



# Yeovil Town Council

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# Yeovil Town Council

## Annual Report 2016/17

**Amanda Card**  
**Town Clerk**

2<sup>nd</sup> May 2017

Further information about the Town Council, its responsibilities and its activities is available on the Town Council's website [www.yeovil.gov.uk](http://www.yeovil.gov.uk)

The website includes agenda and minutes of meetings of the Town Council, its Committees and the Yeovil Crematorium and Cemetery Joint Committee, and the useful contact details.

## **YEOVIL TOWN COUNCIL - 2016/17**

Darren Shutler – Mayor of Yeovil

David Recardo – Deputy Mayor of Yeovil

F Boieangiu

D Byrne (until 6<sup>th</sup> February 2017)

K Castle (until 13th February 2017)

P Chandler

T Cobb (until 13th February 2017)

J Conway

G Freeman-Bell

P Gubbins

K Hussain

A Kendall

T Ledlie

M Lock

P Lock

T Lock

S Lowery

G Oakes

E Potts-Jones

F Purbrick

W Read

M Roper

A Smith

R Stickland

# FINANCIAL ACCOUNTS FOR YEAR ENDING 31 MARCH 2017

(Figures are exclusive of VAT)

	INCOME £	EXPENDITURE £
<b>Balance in hand as at 1 April 2016</b>	<b>762,185.73</b>	
<b>Precept 2016/17</b>	<b>878,640.00</b>	
<b>Council Tax Support Grant 2016/17</b>	<b>81,920.00</b>	
<b>Policy, Resources and Finance</b>		
Grants	0.00	9,119.06
Salaries	749.50	193,758.88
Loan Repayment	0.00	27,970.13
Accumulated interest on Town Council Investments	3,639.94	0.00
Other Income/Expenditure	29,607.00	252,021.96
<b>Planning</b>	<b>146.33</b>	<b>12,433.11</b>
<b>Grounds &amp; General Maintenance</b>		
Allotments Rents	14,590.92	0.00
Allotment Expenditure	0.00	27,225.03
Open Spaces Expenditure	0.00	182,940.00
Other Income/Expenditure	770.83	2,661.09
<b>Building &amp; Civic Matters</b>		
Monmouth Hall Hiring Fees	9,732.00	0.00
Monmouth Hall Expenditure	0.00	15,781.83
Milford Hall Hiring Fees	26,877.46	0.00
Milford Hall Expenditure	0.00	39,555.62
Other Income/Expenditure	3,901.13	89,056.26
<b>Promotions &amp; Activities</b>		
Christmas Lights	2,000.00	32,655.15
Yeovil in Bloom	0.00	40,464.14
Other Income/Expenditure	2,512.92	528.53
<b>Joint Burial Fund Contribution</b>	<b>2,440.00</b>	<b>81,938.00</b>
<b>Bottlebank</b>	<b>1,157.98</b>	<b>645.03</b>
<b>Capital Receipts/Expenditure</b>	<b>0.00</b>	<b>12,810.00</b>
<b>VAT Accounts</b>	<b>92,291.76</b>	<b>83,297.06</b>
<b>TOTALS</b>	<b>1,913,163.50</b>	<b>1,104,860.88</b>
Less Expenditure	1,104,860.88	
<b>Closing Balance as at 31 March 2017</b>	<b>808,302.62</b>	

Note: These figures represent the unadjusted income and expenditure for 2016/17 and do not include expenditure for which a creditor provision has been made for services provided in 2016/17. Also excluded, are the planned carry forward of items of expenditure for services due to be delivered in 2017/18. The adjusted figures will be included in the Council's Annual Accounts for 2016/17.

