



# Yeovil Town Council

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

The Time... **7.00pm**

The Date... **Tuesday 22 March 2016**

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



QUALITY  
TOWN  
COUNCIL

Amanda Card  
Town Clerk  
16 March 2016

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Please contact Sally Freemantle 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

Kris Castle

Phil Chandler (Vice - Chairman)

Gail Freeman - Bell

Peter Gubbins

Andrew Kendall

Mike Lock (Ex-officio)

Tony Lock

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**

The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

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](http://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 representative from Avon and Somerset Constabulary will provide a verbal update on community policing matters.

A presentation will be made to Mr. Raymond Trigger to congratulate him on his appointment to Prime Warden to the Guild of Macebearers.

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

### **9/64. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

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

### **9/65. 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(b-e). (NB this does not preclude any later declarations).

### **9/66. MINUTES**

To approve as a correct record the Minutes of the meeting held on 19 January 2016.

### **9/67. EXCLUSION OF PRESS AND PUBLIC**

Due to the confidential nature of the business of items 9/74 and 9/75, 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*

### **9/68. YEOVIL TOWN CENTRE MAINTENANCE PROGRAMME**

To consider the report of the Neighbourhood Officer (SSDC) attached at pages 3 to 6.

### **9/69. COUNCIL CHAMBER SET-UP AND PROJECTOR AND SCREEN PROPOSAL**

To consider a report by the Town Clerk attached at page 7.

### **9/70. SPEED INDICATOR DEVICE RESULTS**

To consider the report by the Deputy Town Clerk attached at pages 8 to 12.

**9/71. NEW INITIATIVES BUDGET**

To consider a report by the Deputy Town Clerk attached at pages 13 to 15.

**9/72. ROAD NAMING PROPOSAL**

To consider a report by the Deputy Town Clerk attached at page 16.

**9/73. FINANCIAL STATEMENT – DECEMBER 2015/JANUARY 2016**

To consider the Financial Statement for the period 1 December 2015 to 31 January 2016 attached at pages 17 to 23.

**PUBLIC COMMENT (15 Minutes)**

**9/74. CCTV MONITORING**

*The Committee will consider a resolution (see item 9/67) 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.*

To consider the overview and the statistics for the months of January and February attached at pages 24 to 32.

**9/75. MILFORD HALL MAINTENANCE**

*The Committee will consider a resolution (see item 9/67) 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.*

To consider the report by the Deputy Town Clerk attached at pages 33 to 46.

## **9/68. YEOVIL TOWN CENTRE MAINTENANCE PROGRAMME**

### **Purpose of the Report**

To update and inform members on the progress of the Yeovil Town Centre Ranger Scheme and to request that members formally agree a financial contribution for year two of the project

### **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 2015 to pilot the first year of the scheme from South Somerset District Council, Yeovil Town Council and Yeovil Without Parish Council.

Both Yeovil Town Council and Yeovil Without Parish Councils have agreed to an in principle contribution towards year two of the ranger scheme (April 2016 – March 2017), this report seeks to achieve a final agreement on a financial contribution.

### **Recommendations**

1. That members note the update report and;
2. That member's formally agree to make a financial contribution to year two of the Ranger scheme as outlined in this report.

### **Background**

The Yeovil Town Centre Enhancement Group (formerly known as the Yeovil Town Centre Audit Group) commenced in 2011, following a request made by South Somerset District Council members to 'get back to basics'. Over the last five years Marie Ainsworth, Neighbourhood Officer for South Somerset District Council (SSDC) has been working on making a number of improvements in the town centre focussing on items of street furniture, paving, flower and shrub beds, the bus station, bus shelters and replacing poor street furniture. All of these items were previously dealt with on an ad hoc basis.

The Yeovil Town Centre Enhancement Group (a multi-agency group administered by South Somerset District Council) decided to continue this good work by piloting a Ranger scheme in the town centre based on their knowledge and experience of the Parish Lengthsman scheme.

In June 2015 a report was taken to Yeovil's Town Councils Building and Civic Matters committee where it was agreed to contribute funding for the first year of the Yeovil Ranger scheme effectively match funding South Somerset District Councils contribution. Yeovil Without Parish Council were also approached kindly agreed to make a financial contribution.

