



Yeovil Town Council

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Members of Yeovil Town Council are summoned to attend:

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

The Time... **7.00pm**

The Date... **Tuesday 22 November 2016**

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

Meetings are Open to the Press and Public
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another language, please ring 01935 382424



Amanda Card
Town Clerk
16 November 2016

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

Buildings and Civic Matters Committee

To: All Members of the Buildings and Civic Matters Committee

Florin Boieangiu

Phil Chandler (Vice - Chairman)

Gail Freeman - Bell

Peter Gubbins

Pauline Lock

Tony Lock

David Recardo (Ex-officio)

Manny Roper

Darren Shutler (Ex-officio)

Rob Stickland (Chairman)

Equality Act 2010

The *general* public sector equality duty places an obligation on a wide range of public bodies (including town and parish councils) in the exercise of their functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The protected characteristics are:

Age	Race
Disability	Religion or Belief
Gender Reassignment	Sex
Marriage and Civil Partnership	Sexual Orientation
Pregnancy and Maternity	

Recording of Council Meetings

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Any member of the public wishing to record or film proceedings must let the Chairman of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive. Please refer to our Policy on audio/visual recording and photography at Council meetings at www.yeovil.gov.uk This permission does not extend to private meetings or parts of meetings which are not open to the public.

Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chairman who will instruct those taking a recording or filming to cease doing so while they speak.

PUBLIC COMMENT (15 minutes)

A G E N D A

9/107. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Council to receive apologies for absence and consider the reasons given. *LGA 1972 s85(1)*

9/108. DECLARATIONS OF INTEREST

Members to declare any interests, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any requests from members for Dispensations that accord with Localism Act 2011 s33. (NB this does not preclude any later declarations).

9/109. MINUTES

To approve as a correct record the Minutes of the meeting held on 20 September 2016.

9/110. EXCLUSION OF PRESS AND PUBLIC

Due to the confidential nature of the business of items 9/120 & 9/121, under the Public Bodies (Admission to Meetings) Act 1960 s3, it is proposed to put forward a motion to exclude members of the public and press during discussion of these items.

Public Bodies (Admission to Meetings) Act 1960 s3

9/111. SPORTS DEVELOPMENT UPDATE

To consider the report by the Senior Sport and Healthy Lifestyles Officer attached at pages 3 to 10.

9/112. YEOVIL TOWN CENTRE MAINTENANCE PROGRAMME

To consider the report of the Neighbourhood Officer attached at pages 11 to 13.

9/113. COMMUNITY HALL CHARGES

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

9/114. CONSIDERATION OF DROPPED KERBS AT ST JOHN'S CHURCHYARD

It was highlighted at the October Town Council meeting, following an event held on the grassed areas in St John's Churchyard, that the areas have kerb stones surrounding them. The Committee is therefore asked to consider looking into the costs and viability of installing dropped kerbs to facilitate access.

9/115. MOTION REGARDING DEFIBRILLATORS

To consider the Motion raised by Cllr A Kendall at the November Town Council meeting, referred to this Committee:

“With bookings increasing in both Milford Hall and Monmouth Hall, halls for which Yeovil Town Council are responsible, I propose that we purchase and fit defibrillators at each hall. Both halls are used by the old and young. These potentially life-saving items are becoming the norm all over the country, in fact globally as well.”

9/116. TOWN CENTRE GAS PIPE REPLACEMENT

Further to the presentation at the last Committee meeting, to note the letter attached at pages 16 to 17 .

9/117. ACTION PLAN – BUILDINGS AND CIVIC MATTERS PRIORITIES

To consider the report by the Town Clerk attached at pages 18 to 19.

9/118. DRAFT BUDGET – 2017/18

To consider the draft budget for this committee attached at page 20.

9/119. FINANCIAL STATEMENT – AUGUST/SEPTEMBER 2016

To consider the Financial Statement for the period 1 August to 30 September 2016 attached at pages 21 to 28.

PUBLIC COMMENT (15 Minutes)

The Committee will consider a resolution (see item 9/110) to exclude 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.

9/120. MONMOUTH HALL FIRE RISK ASSESSMENT

To consider a report by the Deputy Town Clerk attached at page 29.

9/121 CCTV MONITORING

To consider the overview and the statistics for the months of September and October 2016 attached at pages 30 to 38.

9/111. **SPORT AND HEALTHY LIFESTYLES UPDATE IN YEOVIL AREA**

Service Manager: Lynda Pincombe – Community Health and Leisure
Lead Officer: Jake Hannis, Senior Sport and Healthy Lifestyles Officer
Contact Details: jakehannis@southsomerset.gov.uk or (01935) 462544

Purpose of Report

To update members on sport, healthy lifestyles and facility developments in the Yeovil area between October 2015 & October 2016.