**Prepared by: Neil Gage, Finance Officer**  
**2 May 2017**

## **Yeovil Town Council**

- The Council met on 10 occasions during the year.
- In May, we held our Annual Town Council meeting and appointed members to serve on the various Committees to the Town Council and the outside bodies on which the Council is represented. We also elected our Chairmen and Vice-Chairmen on these Committees.
- In June, we received a presentation from Steve Brewer (Community Safety Co-ordinator, South Somerset District Council) about Community Safety in Yeovil. He outlined the work of Yeovil One and the area of Yeovil they operate in.
- At the July meeting, Mike O'Dowd-Jones (Strategic Commission Manager, Highways and Transport) and Richard Needs (Engineering Design Manager, Economic & Community Infrastructure) both from Somerset County Council presented the Yeovil Highways Improvements, giving an overview of the work undertaken to date, and the work that would be required in the near future.
- Also in July, we accepted the revised Terms of Reference for the Yeovil Vision Project Management Board and the associated delivery groups; Love Yeovil Marketing Group, Yeovil One and Yeovil Town Centre Enhancement Group.
- There was no meeting in August.
- At our September meeting, we received a presentation from David Woan (President of Yeovil Chamber of Trade and Commerce) about the aims, activities and achievements of Yeovil Chamber which included a brief history, and the networking and support of over 130 members.
- The Council received a verbal report from Gareth Williams (Co-ordinator) and Rob Koranyi (Chairman) both of Yeovil Crime Reduction Team. They explained their work dealing with an array of issues, such as anti-social behaviour, shoplifting and other crimes within Yeovil, as well as assisting in the welfare of vulnerable people, using the radio link system, 24/7 CCTV monitoring and a digital database.
- At the November meeting, Becky Russell (Community Ranger, Yeovil Country Park) and Katy Menday (Countryside Manager) both from South Somerset District Council gave a presentation about Yeovil Country Park. They highlighted the successes such as the volunteer support, receiving a Green Flag Award, planning of trees, supporting local charities, delivering a diverse range of events and the success of the café.
- Also at our November meeting, we received a presentation from Johnathon Higman (Director of Strategic Development at Yeovil District Hospital) about Yeovil District Hospital. He outlined Yeovil District Hospital's strategy and provided an overview of the past year and the plans for the hospital site.

- In December, the draft budget for 2017/18 was noted and further consideration would be given to the setting of the 2017/18 precept pending final notification from South Somerset District Council of the tax base and the Council Tax Support Grant.
- There were no meeting in January.
- In February, we received a presentation from Adam Burgan (Arts and Entertainments Manager, Octagon Theatre/Westlands Entertainment Venue at South Somerset District Council) about the Octagon Theatre and Westlands Entertainment Venue. He outlined both the continuing success of the Octagon Theatre and the works that had been carried out at the Westlands Entertainment Venue
- Also in our February Meeting, we gave further consideration to the setting of the 2017/18 budget. We decided to approve the Town Council's precept as £941,886 which resulted in an increase on a Band D charge of £6.53 per year (or 12.5p per week) and increase from £97.48 to £104.01.
- In March, Dave Farrow (Head of Outcome and Sufficiency, Education Department at Somerset County Council) gave a presentation about education in Yeovil. He highlighted that all schools in Yeovil were either good or better. School Place Planning was also outlined, as well as how the additional need would be met.
- Also in our March meeting, Duncan Richards from Yeovil Men's Shed gave an interactive presentation and demonstration about Yeovil Men's Shed. He mentioned that many organisations had requested that Yeovil Men's Shed work on a number of projects. He thanked the Council for the financial assistance given.
- Finally, in the April meeting, Helen Rutter (Assistant Director – Communities, South Somerset District Council) gave a presentation updating Town Council about the work of Yeovil Vision and how the delivery groups (Love Yeovil, Yeovil One and the Town Centre Enhancement Group) fed into the overall strategy of Yeovil Vision.

***Darren Shutler, Chairman of Yeovil Town Council  
2 May 2017***

## Policy, Resources and Finance Committee

- The Committee met on 7 occasions during the year.
- We considered 16 grant application and made awards for £5,965 to 10 local organisations.

