middle Street, Yeovil

As you know consultation on this proposal has been taking place over the past twelve months. I am aware of the various proposals for a loading ban and the response that has been received from the traders and their concerns about how this might affect their business activities.

While it may be possible to demonstrate a need for some form of loading restriction and especially at peak times you will be aware of the pending option 5 improvements which means that Reckleford between Sherborne Road and Wyndham Street will become two way traffic which means very significant changes in traffic patterns in this area and in particular effecting Lower Middle Street and Wyndham Street. This scheme provides for the removal of the traffic signals at this junction.

Having consulted further with the Chief Constable on the latest developments we have agreed that in the circumstances it is inappropriate to give further consideration to the possibility of any form of loading ban on Lower Middle Street until the revised traffic system is in place and further assessment and monitoring can be carried out.

I hope the above has answered your queries and I look forward to meeting you in October.

Yours sincerely



pp Bev Norman (Mrs)  
Traffic Team Manager

## **BUS SHELTERS**

In the 2007/2008 financial year, the Committee agreed to install a new bus shelter at Hawthorn Road. Other locations for bus shelters were also considered, however due to financial constraints, only one location was identified.

The Town Council has agreed to set aside £5,300 in the current financial year towards transport improvements – including the provision of new bus shelters – and £5,231.88 is still available to spend.

The Committee is requested to consider how best to use the budget made available by the Town Council for this purpose.

The following locations have been previously suggested by local residents:

- *Glenthorne Avenue (High Lea area)*
- *Lime Tree Avenue (by former Yew Tree Inn)*
- *Milford Dip*
- *Plantagenet Close*
- *Sparrow/Roping Road*
- *St David's Crescent/Chelston Avenue*
- *West Coker Road/Windermere Close (bus stop now relocated)*
- *White Mead*

Another request for a bus shelter at Glenthorne Avenue was received in April 2007, and a recent request has been made for a bus shelter at West Coker Road/Windermere Close (where the bus stop was relocated last year).

New request have been received for a bus shelters at the following locations:

- *Preston Road (referred to this financial year by this Committee in November 2007)*
- *Whitemead (just above the turning into Tewkesbury)*

The cost of provision and installation of a basic cantilever two bay shelter (approximately 2 metres) is approximately £3,000, whilst the cost of a basic cantilever three bay shelter (approximately 3 metres) is approximately £4000.

Given the level of funding currently available (£5,231.88) the Committee is **RECOMMENDED** to agree another suitable location.

*(Sally Bing, Assistant Town Clerk - 01935 382424)*

For Environment and Community Protection services 0845 345 9188  
For Roads and Transport services 0845 345 9155  
Fax 01823 356113/356114

Sally Bing  
Assistant Town Clerk  
Yeovil Town Council  
Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

please ask for  
Neil Pincombe

direct line  
01823 358161

npincombe@somerset.gov.uk

my reference  
TD/0903/T/246479/MH

your reference  
BCM/001/SB

12 September 2008

Dear Sally

### **Request for Pedestrian Crossing at Forest Hill, Yeovil**

Thank you for your letter dated 8 September 2008 asking for an update on our consideration regarding the request for a pedestrian crossing at the bottom of Forest Hill, Yeovil. I apologise for the delay in replying to your earlier letter, forwarded to me by the Area Highways Office, but hope that the detailed response below answers your queries fully.

As this proposal involves a signalised junction, I have spoken with our Traffic Signals Department. I can confirm that there are already a number of issues relating to this junction, and it would appear that the provision of a pedestrian crossing (or a toucan crossing to aid both pedestrians and cyclists) would exacerbate this situation.

Before discussing the provision of a new crossing further, I thought it would be useful to put the existing signalised junction in context. The complexity of the existing junction, makes the 'cycle time' of the signals approximately 1½ minutes (a single cycle is one repetition of the basic series of signal combinations at a junction). I understand from colleagues, that a few complaints have already been received regarding the length of time needed for queuing traffic at this junction, and any additional phases (such as a new crossing) would increase this time and frustration.

To put this into context, it is quite possible that the provision of a new crossing could increase the 'cycle time' up to 2 minutes. This means that every user at the junction, whether vehicular traffic or pedestrians waiting to cross, could face a waiting period of approx. 2 minutes before the signals change green.