A subsequent report was taken to Yeovil Town Councils Buildings and Civic Matters Committee in November 2015 where the committee resolved to make an in principle financial contribution towards year 2 of the Ranger Scheme and would make a final decision once in receipt of the final figures.

## Update

Year 1 of the Ranger Scheme commenced in May 2015 in accordance with a work schedule agreed by SSDC's Yeovil Town Centre Enhancement Group, these tasks can be found on the attached spreadsheet.

All the work included in the schedule for year one has been completed with the exception of repainting the bandstand, this has been scheduled for the last week in March 2016.

The schedule has now been reviewed by Marie Ainsworth and Steve Fox from SSDC's Street Scene Team to ensure that the work contained in the schedule is fit for purpose for year two, some minor adjustments have been made to the frequencies of a couple of items, these include increasing the number of times for bench cleaning and a slight increase on repainting finger pointers posts. Repainting the cycle racks has been removed from the schedule for year two as they are considered to be in a good condition at present.

In addition to the work outlined in the schedule the items listed below will remain in the scope of works as per year one of the Ranger Scheme. These items fall outside the remit of the Ranger, these tasks will be carried out by SSDC's Street Scene team;

- 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

## Revised costs for year two of the Ranger Scheme

There will be an overall increase of £1,870.49 for year 2 of the Ranger Scheme. This increase will either be covered by SSDC or another funding partner. A request for a funding contribution will be made to the other surrounding parishes and to the Yeovil Town Team to cover the cost increase. Yeovil Without Parish Council have made a provisional offer to contribute £2,000 subject to receipt of the final figures and will be presented with a similar report asking if they would like to formalise their provisional offer.

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 will be **£17,318.59 (£9,991.99 plus £7,326.60)**

Suggested funding split;

Yeovil Town Council:	<b>£6,659.29</b>
South Somerset District Council:	<b>£6,659.30</b>
Yeovil Without Parish Council: (subject to final agreement)	<b>£2,000</b>
SSDC or other funding partner	<b>£2,000</b>
<b>TOTAL</b>	<b>£17,318.59</b>

This report seeks member approval for the suggested financial contribution of £6,659.29 from Yeovil Town Council.

**Appendix**

Spreadsheet outlining the Rangers schedule yrs 1-3.

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## **9/69. COUNCIL CHAMBER SET-UP AND PROJECTOR AND SCREEN PROPOSAL**

A review of the Council Chamber set-up has been made.

The Council Chamber is approximately 9 metres by 9 metres and lends itself to the current lay out. No advantage would be made to change the set up.

Currently the projector is a portable projector and is set up as and when required. This can be time consuming. The projector screen is pulled out when in use and is normally used in the corner of the room. This is because the set-up of the projector requires a table and for ease, the table in the corner is used.

There is increased need for a solution that is not time consuming and clumsy to set up, making meetings more efficient. It would be beneficial for the Planning and Licensing Committee to be able to bring up planning documentation such as plans during their meetings. General presentations from outside bodies would be easier. The Council Chamber would also be more marketable to create more income for the Council.

Initial investigations have been made into the procurement of both a ceiling mounted projector and an electric screen. The costs would vary depending on the need of the Council and it would be prudent to get advice as to the type of projector and screen that would be most suited to the Council Chamber. Ceiling mounted projectors are in the region of £400. An electric screen would be in the region of £300. Both costs are dependent on specification and do not include installation of the items.

The Committee is **RECOMMENDED**:

- 1) To note the report;
- 2) To recommend to Policy, Resources and Finance Committee to pursue the idea of procuring a projector and electric projection screen.

*(Amanda Card, Town Clerk – 01935 382424)*



## **9/70. SPEED INDICATOR DEVICES**

Attached are the latest speed indicator device (SID) results for West Coker Road (A30) and Lysander Road, taken between 9<sup>th</sup> and 23<sup>rd</sup> February 2015.

### **West Coker Road**

For the A30 West Coker Road the median speed was calculated at 31mph which is 1mph above the posted speed limit of 30mph. The 85%ile speed was calculated as 35mph which is 1mph below the intervention limit of 36mph.

### **Lysander Road**

At Lysander Road the median speed was calculated at 31mph which is 1mph above the posted speed limit of 30mph. The 85%ile speed was calculated at 37mph which is also 1mph above the intervention level of 36mph.