Organisation	Purpose of Grant Application	Amount awarded
Good Fellowship Club	Towards running costs	£500
Yeovil Town Community Sports Trust Ltd	Towards the cost of creating a Yeovil Town Football Club history archive	£500
Yeovil Olympiads	Towards the costs of the Annual Yeovil Games at the Bill Whistlecroft Athletics Arena	£500
Sutton Bingham & District Canoe Club	Towards the purchase of 2 katakanu boats	£500
Golden-Oldies	Towards hall hire, mileage and travel costs	£408
South Somerset Mind	Purchase of replacement shed for gardening project at Newton Allotment	£432
Yeovil Men's Shed	Towards the set-up and running costs in its first year	£1,000
Octagon Summer Schools	Towards running costs of the Annual Theatre Summer School	£1,000
Wessex Multiple Sclerosis Therapy Centre	Towards the funding of massage and reflexology sessions	£125
Yeovil Stroke Club	Towards transport costs	£1,000

### May

- The Committee carried out a review of Youth Services in Yeovil and made a decision to reduce the number of Youth Clubs from 4 to 2, due to Brympton Parish Council withdrawing from the Youth Services Review Steering Group and one venue being deemed unsuitable. The contract with the Youth Services provider was amended and a contract review mechanism was introduced.
- Internal controls and checks were put in place on the Mayor's Allowance to enable greater transparency in line with the audit regulations.

### June

- The Annual Governance Statement and the Annual Return for 2015/16 was approved. The Committee also noted that the Internal Auditor had confirmed that satisfactory controls were in place to meet the needs of the Town Council and that no weaknesses had been identified.
- A number of issues and risks had been identified at Yeovil Ski Centre and the Committee approved that the site be demolished and the area cleared.

### July

- The Committee approved and adopted both the Training and Development Policy (relating to both Members and Officers for Yeovil Town Council) and the Lone Working Policy.
- We heard that the Town Council had been awarded a Somerset Youth and Community Grant by Somerset County Council) to assist with the funding of Youth Club. This sum amounted to £18,900 over the next 3 financial years. The Committee accepted this grant.
- The Committee explored alternative investment opportunities and agreed to deposit £25,000 in to the CCLA (Charities, Churches and Local Authorities), in order to diversify risk and maximise return.

## **September**

- The Working Group Policy was reviewed, amended, approved and adopted.
- The Committee delegated the Town Clerk in consultation with the Chairman to respond to the 2017/18 Local Government Finance Settlement Consultation regarding the extension of referendum principles for Council Tax increases to all Town and Parishes Councils. The response argued that the application of referendum principles would be of severe detriment to Yeovil Town Council, through either capping at 2% or up to £5, or holding a referendum costing about £20,000.
- Rosie Darkin-Miller was appointed as the Internal Auditor for 2016/17 and agreed to undergo a tender process to procure internal audit service for the three financial years 2017/18 – 2020/21.
- We unexpectedly received a letter from the providers of Youth Services informing us they would be withdrawing the Youth Services by the end of December 2016. The Committee agreed to run another procurement process to take on Youth Services from 1<sup>st</sup> January 2017.

## **November**

- The Committee approved the Civic Guide to assist the Town Mayor, Deputy Mayor, their escorts/consorts, Councillors and employees to understand the civic roles and responsibilities of the Mayoralty and provide useful information for when undertaking a Civic Role.
- The Committee also approved the amendment to the allotment rules and eligibility by allowing residents outside the parish boundary of Yeovil Town to be eligible for allotments.
- The Action Plans for 2017/18 for this Committee and the Service Committees were approved.
- A Budget Setting and Council Priorities Workshop was held in October and all members were invited. The outcomes from this fed into the budget. The draft budget was considered and a number of recommendations were adopted to help ensure that the budget set was robust. This included increasing the annual allotment rent by 3p per square metre (to comply

with the policy to continue to reduce the subsidy to allotments year on year); and formalising the agreements in place with South Somerset District Council for Open Spaces, Play Areas and Allotments.

- The Town Council owns 90% of the Cemetery and is exploring more efficient ways of working at the Cemetery to maximise income and reduce expenditure.
- The contract for Youth Services was awarded to YMCA Mendip.
- We heard that planning permission had been given for the demolition of the Ski Centre with the proviso that the required measures for bat protection were undertaken. This meant that comprehensive and extensive bat surveys were required. Some interim work had to be undertaken to make the building safe and this led to the removal of the stairs and landing. This work was carried out using emergency powers.