Recommendations

It is recommended that members note the achievements of officers responsible for sport and healthy lifestyle development in the Yeovil area and continue to allocate £2,200 in the financial year 2017/2018 to support the future sports/physical activity development work undertaken in the Yeovil area.

Report

The following is a summary of key achievements in the area of sports development and also healthy lifestyles and facility management and development in the last 12 months for the Yeovil Area. A number of officers have contributed to these achievements.

Sport Development

Core Work:

- *To support the development of new and existing community sports clubs.*
- *To support the development of coaches, volunteers and officials.*
- *To seek to enhance school sport.*

Sport Specific Development Groups

Tennis

South Somerset Tennis Development Group – Schools Tennis Programme 2016

Yeovil Tennis Club continues to be an active member of the South Somerset Tennis Development Group (SSTDG), which was a group set up by SSDC Sports Development to lead the development of tennis across the district in 2006.

This schools tennis coaching programme for 7 and 8 years in primary schools across the district was repeated between May and June, again funded by the SSTDG. The programme included introductory taster sessions with local professional tennis coaches to give young players the chance to demonstrate their skills and commitment and SSTDG funded 50% of junior membership for those participants that joined the club. 319 young people took part in the taster sessions across the district.

In this area, Yeovil Tennis Club linked with 5 primary schools to offer taster sessions- Chilthorne Domer, West Coker, Milford Junior, East Coker and Huish primary schools– 179 children benefited from taster sessions

Great British Tennis Weekend

Great British Tennis Weekend is a national event organised by Lawn Tennis Association which takes place from May to July and over 1,500 park sites and clubs up and down the country offer completely free opportunities to play the game as tennis fever grips the nation once again in the lead up to The Championships, Wimbledon.

Yeovil Recreation Centre hosted 2 weekends on 14/15 May and 16/17 July this Summer on 4 tennis courts marked out on the Artificial Grass Pitch, which allowed families to play tennis for free. Over 50 people accessed the family tennis sessions over these weekends.

Athletics

SSDC continues to deliver the annual Junior Athletics Community Programme which includes Fundamentals (for under 8's), Junior Athletics Coaching (8-11 year olds) and Academy (for 12 – 14 year olds). The Junior Athletics sessions have been well subscribed once again. Between 20 and 48 young people are registered, at any one time, for the short courses advertised in the Junior Athletics Programme brochure. 166 participants have signed up to the programme in 2016.

School holiday athletics camps at the Bill Whistlecroft Athletics Arena continue to be popular. 60 children attended the Spring (2 days) & Summer (3 days) Startrack.

No less than 650 volunteer hours were given up by a core group of 4 to 6 local young leaders who helped to deliver the Junior Athletics Programme each week, Startrack events and a Trackstars event (in Feb16 Half term - attended by 13 young people).

The team ran a Quad Kids schools competition at the Bill Whistlecroft Athletics Area in Spring 2016, approximately 300 children took part in total. West Coker St Michaels, Milford, Huish, Holy Trinity, The Park, Milford, Birchfield primary schools took part locally with 60 children taking part. Yeovil College supported the event.

Gymnastics

Provided officer support once again in the delivery of the South Somerset Key Steps Gymnastics competition final held at Orchard Gymnastics earlier this year. This was attended by 43 teams (264 children), the highest number of teams that has ever taken part. This year in partnership with the club we also expanded the programme by running an individual competition.

Also provided support to primary school teachers to attend Gymnastics Continued Professional Development (CPD) delivered by Orchard Gymnastics, 6 teachers from the Yeovil area received training.

Badminton

The South Somerset Community Badminton Network, which was set up by the Sports Development team in 2009 has continued to lead the development of badminton across South Somerset in partnership with key partners and Badminton England. The network delivered the following in the last 12 months:

Working with Yeovil Badminton Club, supported 7 schools in the Yeovil Federation area to play badminton. Each child was given a 6 week free junior membership to join the club.

Delivered social badminton competitions for juniors and adults at Westfield Academy; 15 adult social players and 47 juniors benefited.

Hockey

Back 2 Hockey sessions (aimed at females who may have enjoyed hockey earlier in their life), run every Monday evening on the Yeovil Artificial Grass Pitch (AGP). An average of 12-15 females per week attend.

Rush Hockey (small sided version of the sport) continues to be delivered at Yeovil Recreation Centre and targets staff in our workplace programmes.

Hockey skills sessions run at Yeovil Recreation Centre for the Yeovil Federation in partnership with Yeovil & Sherborne Hockey Club. 16 schools took part in the sessions. St Gildas, Holy Trinity, the Park & Birchfield primary schools (approximately 40 children), benefited from these sessions locally.