### **General**

The Somerset County Council (SCC) Traffic Engineer has indicated that these speeds are the approach speeds of vehicles as recorded by the device and do not reflect the 'adjusted' speeds which the motorists may switch to on being 'reminded' of the posted speed limit by the device. Where SCC has been able to measure 'adjusted' speeds at other locations they have found the difference in speed between the approach speed and adjusted speed to be approximately 4-5mph less.

The intervention limit is the speed, (under the current policy), at which a location is deemed to have a speeding issue. It is calculated by taking the posted speed limit + 10% + 3mph, (25mph in a 20mph speed limit; 36mph in a 30mph posted speed limit and 47mph in a 40mph posted speed limit). Locations that equal or exceed the intervention level speed qualify for a SID installation on a regular basis. (please note this location is already included in the SID programme and will therefore continue to receive a temporary SID on a regular basis).

The Committee is **RECOMMENDED** to note and comment on the attached reports.

*(Sally Freemantle, Deputy Town Clerk – 01935 382424)*

# SS1110 080216 ( Feb 2016 )

## FLOW

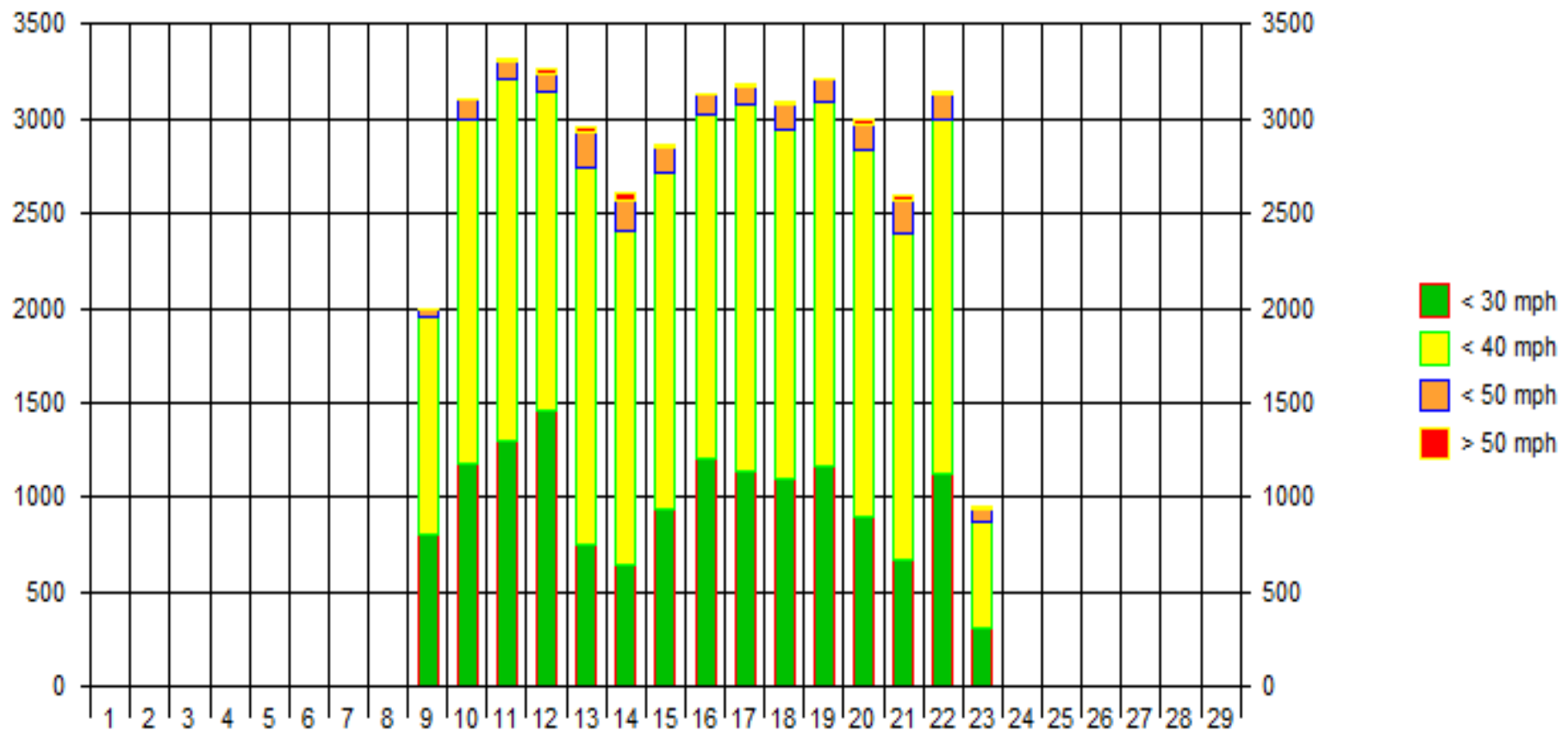
	< 30 mph	< 40 mph	< 50 mph	> 50 mph
1	0	0	0	0
2	0	0	0	0
3	0	0	0	0
4	0	0	0	0
5	0	0	0	0
6	0	0	0	0
7	0	0	0	0
8	0	0	0	0
9	807	1143	49	1
10	1178	1816	104	6
11	1295	1917	94	15
12	1465	1680	98	16
13	757	1991	187	26
14	649	1757	165	34
15	941	1778	124	20
16	1211	1816	97	10
17	1139	1944	91	9
18	1099	1841	139	11
19	1170	1925	109	9
20	894	1937	135	24
21	666	1730	179	23
22	1131	1863	138	13
23	311	562	67	12
24	0	0	0	0
25	0	0	0	0
26	0	0	0	0
27	0	0	0	0
28	0	0	0	0
29	0	0	0	0
	14713	25700	1776	229