## **January**

- We gave further consideration to the setting of the 2017/18 budget. We decided to approve the Town Council's precept as £941,886 which resulted in an increase on a Band D charge of £6.53 per year (or 12.5p per week) and increase from £97.48 to £104.01.
- The Committee reviewed the comprehensive risk management strategy and assessed the risks that faced the council in terms of likelihood and impact. For each risk, controls have been put in place to mitigate and reduce risk. The benefits of this have been reflected within in the Insurance renewal figures.
- The Committee were also given an update about the Ski Centre. Following officers liaising with Natural England, a method statement was agreed for providing mitigation measures (to protect bats, if found) and demolishing the building which met with Natural England's approval. In addition to this, we worked with Officers from Yeovil Country Park who have about 30 bat boxes within Yeovil Country Park for any bats that may be found. The building was fully demolished in February.

## **March**

- The Committee agreed a long term agreement for 3 years with the insurance provider, with the premiums reflecting the Council's approach to risk.

***Tony Lock, Chairman of the Policy, Resources and Finance Committee  
2 May 2017***

## **Grounds and General Maintenance Committee**

The Town Council's Grounds and General Maintenance Committee:

- Manages all of Yeovil's allotment sites
- Manages a wide range of open spaces and amenity areas across the town
- Manages other important recreational and leisure facilities, including play areas
- Makes arrangements for the Best Kept Allotments Competition

### **Play Areas**

- The Committee manages 16 play areas across Yeovil and receives regular reports regarding inspection and maintenance.
- Partnership working with South Somerset District Council has enabled improvements at play areas around the Town. Last year, Kingston View Play area was refurbished and included new tree planting, Victorian style wall and railings, new pathways, mounding, balance beam and stepping logs, play bridge, supernova roundabout, hamstone boulders and new seating. The Councils are currently working on the redevelopment of the Gras Royal Play Area and the Steering Group was formed last year to develop a plan and consult with existing and potential users of the park. The schedule of proposed planned improvements has been drawn up and, funding dependant, will include:
  - Climbing equipment for older children.
  - Low mounding and the addition of a small tunnel through the mounding
  - A shallow dry ditch with a footbridge crossing it to add landscape interest and play value through role play and imaginative games.
  - Additional tree planting to add to existing trees.
  - Large bowl type roundabout.
  - Agility trail.
  - Improve access into and through the park with a new footpath.

### **Youth Facilities**

- The free Open Access Holiday Activities Programme for young people had been highly successful – this was made possible by funding from Yeovil Town Council, South Somerset District Council and the Yarlington Housing Group. The overriding aim has been to provide stimulating things to do and places to go for young people during the school holiday periods. This year the activities included healthy cooking, a drumming workshop, circus skills, water wars, climbing activity, jewellery making and a Bikefest (see below). The numbers of young people attending the activities has continued to rise (over 10,000 by November of 2016/17), and the feedback has been very positive. The programme is provided in Milford/Birchfield, Westfield and Yew Tree Park, enabling children and young people across Yeovil access to these exciting opportunities in the school holidays.
- The second annual Bikefest which took place in August was extended to

a week of activities at Birchfield Park and included:

- Information on cycling proficiency and maintenance
- Guided bicycle rides around the Country Park
- Track races
- Smoothie bike
- Children's craft activities
- Circus skills
- Spinning bike challenge
- Charity and commercial stalls
- Self-guided cycle trail