Delivered an adult Summer Hockey League which took place in May and June 2016 at Yeovil Recreation Centre, 11 teams took part in.

Hockey camps were delivered at Yeovil Recreation Centre in October 2015, May and Summer 2016, these were attended by 59 children in total.

Other Sports Development Achievements

'In It Together' Project - Earlier in 2015, the Community Health and Leisure team was successful in a bid to Sport England's Community Sport Activation Fund for £163,000. This exciting new project entitled 'In It Together', aims to increase the participation of women and girls, which is lower than that of males within the district. A number of initiatives have been delivered so far in the Yeovil area:

Back to Netball course in partnership with Yeovil Netball Club, over 20 ladies have extended this 8 week course who wanted to return to playing netball.

Women's Sport Week in October 2016. Working in partnership with local clubs and facility operators we were able to offer a broad range of FREE taster's sessions in sport and physical activity for women to try something new. 320 women from across the district signed up to these sessions. Local providers included 1610, Yeovil Rugby Club, Yeovil Volleyball Club and Yeovil and Sherborne Hockey Club.

Outdoor Volleyball sessions at Yeovil Recreation Centre were attended by 12-15 people over the summer 2016. 8 of these women have now joined the club on a permanent basis.

Volleyball- supported a primary school volleyball league run in partnership with Yeovil Volleyball Club. Teams from Birchfield regularly compete.

Volleyball sessions continue to be run between June and September on Tuesday nights on 2 outdoor courts at Yeovil Recreation Centre, in front of the Artificial Grass Pitch. As a taster to volleyball, a Go Spike weekend was held on 27th August which introduced many families (approx. 60 young people and adults) to coaching and playing opportunities at Yeovil Recreation Centre.

Golf – Working with Yeovil Golf Club supported two golf competitions for 14 teams and 140 children from the Yeovil area. The club also offered 40 of these children an opportunity to receive free coaching at the club.

Rugby – Year 7 Rugby Festival to kick start the School rugby season took place at Yeovil Rugby Club where the following schools participated; Westfield, Bucklers Mead, Preston (45 children). Also working with Yeovil Rugby Club to support local schools with their rugby delivery.

Basketball – A record number of teams took part in the basketball league run at Yeovil College in partnership with Yeovil Titans Basketball Club. 14 teams from the Yeovil area took part in the league.

Leadership

To develop employability skills and equip young people with soft skills, schools are keen to use sports leadership as vehicle to achieve this. Our team has supported the following in this area:

16 young leaders from Westfield Academy, Bucklers Mead and Preston Academy received training to support netball delivery in their schools.

17 young leaders from Bucklers Mead and Westfield Academies completed their Junior Football Leaders Award. The leaders will now support an extensive programme of junior football for Under 9, 10 and 11. This encompasses a total of 65 teams, over 16 dates throughout the year.

4 local primary schools (Birchfield, Ash, All Saints and Chilthorne Domer) attended a leadership camp over 3 days to prepare them to lead sports activities within their school. 40 young children took part in this programme.

13 young leaders from Yeovil College achieved their safeguarding in sport qualification.

Inclusive Sports – A programme of inclusive sports was developed by the team for secondary schools. This included badminton, wheelchair basketball, indoor athletics and boccia. Schools who took part from the Yeovil area included Fairmead, Lufton, Westfield and Bucklers Mead. A total of 40 children took part in the programme.

Healthy Lifestyles Team

The Healthy Lifestyles team currently comprises of 2 Full Time Employees. From January 2016, SSDC has been contracted and working with Zing Somerset Partnership to continue to provide Healthy Lifestyles opportunities in South Somerset over the next two years and this area of work remains a priority for the District Council.

There are a number of projects that have been developed by the team to promote physical activity and healthy lifestyles in Yeovil between October 2015 and October 2016.

Core Work:

- *Priority Area 1: To increase the utilisation of the outdoors and green spaces for exercise and health related activity*
- *Priority Area 2: To decrease the number of adults and children in South Somerset who are currently inactive*
- *Priority Area 3: To reduce the number of overweight and obese adults and children in South Somerset*

Priority Area 1 – Utilisation of outdoors and green space for exercise and health related activity