Median : 31 mph

85% Percentile : 35 mph

Total Count : 42418

# SS1110 080216 ( Feb 2016 )



FLOW

( Median = 31 mph | 85% Percentile = 35 mph )

# SS1114 080216 ( Feb 2016 )

## FLOW

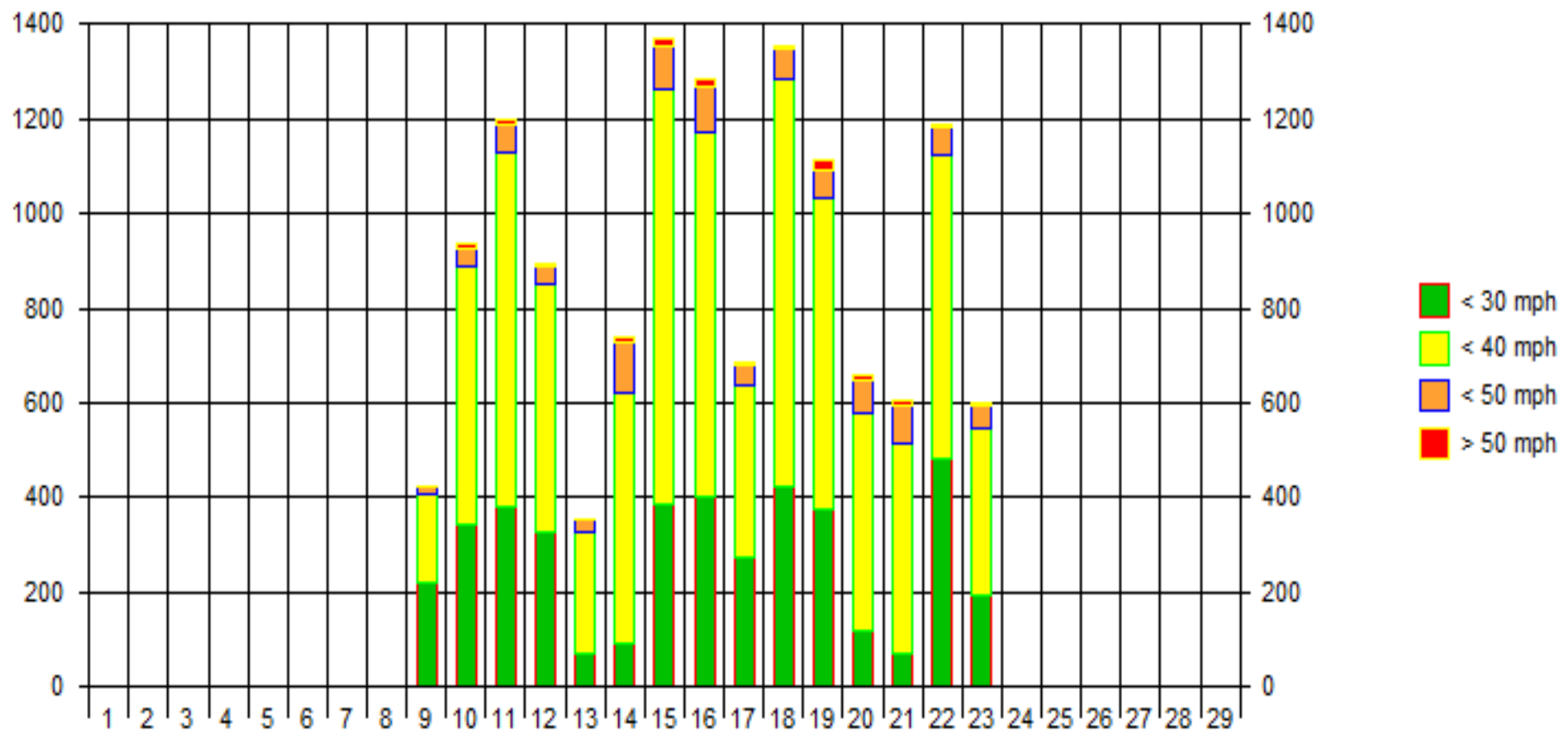
	< 30 mph	< 40 mph	< 50 mph	> 50 mph
1	0	0	0	0
2	0	0	0	0
3	0	0	0	0
4	0	0	0	0
5	0	0	0	0
6	0	0	0	0
7	0	0	0	0
8	0	0	0	0
9	221	189	12	0
10	344	546	37	8
11	381	746	63	10
12	328	523	36	9
13	72	253	28	1
14	90	531	105	14
15	384	881	89	15
16	400	771	98	15
17	276	363	39	5
18	422	860	66	7
19	377	655	61	18
20	119	462	66	10
21	69	443	81	12
22	481	642	61	4
23	194	355	46	7
24	0	0	0	0
25	0	0	0	0
26	0	0	0	0
27	0	0	0	0
28	0	0	0	0
29	0	0	0	0
	4158	8220	888	135