### **Allotments**

- The Council's pro-active and flexible approach to allotment management has helped achieve a thriving allotment community, and has maintained a good level of allotment lettings across the Town's 11 allotment sites. This included the alteration to the eligibility criteria to allow those residing outside the parish the opportunity to take a tenancy of an allotment in the Yeovil Town Council area.
- To assist the Committee in assuring that high standards are maintained, each allotment site has a Tenants' Representative. These representatives meet regularly throughout the year to discuss allotment issues which have been raised by their fellow tenants and where necessary they are forwarded to the Committee for their consideration.
- The Committee has continued to fund skips for use at individual allotment sites under the Non-Corporate Allotment Maintenance Budget.
- The judging for the Best Kept Allotments' Competition took place in both summer and winter. The judges have all agreed that the general standard of the allotment sites continues to improve and prizes were awarded at the annual Super Saturday in Yeovil Town Centre in September.
- The income raised from allotment rents helps to meet the costs of maintaining the Town's allotment sites, and the annual rent increase means that the budgeted income represents an acceptable percentage of the overall costs, whilst also continuing to ensure a fair and sustainable approach to their future provision. A mains water charge now re-charges the cost of mains water used by tenants on a site by site basis. This will mean that tenants will be paying for the water they have actually used, whilst encouraging more environmentally friendly ways of collecting and recycling rainwater thereby reducing the dependency on mains water. This approach is in line with the Council's values of raising awareness of environmental issues, improving the quality of the environment and encouraging an environmentally friendly ethos.

### **Greenspace Areas**

- The Committee has continued to fund the maintenance of an extensive number of areas of amenity and open spaces in the Town – including Yeovil Country Park. This ensures that local communities have ongoing access to public areas of green space close to where they live. Organised monitoring and review arrangements have taken place to identify issues

affecting open spaces across the town, and the outcomes have been reported to the Committee on a regular basis.

- The Committee annually considers a report from the Countryside team and this year a presentation by the Countryside Ranger (SSDC) in respect of Yeovil Country Park. The Park has retained its Green Flag award and as it scores so highly it now only has to be judged every other year. The Ninesprings Café, Education and Information Centre, which the Town Council helped to fund, opened its doors in October 2014 and has proven to be an invaluable resource, both in terms of an excellent facility for communication and marketing, and a lovely meeting point for social and educational purposes.
- Following a contribution from the Town Council's New Initiatives budget, nesting box and wildlife cameras were installed at Yeovil Country Park. The Countryside Team also secured funding for some trail cameras as part of the project that takes remote footage out in the Country Park which is then streamed onto the TV screens in Ninesprings Centre showing elusive species like otters and kingfishers and a tilt and pan camera immediately outside the Centre (on bird feeders) providing live feed images that visitors can move and focus on themselves.
- Plans for an outdoor gym initiative are on-going. The Community Health and Well-Being Project Manager (SSDC) proposed that Milford Park be identified as a pilot site to develop and install an outdoor gym together with a circular walk/running track around the Park for all members of the public to use during the day and evening. As part of the health inequalities project running in Yeovil, the initiative is being implemented in stages, the first stage was the installation of a circular pathway to help improve access and provide a running route.
- The Committee continued to work with Streetscene services to monitor the provision and use of dog waste bins allocated throughout Yeovil Town, responding as appropriate to suggestions from the community regarding prevention of fouling and placement of bins.
- The Committee supported the planting of a tree in Sidney Gardens by the Yeovil Division of the Lions Club as part of their Centennial Community Legacy Project.
- A close working relationship with South Somerset District Council has continued and a revised Service Level Agreement has identified areas to streamline services and set out the best way to progress with joint future initiatives.

***Manny Roper, Chairman of the Grounds and General Maintenance Committee***  
***2 May 2017***

## **Buildings and Civic Matters Committee**

The Buildings and Civic Matters Committee's remit includes:

- Management of Monmouth and Milford Community Halls
  - Management, maintenance and repair of the Town House
  - Management of Peter Street and Petters Way Public Toilets
  - Provision, siting and maintenance of litter and grit bins
  - Sponsorship of theatrical, educational and artistic ventures
  - Maintenance of War Memorials and the Millennium Clock
  - Receiving consultations on Street Naming/House Numbering
  - Traffic Regulation Orders
  - Community Safety
- 
- The Committee met on six occasions during the year.
  - A sponsorship cheque for £3,000 was presented to Yeovil Town Band to help meet the Band's running costs. In return the Band played at various civic events throughout the year which the public were welcome to attend, including the Town Criers' Competition, the Annual Civic Service, the September Yeovil Super Saturday and Remembrance Sunday.
  - The Committee was pleased to welcome representatives from Avon and Somerset Constabulary who work as part of the Yeovil "One Team" and who regularly attended the meetings throughout the year to update the Committee with current policing matters in the town.
  - Both the Milford Community Hall and the Monmouth Hall facilities continue to provide a variety of valuable services to those living in the local areas, including playgroups, a youth club, and the community library. There are also many other regular users for both the Milford and Monmouth Halls, for example the Brownies, a Karate club, Cyrita dance group, AGE UK, Weight Watchers and the Golden Oldies.
  - The Committee agreed to significant expenditure in improving Milford Community Hall such as the installation of a hearing loop to allow the Hall to be promoted as being fully accessible to hearing impaired users, and to repair and update the CCTV system. The hall floor was also refurbished to ensure that the hall can be used by a wide variety of user groups for many years to come. Monmouth Hall has had a new fire detection system installed, along with general improvements to assist in safe exit of the building.
  - Repairs to the Maintenance Operative's Workshop were also required and the Committee agreed to necessary improvements to this facility which will be carried out shortly.
  - Close consultation took place between the Committee and the Programme Controller for the Gas Mains Replacement Project which has been taking place throughout Yeovil Town Centre over recent months. Detailed time scales were provided and Wales and West Utilities were accommodating of suggestions made by the Committee to ensure that access to important car parks and other parts of the town were maintained at key times.

- The Committee considered the charges for the hire of the Milford and Monmouth Community Halls, as well as the Council Chamber at the Town House. It was agreed that the prices should increase to assist with recouping some of the costs of providing the facilities with effect from 1 April 2017.
- The Committee has continued to provide financial support for the development of sport and healthy lifestyles in Yeovil. This includes the development of new and existing community sports clubs, the development of coaches, volunteers and officials, with the objective of increasing the utilisation of the outdoors and green spaces for exercise and health related activity, and the aim of decreasing the number of inactive adults and children.
- Speed indicator device results from several locations around the town continue to be received and considered by the Committee. Representation has been made to County Council to install posts in two additional residential roads in Yeovil to allow a Speed Indicator Device to be positioned and monitor traffic speeds. Whilst the Speed Indicator Devices provide information on the speeds traffic is travelling throughout the day and night, they also encourage drivers to reduce their speed at each location.
- Throughout the year the Committee has continued to receive monitoring reports about the use of the town centre CCTV System, which has helped to measure its effectiveness. The Town Council contributes £32,490 per year towards the operation of the system which has assisted the Police in tackling problems such as missing persons and anti-social behaviour in the town centre.
- The Committee approved a £6,915 contribution to assist with the funding of a third year of the pilot scheme for a Town Centre Ranger for Yeovil. During the first two years the Ranger has carried out a number of maintenance tasks to improve the town centre focussing on items of street furniture including maintaining and repairing benches, bollards, finger signs, railings, cycle racks, litter bins, and paving. The Ranger scheme has undoubtedly contributed to the general cleanliness and appearance of the town centre, and, due to this funding the scheme is set to continue for the 2017/18 year.
- The Town Council joined the Crime Reduction Team to work in partnership with other Town Centre businesses and organisations and assist with safe management of Town Council property. The work of the Crime Reduction Team is hugely beneficial to the town centre and helps provide a joined up approach between community and police.
- A Working Group has been set up by the Committee to research into the names of those associated with Yeovil who died defending the country in the 1st and 2nd World Wars. Depending on criteria agreed, the Working Group may make it possible to add names to the war memorial if they are not already recognised in Yeovil or on a war memorial elsewhere.

***Rob Stickland, Chairman of the Buildings and Civic Matters Committee  
2 May 2017***

## Planning Committee

The Committee has met once a month during the 2016/17 year. At these meetings a total of 188 applications have been considered. As well as the standard 'full' and 'outline' applications, proposals for advertisements, works to listed buildings, works to protected trees, and proposed changes of use to land and buildings have also been considered. The agendas make it clear that the Town Council is a consultee in the planning application process and that South Somerset District Council (SSDC) as the Local Planning Authority takes the final decision. The final decisions taken by the Local Planning Authority are reported to the Committee each month, as well as the outcome of planning appeals.