- The South Somerset scheme recorded 208 unique regular walkers in 2015/16, up 6% on previous year (196). There were 7814 attendances through our Health Walks programme throughout 2015/16, up 5% on the previous year. The South Somerset scheme recorded 602 different walkers, up 13% on the previous year, and 278 new walkers which is up 1 from the 277 new walkers last year.
- 3 training days have been held in Yeovil for volunteers (Jun, Sep x 2), 32 leaders have been trained from across the district. A Thank You Event was held in Sept 2016 at the District Council Offices in Yeovil, to reward our committed volunteers. This was in conjunction with Mendip Walk Leaders and the Mendip Scheme Coordinator. 29 attended, with 5 South Somerset leaders receiving their Bronze pin badge for leading 50 Health Walks since April 2014; and 1 individual received her Silver pin badge for leading 100 Health walks.
- There are now 22 walks taking place across the district, most occurring weekly. Yeovil has 6 Health Walks (3 are from doctors surgeries run by Health coaches) and 1 Buggy Walk ran weekly at Wyndham Park over the summer in partnership with Knightstone housing.
- A local Health Walk Directory is produced by the Community Health and Leisure team which is updated and circulated at least twice a year and can also be accessed online at https://www.southsomerset.gov.uk/media/817361/hwd_spring_summer_2016_lo-res.pdf
- The Walking Football group continues weekly at Bucklers Mead and is affiliated to Somerset FA.
- A 321 route has been planned at Yeovil Recreation Centre.
- A Playing Out session was started at Birchfield Park, which teaches families activities and games that they can play together. 5 families attended.
- An independent buggy fitness instructor was supported in the setup of sessions at Yeovil Country Park and Yeovil Recreation Centre with in excess of 40 mothers with buggies taking part regularly.
- Rush Hockey continues at Yeovil Recreation Centre (6).
- Students (5) at Bucklers Mead School took part in School Walk Leader Training to deliver lunchtime walks to their peers.
- The team supported Sport Relief (130 participants) at Yeovil Recreation Centre.

Priority Area 2 – Decrease number of adults and children who are currently inactive (completing less than 30 minutes of activity a week)

- 1 Flexercise workshop has been delivered in Yeovil at the Octagon Theatre, 15 leaders have been trained; and an update workshop ran at SSDC Brympton way offices with 11 individuals attending. The Flexercise workshop training pack and participants pack have gone through a comprehensive update and refresh.
- Active Somerset classes run in Yeovil include (attendances in brackets); Core and Flexibility at Birchfield Community centre (10), Block Fit at West Field Academy School (11), Core and Flexibility at Milford Hall (10)
- 3 physical activity talks have been delivered at Spring Chemotherapy Groups at Yeovil District Hospital (total 44). Physical activity is proven to aid recovery from cancer and also prevent it. Sessions focus on how to remain active and increase physical activity and exercise levels.
- 3 Physical Activity Talks have been delivered at Oaklands Postnatal group and individuals have been signposted to exercise opportunities (23). Basic health testing was carried out on 10 of these individuals, with 4 also attending a taster buggy walk.

- A comprehensive Healthy Workplace programme is delivered at 11 different workplaces. Workplaces that have been involved in the healthy workplace programme this year include; Environment Agency, Screwfix, Yarlinton, SCC, SSDC, Yeovil College, Yeovil District Hospital, Boon Brown, BAE systems, Bradfords and Toolstream.
- Total attendances of 505 have been engaged in the programme with 7 different initiatives being delivered. Initiatives include; running groups, pilates sessions, rush hockey, kettlebells classes, pitch & putt, rounders tournaments, bike fixes and bike to work day.
- Activity finder website Zing continues to be updated and promoted to advertise the number of exercise and activity opportunities in the district and a range of venues. www.zingsomerset.co.uk
- The Team supported the BikeFest event which was delivered near Wyndam Park in partnership with the Play and Youth Team, Approximately 270 people attended the event. Activities included; guided bike trails through the country park, self-guided bike trail at Yeovil Country Park, bike maintenance checks, second hand bike sales, smoothie bikes, crafts, circus skills, pump track challenge and cycle fitness challenges from Bucklers Mead. The aim of the event was to promote cycling in Yeovil and gather feedback from local people about cycling facilities in the local area.
- The Team supported the National Playday event at Yeovil Country Park (6000), running activity based challenges for different age groups and using the event to sign up 20 families to Playing Out.
- Golden Age Olympics provides supported living groups, care home and community groups with a bag of equipment and lots of physical activities to complete in 8 weeks. This is a Somerset wide programme which 6 groups have taken part in, including West Abbey Care Home and Malmesbury Court in Yeovil.
- Health event – Abbey Manor (30) and Pensions fair in Yeovil (30) used for signposting to healthy lifestyles initiatives suitable for the mature population.
- Physical activity talk and Kurling & Boccia taster session to individuals doing Health and wellbeing course through job centre (12)
- Adapted sports activity session delivered to Stroke group in Yeovil (16)

Priority Area 3 – Reduce the number of overweight and obese adults and children

- A weightloss challenge has been delivered since the last report. In January to March 2016, the team ran a weight loss challenge at 6 workplaces (SSDC, SCC, BAE Systems, Boon Brown, Yarlinton and Yeovil district Hospital) with 243 people taking part and losing over 70 stones with 12 people losing 13lbs or more over the six week period.
- Two Zing Weight Management groups were attended: Hendford Lodge (10), Oaklands (7) with a talk on physical activity and signposting to local sessions.