Median : 31 mph

85% Percentile : 37 mph

Total Count : 13401

# SS1114 080216 ( Feb 2016 )



FLOW

( Median = 31 mph | 85% Percentile = 37 mph )

## 9/71. NEW INITIATIVES BUDGET

### **Introduction**

Mindful of the need to develop the range of services that we deliver to the people of Yeovil Town, the Town Council has agreed to allocate £49,300 in the 2015/16 New Initiatives budget.

As previously reported, this approach will ensure that funding totalling £29,300 is available to enable contributions to be made towards threatened services currently delivered in Yeovil Town. £4,000 of this budget has been allocated towards the future provision of tourist information services in Yeovil Town and £4,000 towards Christmas Lights, which leaves a balance of £21,300. A further £20,000 has been earmarked for new initiatives.

### **Bidding Process**

It has been agreed that all the service committees would be invited to put forward bids for this unallocated part of the New Initiatives budget, and that the Town Council would decide how this portion would be spent having regard to the views of the Policy, Resources and Finance Committee.

Last year, it was further agreed that all services committees be reminded of the need for this budget to be used for *new* initiatives and, to allow sufficient time for their ideas to be drawn up and developed, the proposals that emerge during the July cycle of meetings be investigated and reported back to the service committees in the September and the November cycle of meetings.

The agreed definition of a new initiative is set out below;

*“A proposal which will result in a new service, facility, activity or new equipment being procured by the Town Council, for the benefit of the people of Yeovil Town, in partnership with other organisations as appropriate”*

It was also agreed that supported bids would be considered at the November meeting of the Policy, Resources and Finance Committee and referred to the December meeting of the Town Council for determination. This gives all committees an additional two months to develop their bids and to put them forward for consideration. As no decision was made at the December or January Committee meeting, further investigation work has been carried out and the matter deferred to this meeting.

### **Town Council**

In December, the Town Council noted the bids made to date by the service committees and agreed to allocate £2,000 towards the installation of remote wildlife cameras at Yeovil Country Park. Investigations into the possible installation of LED screen(s) in the Town Centre are still being investigated on behalf of the Promotions and Activities Committee.