There has been a huge variety of development proposals put forward to be considered by the Committee during the course of the year. Numerous minor domestic extensions have been dealt with (which need to be considered carefully in terms of their potential impact on the occupiers of neighbouring properties), as well as large scale developments which can have a significant impact on the Town as a whole. A few applications of note have been considered by the Committee during the year:

- In October 2016 a private development company submitted a planning application (16/04661/FUL) for the change of use, conversion and extension of the former creamery building in Newton Road to form 85 new flats. 14 existing flats were also to be retained. The Committee considered the application at the November 2016 meeting and welcomed the proposals in general terms as the building is empty and derelict. Concerns were raised however in respect of the proposed level of parking provision which did not meet the County's Parking Strategy. Nevertheless, due to the sustainable location of the property close to the town centre the Local Planning Authority granted planning permission in March 2017 following the signing of a legal agreement securing financial contributions towards off-site affordable housing; sport, art and leisure; the Wyndham Hill, Yeovil Country Park project; and public realm improvements.
- A number of outline and listed building applications have been submitted at the Tannery site in Eastland Road, Yeovil during the 2016/17 year. The site contains the Grade II listed shell of a building used by a former tannery and glove manufacturer. The latest applications submitted in September 2016 (16/04068/OUT and 16/04070/LBC) sought permission for the demolition of the listed tannery building, and the development of the site for 81 residential units. Whilst the Committee had no objection to the demolition of what remains of the listed building, it recommended refusal of the redevelopment proposals on the grounds that it was considered to be overdevelopment of the site, and the parking provision was inadequate. Both applications have subsequently been refused by the Planning Authority.
- Several applications have been submitted by South Somerset District Council in connection with the refurbishment and upgrading of the facilities at the Westland Leisure Centre in Yeovil. Applications sought permission for the demolition of the existing pavilion and the erection of a

new cricket/bowls pavilion; alterations to the elevations; a new entrance; a new sheltered walkway; landscaping works; side extension; additional parking; and new signage (16/02825/FUL, 16/04549/FUL, 16/05071/FUL & 16/05160/ADV). Whilst the Committee considered all these applications, a declaration of interest was made because of the financial support that the Town Council is providing for the project.

In November 2016 SSDC confirmed an Article 4 Direction for certain areas of Yeovil which means that planning permission will need to be sought and granted for the change use of a single dwelling to a 'house of multiple occupation' (HMO). Normally an increase in the number of unrelated people living in a house does not require planning permission, but the increase in HMOs has caused issues in certain parts of the Town which SSDC is trying to address. As a result, a planning application (17/01197/COU) to allow the use of a house for five unrelated individuals at 48 Goldcroft, Yeovil was submitted and considered by the Committee in April 2017. The Committee recommended refusal on the grounds of the lack of parking provision and inadequate storage space for waste and recycling bins. The application is yet to be determined by SSDC.

Following the decision to discharge the services of the SSDC planning officer to attend the meetings, the Committee process was streamlined in April 2016 to provide simpler Planning Committee agendas with electronic links direct to the SSDC website in order to provide information about individual planning applications. The new regime has been monitored during the year with Members being asked for feedback on the new agendas, etc. Where necessary minor adjustments have been made, but overall the feedback has been positive with Members researching applications within their Wards and discussing any issues with the relevant planning officers before the meetings. As Chair, I would like to thank the Committee members for their extra commitment to the Planning Committee arrangements. The success of the new regime is borne out by only 12 decisions taken by the Local Planning Authority during the year which were contrary to the recommendation of the Town Council's Planning Committee.

From April 2016 SSDC decided to terminate all the delegated licensing functions previously carried out by the Town Council. Therefore, during the 2016/17 year the Committee has been dealing solely with planning matters and was therefore renamed the Planning Committee in April 2016.