Facility Development

Core Work:

- *To provide sports clubs and community organisations with specialist advice and support to develop their facility projects.*
- *To secure appropriate leisure contributions from housing development to enhance local and strategic sport and recreation provision.*
- *To maximise access to existing dual use school sports facilities.*
- *To effectively and efficiently manage the Council's Facilities at Yeovil Recreation Centre.*

The following has been achieved between October 2015 and October 2016:

Yeovil Recreation Centre

I am Team GB – Organised our first I Am Team GB event at Yeovil Recreation Centre on Saturday 27th August, the event encouraged hundreds of people to have a go at sports that they would not normally have access to. I Am Team GB was a nationwide campaign that has inspired thousands of UK sports clubs to open their doors to new participants in order to celebrate Team GB's success at the Rio Olympics. Local participating sports clubs included Yeovil Volleyball Club, Yeovil & Sherborne Hockey Club, Yeovil Olympiads, Yeovil Badminton Club and Yeovil Netball Club.

Ping in the Park – Working with Yeovil Table Tennis Club, we purchased and installed two outdoor table tennis tables at Yeovil Recreation Centre, which were funded by a Sport England small grant that the club were successful with. We then delivered a Ping In the Park event from Thursday 25th – Saturday 27th August, which offered members of the general public visiting the site to try table tennis for free. The event was a great success and 307 participants took part over the three days.

Pitch and Putt and Mini Golf -There have been 2,463 tickets sold for the Pitch and Putt and 3,872 tickets sold for the Mini Golf, slightly up on the previous year.

Artificial Grass Pitch – the pitch achieved over 65% occupancy rate and is used extensively by the thriving Yeovil and Sherborne Hockey Club during the season (Sept – April) for training 3 nights a week and at weekends for junior training, competition and tournaments. Some 120 matches and tournaments take place each season under the guidance of YSHC. At other times, and on Monday and Friday nights, between 10 and 12 teams (predominantly football) use the facility each week. School use and other community sports development programmes (Back to Hockey; Rush Hockey; casual football knockabout) also occupy the AGP when YSHC are not using it.

Bill Whistlecroft Athletics Arena -The Athletics Arena continues to be well used throughout Summer and most weekday evenings for training, even through the Winter months. Approx. 40 major athletics events (School Sports days; regional and local athletics competitions; regional trials) took place during the athletics season (March to September) with an estimated 10,000 competitors taking part.

Yeovil Olympiads Athletics Club

A funding application to Sport England Inspired Facilities Fund was submitted by the Community Health and Leisure team in January 2016 in conjunction with Yeovil Olympiads Athletics Club. The bid was to enhance the existing clubhouse facility to make it an accessible facility for all track users and bring it up to modern standards. Unfortunately this funding application was unsuccessful and although this fund has now closed.

Sport England have a some new funding programmes being launched in December and hopefully a revised application can be submitted.

Swim Pilot Project

The Community Health and Leisure team has been working with LED (operator of Goldenstones), Sport England and Amateur Swimming Association on a project to evaluate the swimming experience within the local community. Sport England funded the project that produced independent local research into the customer journey for up to 9 different user market segments. The final report has been used to submit a funding bid to Sport England in

partnership with LED to make improvements to the swimming experience based on the local research. This will include improvements to the changing rooms at Goldenstones.

Westlands Sports and Social Club

The Senior Sport and Healthy Lifestyles Officer has been supporting the Assistant Director (Health and Wellbeing) on the refurbishment project to transform the complex into a premier entertainment and sporting facility for South Somerset and beyond. Work started on site in June and is progressing well to refurbish the sports facilities.

Funding applications were prepared and have already been received from Sport England (£492,463) and Badminton England (£50,000) to provide a new fitness facility, improved changing rooms, new lighting and flooring in the sports hall. It is anticipated that these facilities will open in January 2017 with the main complex due to open in March 2017.

In October 2016, The England and Wales Cricket Board confirmed that they are funding £100,000 towards the total project cost of £335,000 to build a new sports pavilion at the Westlands Leisure Complex in Yeovil. The new sports pavilion will be home for Westlands Sports Cricket Club - who were a key part of the funding application to the ECB - and will also be shared with Westlands Sports Bowls Club and other clubs using the site.

A new management company will be formed to operate the pavilion, which is expected to be complete in April 2017.

Jake Hannis – Senior Sport and Healthy Lifestyles Officer (01935 462544)

9/112.YEOVIL TOWN CENTRE RANGER SCHEME.