The knock-on affect to traffic queues on this busy stretch of road would also require further investigation.

The 'cycle time' could remain the same, approximately 1½ minutes (approx) if the proposed crossing could be incorporated into the existing traffic signals – i.e. when no traffic would be turning into Forest Hill. Unfortunately, due to the nature of the

existing signals it is not possible to do this.

One solution to improve this timing issue, would be to widen the junction at Forest Hill / Lysander Road and reconfigure the junction to provide a staggered crossing facility. This would allow pedestrians and/or cyclists to cross 'halfway' to an island when vehicles are restricted entering Forest Hill.

The area of land required to carry out the widening alteration would extend past the highway limits and land acquisition would be required. I have initially estimated that this proposal, including land acquisition and construction costs could fall within the region of £125,000 - £150,000.

Notwithstanding the issues regarding extending the 'cycle time' and possible frustration to users above, I have 'scored' this proposal using the Local Transport Plan (LTP) scorecarding process.

Unfortunately, the proposal for a pedestrian or toucan crossing did not achieve a sufficient value for money rating to be incorporated into our five-year programme. This is due to this scheme's relatively high cost of delivery coupled with the impact on LTP indicators.

The five-year scheme programme is frequently monitored and adjusted to ensure progress towards our targets and objectives is maintained. It is likely that schemes will leave and enter the programme as more information on deliverability and costs becomes available with those schemes which become 'unfeasible' dropping out to be replaced by other projects. However, given the number and types of schemes on our list, at this stage it would appear unlikely that this scheme **will** be considered for introduction to the programme.

I will highlight the proposed crossing facility to my colleagues who look to co-ordinate improvements to the highway through development opportunities going through the planning process. If a crossing is considered in the future, then the impact on the whole junction will be reviewed.

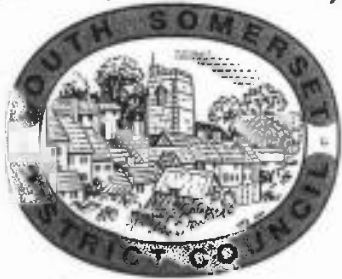
If you require any further explanation of the above information, please do not hesitate to contact me

Yours sincerely

Neil Pincombe  
Engineering Resource Manager

Copies – County Councillor David Greene  
– Colin Fletcher (Area Highway Office – South)

*please report to next SCM letter to view*



# South Somerset District Council

Engineering & Property Services Group  
The Council Offices, Brympton Way, Yeovil, BA20 2HT  
Tel: (01935) 462462 Fax: (01935) 462188 Website: [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk)

**Brian Tufton**  
Engineering and Property  
Services Manager



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*my suggestions +*  
*all*  
*James!*  
*and suggestions*

Mr A Tawse – clerk, Yeovil Town Council  
The Town House  
19 Union Street  
Yeovil  
BA20 1PQ

Date: 31<sup>st</sup> July 2008  
Your Ref:  
Our Ref: DJB/SNN  
Ask For: Denise Barnes  
Direct Line: (01935) 462053  
e-mail: [denise.barnes@southsomerset.gov.uk](mailto:denise.barnes@southsomerset.gov.uk)

RECEIVED - 4 AUG 2008

Yeovil Town Council  
File No: BCM/009

*any*  
*attch.*  
*James*  
*9/8*

Dear Mr Tawse

**Re: Street Naming and Numbering**  
**New development off West Hendford Road, Yeovil**

I refer to the above development with regard to naming. The developer has suggested the names of "Fosse Park Road" for the new access road, after the roman remains, which were discovered in that area.

This Council has no objections, as the names are in keeping with the area. I have been in contact with Royal Mail and they have no objection.

I would be grateful if you would ask your committee for their views and respond **as soon as possible**, with either agreement to the suggested name or some new suggested road names.

I enclose a draft plan for your information.

Should you require any further information or have any queries, please do not hesitate to contact me.