The Town Council agreed in principle to the bid by this Committee for the installation of up to three defibrillators in the Town pending further information about potential locations and consultation with SSDC on the co-ordination of the locations.

The Deputy Town Clerk contacted South Somerset District Council and ascertained that their Management Board was processing the suggestion of defibrillators in the work place, with first aiders being given additional training to use them. One of their defibrillators is available for use by the general public (Octagon Theatre), the others are for use by the SSDC trained first aiders on staff or visitors to their sites.

Community Defibrillators (Automated External Defibrillators) can be used by a lay person as well as a trained first aider and are provided in secure casing which can be accessed via a code (given when dialling 999). Further details can be found here <https://www.resus.org.uk/publications/a-guide-to-aeds/>

If the defibrillators are to be located outside for community use, a cabinet will also be required. Therefore £1,500 (plus installation by a qualified electrician) should be allowed for the cost of purchase of each defibrillator.

An alternative option of leasing the defibrillators in a fully supported package from the ambulance trust for a period of 4 years is attached. There would be no costs for Planning Permissions, although Listed Building Consent would be required to place an external defibrillator on the Town House.

### **Update**

To develop this proposal further, the Committee is asked to decide the number and location(s) of the defibrillators they would like to purchase or lease as part of the fully supported package at a cost of £1,800.

The Committee is **RECOMMENDED** to note these matters and to consider the number and potential location(s), of defibrillators required, along with the option to purchase or lease the defibrillator(s) so that the matter can be referred back to the Policy, Resources and Finance Committee.

*(Sally Freemantle, Deputy Town Clerk – 01935 382424)*



## **SWASFT AED Schemes**

Here are the details of the schemes we offer:

### **Option one: Defibrillator Accreditation Scheme**

You would be responsible to purchase your own defibrillator and your own annual training course. The accreditation service would give us the assurance that you have an infrastructure in place and subsequently the confidence to list you on our 999 computer aided dispatch system to ensure any caller in the local vicinity of the defibrillator is made aware of it should they need it.

You may decide to apply for a defibrillator award to the BHF which we would support or alternatively we could put you in touch with our defibrillator suppliers for a competitive price. We have a very active commercial training team who would be able to provide training within the community. Visit the Commercial Training section on our website for details.

### **Option two: Establishment Based Defibrillator/Community Public Access Scheme**

Provide a fully supported package for £1800 (ex VAT) on a four year agreement. We would loan a defibrillator to you and provide all the support to maintain it including electrodes and batteries, through expiry or use; storage equipment; an annual awareness course within the community or work based site on Basic Life Support and defibrillation; a debriefing service should the device be used and we would also list the device on our 999 computer aided dispatch system to ensure any caller in the local vicinity of the defibrillator is made aware of it should they need it.

The cost of this Support package scheme is £1800.00 excluding VAT; this is renewable every 4 years.

This package includes one of the following storage solutions of your choice:

- External cabinet (heated and unlocked). You will need to arrange fitting by an electrician for this style cabinet.
- Internal cabinet (with alarm and light)
- Internal wall bracket

The scheme will start when we deliver the AED not when payment is received.

- Once payment is received, we will allocate a AED to your community (AED remains the property of SWASFT)
- We are responsible for the full support of the AED, batteries, pads, training, software/firmware updates etc
- We provide welfare support/counselling to anyone that uses the AED

You will need to provide someone to check the device once a week and then email us once a month with a check sheet to confirm the device is still operational.

We will need you to book and supply a venue for the AED awareness course every year. The venue will need to be suitable for us to deliver theoretical training through power point and practical training.



## **9/72 ROAD NAMING PROPOSAL**

In November a request was received from South Somerset District Council for the Town Council's views on a new name for a road running in an easterly direction off Goldcroft in Yeovil. Unfortunately, the last day for consultation did not provide sufficient time for the matter to be referred to the Buildings and Civic Matters Committee meeting, or Town Council.

Therefore, the suggested names were emailed to Ward Members for comment under Yeovil Town Council Scheme of Delegation, Delegation to the Town Clerk, section (f).

Confirmation that the new road has been named Newcroft Court has now been received from South Somerset District Council.

The Committee is **RECOMMENDED** to note the new road name.

*(Sally Freemantle, Deputy Town Clerk – 01935 382424)*