Purpose of the Report

To update and inform members on the progress of the Yeovil Town Centre Ranger Scheme

Public Interest

In April 2015 the Area South Development Team began a pilot of a Yeovil Town Centre Ranger Scheme. The 'Ranger' is similar to a Parish Lengthsman. The Ranger has carried out a number of maintenance tasks not currently covered in any daily maintenance programmes run by South Somerset District Councils Street Scene team, Somerset County Highways team or any other official body.

Funding was successfully sought and approved in both 2015 and 2016 to pilot the scheme. The scheme has been successfully funded by South Somerset District Council, Yeovil Town Council, Yeovil Without Parish Council and the Love Yeovil Marketing Team.

Recommendations

1. That members note the update report

Background

A report was taken to Yeovil Town Councils Buildings and Civic Matters Committee in November 2015 where the committee resolved to make a financial contribution towards year 2 of the Ranger Scheme.

The Yeovil Town Centre Enhancement Group (a multi-agency group administered by South Somerset District Council) have overseen progress of the Yeovil Town Centre Ranger scheme.

Update

The work outlined in the schedule (attached at appendix X) is on target, there are still a number of tasks that will continue throughout the winter months as per the schedule.

It is worth noting that the management of the Ranger has been changed over the summer period, Steve Fox of SSDC's Street Scene Team no longer oversees the Ranger, this remit has been given to Nick Allen who is a supervisor in the Street Scene Team.

Year 2 of Yeovil's Town Centre Ranger project will come to an end in March 2017, there are three years within the pilot, the scheme is subject to funding being sought year on year from the various partners. It is hoped that funding will be successfully sought for year three of the pilot, the project will need to be assessed in terms of its overall success and some thought will be required on how to make the scheme sustainable into the future should members wish the Ranger scheme to continue.

In addition to the work outlined in the schedule the items listed below have remained in the scope of works as per year one of the Ranger Scheme. As members will recall these items fall outside the remit of the Ranger, many of these tasks have been carried out by SSDC's Street Scene team with a few items left to complete over the winter months as per the outlined frequencies.

- Bubblegum removal x2 per year
- Street Cleaning using specialist chemical, weekly April – Oct and monthly Nov – March
- Cleaning bus station area x 2 per year
- Cleaning bus shelters (SSDC owned shelters) annually.
- Re-oiling Tim Fortune benches

Cost of tasks covered by SSDC's Street Scene team:

Task	Frequency	Cost
Street cleansing (using specialist cleaning chemical)	Weekly April-Oct Monthly Nov-March	£2,288
Bubblegum removal	x 2 per year, one week's work	£1,500
Re-oiling the Tim Fortune seats	annual	£480
Clean bus station area (cleaning shelters, removing bubblegum and cleaning paved areas)	X2 per year	£2,276
Cleaning bus shelters	annual	£782.60
TOTAL		£7,326.60

Overall cost for the Ranger Scheme for year two: **£17,318.59 (£9,991.99 plus £7,326.60)**

Funding split;

Yeovil Town Council:	£6,659.29
South Somerset District Council:	£6,659.30
Yeovil Without Parish Council:	£2,000
Love Yeovil Marketing Team	£2,000
TOTAL	£17,318.59

A further report will be brought to the Town Council in due course to request a funding contribution for year three

Appendices

Appendix on page 13 outlining the Rangers schedule yrs 1-3.

Item	Type	no of units	Location	Maintenance
				Description
Benches	All benches	31	Princes St & Middle St, the Borough	Clean seating with damp cloth
Benches	Streetmaster	26	Town Centre - Middle Street - Hendford - King George Street	Rub down & revarnish wooden slats & wipe down metalwork with damp cloth
Bollards	Metal Manchester	80	Throughout Yeovil Town Centre	Repaint
Finger Pointers		6	Througout Yeovil Town Centre	Repaint
Railings	Metal bespoke		South Western Terrace	Repaint
Railings	" "		Bandstand	Repaint
Cycle Racks	Black painted metal	25	Throughout Yeovil Town Centre	Repaint
Junction Boxes	SDDC owned		Throughout Yeovil Town Centre (location plan available)	Repaint
Benches	Ollerton	3no	Glovers Walk & Borough	Re paint 's' shaped bench and circular benches in Borough
Litter Bins	Brunel	29	Throughout Yeovil Town Centre	Clean
Art feature		1	King George Street	Cleaning
Weed killing	Highway footpaths and Carriageways		Throughout Yeovil Town Centre	Street weeds, kerbs/back edges & paving