***Pauline Lock, Chairman of the Planning Committee  
2 May 2017***

## Promotions and Activities Committee

The Committee met 6 times in the past municipal year.

- In **May** the Committee considered a report about a Centenary Trail to celebrate the anniversary of the Lynx World Speed Record.
- In **July** the Committee considered an update report regarding the Centenary Trail and viewed a short film made by the college, a new Blue plaque was also considered.

There was a discussion on providing some LCD Screens for the town centre, these could produce an income if found cost effective.

It was agreed to run the Christmas lights competition again this year and Councillors were selected to be among the judging panel.

- In **September** the Committee considered a report about Super Saturday – with the event rapidly approaching the plans were all set and we hoped the day would be enjoyed by all.

The Town Clerk attended the meeting to update members about the Christmas Lights display for the town – it was reported that alternative locations for some light crossings were needed as the buildings had changed with fixing no longer being available. A three Councillor working group was set up to look into a new set of lights for coming years.

- In **November** the Committee supported an idea from Cllr Joe Conway to set up a working group to help residents feel at home in Yeovil, after Brexit. The working group would be called “Unity in the Community”.

With Super Saturday behind us the plans for the 2017 event were discussed, these will be evolving as the year goes on.

With the news that Yeovil Town Ladies FC had won their football league and had been promoted to the Women’s Super League 1, the Committee decided to hold a civic event to honour their outstanding achievement.

- In March the Committee heard a report from SSDC’s Principle Horticultural Officer, Steve Fox about the Spring Seminar of South West in Bloom, which was described as one of the best attended to date. Tony Buckland was the principle speaker, and he was very good.

The dates to remember were given; Entries for Pride in Parks by 12<sup>th</sup> June. Regional Town Judging to take place between the 5<sup>th</sup> July and the 19<sup>th</sup> July, and the South West in Bloom Regional Presentation will take place on the 5<sup>th</sup> of October.

The Unity in the Community group reported to the Committee that a letter had been received from the Department for Communities and Local Government, regarding the Big Get Together, in the name of Joe Cox, the MP that was murdered last year. The two events would be combined

in Yeovil with the Quedam taking a very active role – the event is planned for the 17<sup>th</sup> and 18<sup>th</sup> of June 2017.

A report was considered from the working group regarding the replacement Christmas Lights – it was agreed that invitations to quote for the new lights be sent to three specialist companies. The results of these quotes will be reported later in the year.

***David Recardo, Chairman of the Promotions and Activities Committee***  
***2 May 2017***

## **Town Clerk's Report**

- I have now been in the post of Town Clerk for 16 months. Within 9 months I have achieved CiLCA (Certificate in Local Council Administration); this will enable the Council to retain its General Power of Competence in future years.
- This year has been very successful and undoubtedly, a huge contributory factor to this success comes from the commitment, knowledge, skills and hard work from the team of officers here at Yeovil Town Council.
- We recruited a Maintenance Operative, which will enable the Council and are gradually becoming more proactive over the core tasks of this post which were being covered by a third party.
- In conjunction with Yeovil College we recruited a Trainee Administrator under the Apprenticeship Framework. This role will give this trainee the ability to achieve up to a Level 3 Diploma in Business Administration as well as excellent on the job training.
- As budgets are tightening, we have been carrying out many exercises to ensure that we are benefiting from Best Value. We have considered and formalised many Service Level agreements and contracts to ensure that we are receiving the level of service we expect at the right price, but also ensure that we maximise our income streams.
- We have made an assessment on all our buildings to ensure that they are safe. This will ensure that all risks in using the building are mitigated for the safety of staff, the public and Councillors.
- Many policies have been adopted and implemented this year, including the Lone Working Policy and the Training and Development Policy. More policies and procedures will be reviewed during 2017/18.
- There has been officer involvement in lots of exciting projects such as Super Saturday, Love Yeovil and Unity in the Community. These projects increase the visibility and prominence of the Town Council.
- There are many exciting projects in the pipeline which will be rewarding for both the Council and the staff when these come into fruition.

***Amanda Card, Town Clerk  
2 May 2017***