Yours sincerely

Miss Denise Barnes  
Admin Assistant

Enc



Recycled paper

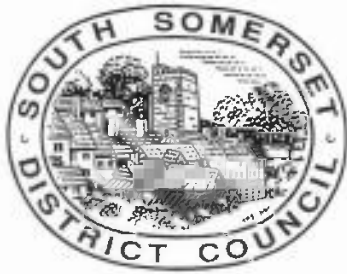
If you need this information in large print, Braille, audio or another language, please contact me at the above address



INVESTOR IN PEOPLE

If you have hearing difficulties and have access to a Textphone call: (01935)462440





## South Somerset District Council

### NOTICE OF INTENTION TO NAME THE NEW LENGTH OF ROAD THE MANSE

The South Somerset District Council hereby give notice in pursuance of Section 18 of the Public Health Act 1925, that on or after the 25<sup>th</sup> August 2008, they intend to make an Order naming the new length of street running in a westerly direction off St Johns Road in the Parish of Yeovil which for information only is shown on the map below.

Objection to the proposed order should be made by way of appeal to the Clerk to the Petty Sessional Divisional Court whose office is

THE LAW COURTS, PETTERS WAY, YEOVIL, SOMERSET BA20 1SW

Such appeal must be made within a period of 21 days from the date of this notice.

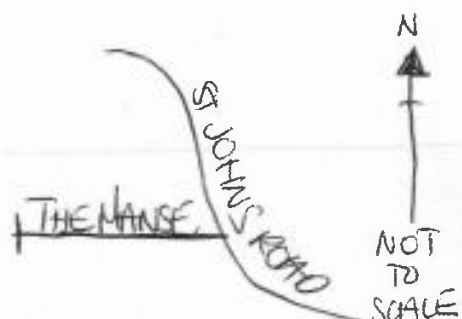
DATED this 31<sup>st</sup> July 2008.

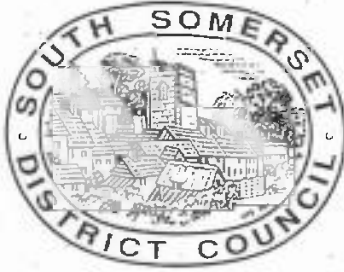
*Ian Clarke*

Ian Clarke  
Head of Legal and Democratic Services

The Council Offices  
Brympton Way  
YEOVIL  
Somerset  
BA20 2HT

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## South Somerset District Council

### NOTICE OF INTENTION TO RENAME PART OF THE LENGTH OF ROAD PRESENTLY KNOWN AS ST ANNES GARDENS

The South Somerset District Council hereby give notice in pursuance of Section 18 of the Public Health Act 1925, that on or after the 10<sup>th</sup> September 2008, they intend to make an Order renaming part of the length of street presently known as St Annes Gardens (from the junction with Stiby Road) to be renamed as Perrythorne Park running in a southerly direction off Stiby Road in the Parish of Yeovil which for information only is shown on the map below.

Objection to the proposed order should be made by way of appeal to the Clerk to the Petty Sessional Divisional Court whose office is

THE LAW COURTS, PETTERS WAY, YEOVIL, SOMERSET BA20 1SW

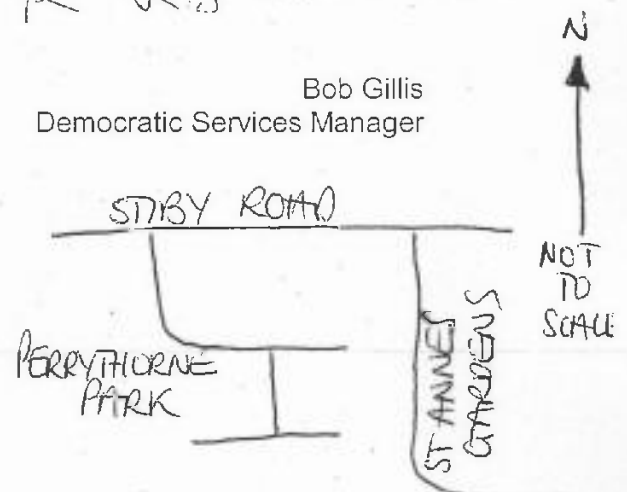
Such appeal must be made within a period of 21 days from the date of this notice.