Preferred Frequency	Labour (*18.00) Year 1	Labour (*18.50) year 2	Labour (*18.90) year 3
Nov-March x2, April-October x 7	£532.80	£1,230.39	£1,230.80
Annual		£1,232.10	£1,258.74
Biennially	£1,095.20		
Biennially		£1,232.10	£1,232.10
5 Yearly	£699.30		
Annual	£666.00	£684.50	£699.30
Annual	£666.00		£699.30
Every 3-5 years			£699.30
Annually		£1,026.75	
Monthly from April - Sept x2 Oct - March	£2,397.60	£2,464.20	£2,517.48
Annual	£66.60	£68.45	£69.93
x 5 year	£1,998.00	£2,053.50	£2,097.90
	£8,121.50	£9,991.99	£10,504.85

9/113. COMMUNITY HALL CHARGES

From November 2015 to October 2016, the usage of the halls has been as follows:

Facility	Frequency	Total Hours	£
Monmouth Hall	349 times	410.75 hours	£8,896
Milford Hall			
Regular	751 times	2,912.00 hours	£19,896
One-offs	40 times	192.50 hours	£1,951
Town House			
Hire	104 times	308.50 hours	£1,762
Provision of tea/coffee	48 times		£392

The Committee is requested to consider increasing the charges for the hire of Milford and Monmouth Community Halls and the Council Chamber. The following increases are proposed:

Milford and Monmouth Community Halls and Town Council Chamber – Hire Charges		
<i>Type of Hire</i>	<i>Current Rate of Hire (per hall/room per hour or part thereof)</i>	<i>Proposed Rate of Hire (per hall/room per hour or part thereof)</i>
<i>Rate for commercial organisations/persons</i>	<i>£15.00</i>	<i>£16.00</i>
<i>Private Functions</i>	<i>£7.00</i>	<i>£7.50</i>
<i>Damage Deposit for Private Functions (returnable if hall left in a satisfactory condition)</i>	<i>£110.00</i>	<i>£115.00</i>
<i>Non-profit making Organisations</i>	<i>£6.00</i>	<i>£6.50</i>
<i>Milford and Monmouth Halls: Use of Main Hall Kitchen</i>	<i>£10.00 per hire (included in hall/room hire charge for non-profit making organisations)</i>	<i>£10.50 per hire (included in hall/room hire charge for non-profit making organisations)</i>
<i>Town House Council Chamber: Provision of tea/coffee</i>	<i>£6.00</i>	<i>£6.50</i>
<i>Town House Council Chamber: Provision of tea/coffee</i>	<i>£10.00</i>	<i>£10.50</i>

If the charges are increased as above, the income potential will be as follows.

Facility	Potential Income*
Monmouth Hall	£9,785
Milford Hall	
Regular	£22,545
One-offs	£2,237
Town House	
Hire	£2,005
Provision of Tea/Coffee	£504

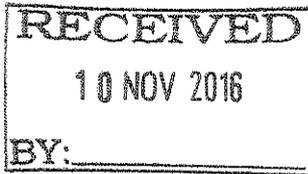
*based on usage from November 2015 to October 2016 as detailed above.

In addition to the above, it is suggested that there should be increased active marketing of the facilities of each Community Hall and the Town House.

The Committee is **RECOMMENDED**:

- 1) to support the introduction of the proposed charges with effect from 1 April 2017; and
- 2) to recommend to Policy, Resources and Finance these charges.

(Amanda Card, Town Clerk – 01935 382424)



WALES & WEST
UTILITIES

Ms Amanda Card
Town Clerk to Yeovil Town Council
The Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Wales & West House Tŷ Wales & West
Spooner Close Spooner Close
Celtic Springs Celtic Springs
Coedkernew Coedcernyw
Newport NP10 8FZ Casnewydd NP10 8FZ
Telephone/Ffôn: 0800 912 29 99
Fax/Ffacs: 0870 1450676
Email/Ehost: enquiries@wwutilities.co.uk
www.wwutilities.co.uk

18 November 2016

Yeovil Town Centre gas pipe replacement

Dear Ms Card,

I want to let you know about our £300,000 investment in new gas pipes in Yeovil Town Centre which will make sure homes and businesses in the area continue to receive a safe and reliable supply of gas now and in the future.

We will be replacing almost 850 metres of old metal gas pipes with new plastic ones. The work, which will be done by our contract partner, Morrison Utility Services, will start on 16 January 2017 and we expect it will take around 12 weeks to complete.

All local businesses will be open as usual while we are working and we will accommodate trade deliveries. We will visit local businesses week commencing 14 November to understand their individual needs.

To keep disruption to a minimum, our work has been divided into four phases:

- **Phase One** will involve laying almost 350 metres of new gas pipes on Princes Street and also on Church Street. This phase of works will start on 16 January and barring any unforeseen engineering difficulties, should be completed within five weeks. During this phase, so road users, the local community and our colleagues are kept safe, a road closure will be in place on Princes Street & Church Street. A diversion route will be clearly signposted. Access for pedestrians will be maintained at all times.
- **Phase Two** will involve laying 120 metres of new gas pipes on Court Ash and North Lane. This phase of works will start week commencing 13 February and barring any unforeseen engineering difficulties, should be completed in two weeks. So road users, the local community and our colleagues are kept safe a road closure will be in place on Court Ash and North Lane during this phase of work. A diversion route will be clearly signposted. Access for pedestrians will be maintained at all times.
- **Phase Three** will involve laying 85 metres of new gas pipes on Park Road. It is anticipated this phase of works will start week commencing 20 February and

Smell gas? Call us!
Aroglî nwy? Ffoniwch ni!

0800 111 999

All calls will be recorded and may be monitored
Bydd yr holl alwadau'n cael eu cofnodi ac
fe allant gael eu monitro



Wales & West Utilities Limited
Registered Office:
Wales & West House, Spooner Close, Celtic Springs,
Coedkernew, Newport NP10 8FZ
Registered in England and Wales number 5046791

barring any unforeseen engineering difficulties should be completed in two weeks. During this phase, so road users, the local community and our colleagues are kept safe the right turn lane on Park Road will be closed although access for vehicles to Princes Street will be maintained

- **Phase Four** will involve laying almost 150 metres of new gas pipes on Clarence Street. This phase of works will start week commencing 27 February and it is anticipated these works will be completed within three weeks. During this phase, so road users, the local community and our colleagues are kept safe a road closure will be in place on Clarence Street. A diversion route will be clearly signposted during the closure and pedestrian access will be maintained at all times.

Following discussions with Somerset County Council and local businesses, we will then suspend our work in the town centre before returning in 2018 to complete a small amount of remaining work in the area.

We have written to all homes and businesses affected by the works to make sure everyone is informed of our plans.

This work is part of our multi-million-pound 30-year mains replacement programme across the south west of England and Wales, which started in 2002. Old metal pipes within 30 metres of buildings are being replaced with new long-lasting plastic pipes with a lifespan of more than 80 years.

I hope this letter gives you the information you need on our essential work, but if you have any further questions, please do not hesitate to contact me on free phone 0800 912 2999 or email enquiries@wwutilities.co.uk. Alternatively you can contact us on Twitter @WWUtilities, and at Facebook.com/WWUtilities.

I appreciate this work may, at times, be inconvenient, but it really is essential to make sure that homes and businesses in the area continue to receive a safe and reliable supply of gas now and in the future.

Yours sincerely



Barry Sale
Programme Controller

Smell gas? Call us!
Aroglï nwy? Ffoniwch ni!

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9/117. ACTION PLAN – BUILDINGS AND CIVIC MATTERS PRIORITIES

The Action Plan summarises and prioritises the Council's Activities for 2017/18 for each Committee. It also highlights the ongoing activities of each Committee.

Attached is a draft Action Plan and priorities for Buildings and Civic Matters Committee.

Members are asked if there are any additional priorities that they would like to be added.

The Committee is **RECOMMENDED**:

- 1) to consider the draft action plan and add any additional priorities that are appropriate to this Committee; and
- 2) to recommend approval of this Action Plan

(Amanda Card, Town Clerk – 01935 382424)

YEOVIL TOWN COUNCIL

ACTION PLAN

2017/18



The following Action Plan summarises and prioritises the Council's activities and projects it will continue or complete over the financial year 2017/18.

	Committee	Activity
1	Policy, Resources and Finance	Develop Goldcroft Site
2	Policy, Resources and Finance	Develop Ski Centre Site
3	Policy, Resources and Finance	Achieve Quality Award under Local Councils Award Scheme
4	Policy, Resources and Finance / Promotions and Activities	Engage in social media
5	Buildings & Civic Matters	Review Fire Alarms and Security Alarms in Community Halls

Each committee's priorities for the financial year 2017/18 are shown below:

BUILDINGS & CIVIC MATTERS COMMITTEE		
Priority	Activity	Information/Status
2017/18 Activities		
High	Review Fire Alarms and Security Alarms in Community Halls	Expert advice to make recommendations
Medium	Projector and screen	Investigate specification required
Medium	Actively promote usage of Council Chamber, Milford Hall and Monmouth Hall	
Ongoing Activities		
Business as usual	Running the Committees	Agendas, Minutes, Reports, Finance, Administration
	Council Administration	Administration
	Maintain toilets	Maintenance
	Maintain Town House	Maintenance
	Maintain Community Halls	Maintenance
	Marketing use of Community Halls	Marketing and advertising
	Speed indicator device results	Overview for noting and comment
	CCTV monitoring	Overview for noting and comment
	Any other matters within the committee's remit	