DATED this 18<sup>th</sup> August 2008.

The Council Offices  
Brympton Way  
YEOVIL  
Somerset  
BA20 2HT

*R J. Ellis*

Bob Gillis  
Democratic Services Manager



## **DRIVER AWARENESS COURSES**

A letter has been received from Somerset Road Safety Partnership offering free Driver Awareness courses for local residents. The letter (attached) requests that a suitable venue be provided free of charge and the Committee Chairman has offered the use of Holy Trinity Scout Hall on a Monday evening. The organisers of the Driver Awareness Courses have therefore been contacted with this offer and some suitable dates (which do not clash with Town Council Committee meetings). As soon as a date has been agreed, all Councillors will be sent further details. If any further information is required by Councillors in the interim, please contact the Assistant Town Clerk.

The Committee is **RECOMMENDED** to note the matter.

*(Sally Bing, Assistant Town Clerk - 01935 382424)*

*Wm* *could we please discuss.*



**SOMERSET**  
ROAD SAFETY  
PARTNERSHIP

*Chen*  
*3/9*

Environment and Community Protection services 0845 345 9188  
Roads and Transport services 0845 345 9155

Mr Alan Tawse  
Yeovil Town Council  
The Town House  
19 Union Street  
YEOVIL  
BA20 1PQ

*please ask for*  
Rina Cameron

*direct line*  
0844 980 0028

**Tel:**  
0844 980 0028

**Fax:**  
0844 980 0027

**E-mail:**  
roadsafety@somerset.gov.uk

*my reference*

01 September  
2008

**Yeovil Town Council**

**File No: Tc/022**

Dear Parish Clerk

### Driver Awareness Courses

**RECEIVED 03 SEP 2008**

The Driver Awareness Courses are part of our campaign to reduce casualties along the main routes in Somerset, linked to the Red Route initiative.

As driver error is the primary cause in 93% of collisions on the road, this course reduces the likelihood of a driver becoming involved in a collision by improving the driver's hazard perception.

We can provide these Driver Awareness courses free of charge to members of your community. All we require is a venue, with coffee and tea facilities. If you can provide a provisional date I will do the rest. Please contact me on the above number if you wish to discuss this.

The Somerset Road Safety Partnership will organise the presenter, who is a highly qualified Approved Driving Instructor. The course usually starts at 19.00 and finishes at 21.00, with a coffee break at 20.00. We invite people to come at 18.30 to try our driver simulator, which not only tests your reaction but also offers a variety of programmes such as hazard perception, the two second rule and much more.

I hope your Parish will be able to take up this offer, as feedback from all participants so far has been described as "an excellent professional presentation". We cannot pretend that it is always other people who are involved in crashes, as we are all part of the problem. Therefore we hope to see you soon.

I have enclosed leaflets which can be displayed in the village hall/community centre, local shops, post office etc to make people aware.

Yours sincerely

Rina Cameron (Mrs)  
Road Safety Coordinator (Driving)  
Somerset Road Safety Partnership  
Encs

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WORKING TOGETHER TO **REDUCE CASUALTIES**



[www.roadsafetysomerset.org.uk](http://www.roadsafetysomerset.org.uk)

## **STREET COLLECTIONS**

The Town Council issues street collection permits on application to bona fide charitable and other not-for-profit organisations to enable such organisations to collect in the Town Centre. The method of collection and the production of returns are laid out in regulations adopted by the licensing authority.

For practical purposes, it has been agreed that only one permit will be issued per day on a first-come, first-served basis. This ensures that collectors are not competing with each other and that the proceeds of a day's collection efforts by a team of volunteers are received by a single organisation. An exception is made in the weeks leading up to Christmas, when a number of organisations apply for a permit and the general rule of one permit per day is relaxed.

The Rotary Club of Yeovil has approached the Town Council seeking permission for a permit to be allocated to that organisation at short notice in circumstances when a major natural disaster occurs and they wish to mobilise their members as quickly as possible to make a street collection on behalf of the charities set up to help cope with the aftermath.

They point out that speed is of the essence in such situations, and they have asked that the Council considers granting an additional permit in such situations.

The Committee is **RECOMMENDED** to note and consider this request.

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