



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 21 March 2017**

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
15 March 2017

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

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 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 G E N D A

9/132. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

9/133. 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).

9/134. MINUTES

To approve as a correct record the Minutes of the meeting held on 24 January 2017.

9/135. EXCLUSION OF PRESS AND PUBLIC

Due to the confidential nature of the business of items 9/140 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

9/136. YEOVIL TOWN CENTRE MAINTENANCE PROGRAMME

To consider the report of the Neighbourhood Officer (SSDC) attached at pages 3 to 7..

9/137. NAMES ON WAR MEMORIAL

To consider a report by the Deputy Town Clerk attached at page 8.

9/138. SPEED INDICATOR DEVICE

To consider a report by the Deputy Town Clerk attached at page 9.

9/139. FINANCIAL STATEMENT – DECEMBER 2016/JANUARY 2017

To consider the Financial Statement for the period 1 December 2016 to 31 January 2017 attached at pages 10 to 16.

PUBLIC COMMENT (15 Minutes)

The Committee will consider a resolution (see item 9/135) 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.

9/140. MONMOUTH HALL – (Confidential)

To consider a report by the Deputy Town Clerk attached at page 17.

9/136. YEOVIL TOWN CENTRE MAINTENANCE PROGRAMME (Ranger Scheme)

Purpose of the Report

To update and inform members on the progress of the Yeovil Town Centre Ranger Scheme and to request approval for a contribution for the Ranger scheme for the third year of the pilot 2017/18.

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 for year 1 & 2 of the 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 Group.

Recommendations

1. That members note the update report
2. That members approve to contribute £6,915.70 to year three of the Yeovil Town Centre Rangers pilot scheme.

Background

A report was taken to Yeovil Town Councils Buildings and Civic Matters Committee in November 2016 where members noted the report and were given estimated figures for year three of the pilot scheme. The lead officer highlighted the figures for year three of the pilot scheme and that a subsequent report would be brought to a future committee to request the approval of a funding contribution for year three.

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

Update

The work outlined in the schedule (attached at appendix X) is on target for completion for year 2016/17.

In addition to the work outlined in the schedule the items listed below have remained in the scope of works as per year one and two 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

Note: All items covered by the Ranger and the frequencies can be found in appendix X.

Funding contributions are also being sought for year three of the pilot from Yeovil's surrounding parish council's, Love Yeovil Marketing Group will also be approached.

Overall cost for the Ranger Scheme for year three: **£17,831.45 (£10,504.85 plus £7,326.60)**

Funding split;

Yeovil Town Council:	£6,915.70
South Somerset District Council:	£6,915.70
Parish Councils to be confirmed:	£2,000
Love Yeovil Marketing Group Tbc	£2,000
TOTAL	£17,831.45

The report therefore seeks members of the Buildings and Civic matters Committee to approve a funding contribution of £6,915.70 towards year three of the Yeovil Town Centre Ranger Pilot Scheme.

Appendices

Table attached outlining the Rangers schedule yrs 1-3.

Item	Type	no of units	Location	Maintenance Description	Preferred Frequency	Labour (*18.00) Year 1	Labour (*18.50) year 2	Labour (*18.90) year 3
Benches	All benches	31	Princes St & Middle St, the Borough	Clean seating with damp cloth	Nov-March x2, April-October x 7	£532.80	£1,230.39	£1,230.80
Benches	Streetmaster	26	Town Centre - Middle Street - Hendford - King George Street	Rub down & revarnish wooden slats & wipe down metalwork with damp cloth	Annual		£1,232.10	£1,258.74
Bollards	Metal Manchester	80	Throughout Yeovil Town Centre	Repaint	Biennially	£1,095.20		
Finger Pointers		6	Throughtout Yeovil Town Centre	Repaint	Biennially		£1,232.10	£1,232.10
Railings	Metal bespoke		South Western Terrace	Repaint	5 Yearly	£699.30		
Railings	" "		Bandstand	Repaint	Annual	£666.00	£684.50	£699.30
Cycle Racks	Black painted metal	25	Throughout Yeovil Town Centre	Repaint	Annual	£666.00		£699.30
Junction Boxes	SSDC owned		Throughout Yeovil Town Centre (location plan available)	Repaint	Every 3-5 years			£699.30
Benches	Ollerton	3no	Glovers Walk & Borough	Re paint 's' shaped bench and circular benches in Borough	Annually		£1,026.75	
Litter Bins	Brunel	29	Throughout Yeovil Town Centre	Clean	Monthly from April - Sept x2 Oct - March	£2,397.60	£2,464.20	£2,517.48
Art feature		1	King George Street	Cleaning	Annual	£66.60	£68.45	£69.93
Weed killing	Highway footpaths and Carriageways		Throughout Yeovil Town Centre	Street weeds, kerbs/back edges & paving	x 5 year	£1,998.00	£2,053.50	£2,097.90
						£8,121.50	£9,991.99	£10,504.85

April 2015/16
3 year Ranger pilot
scheme commenced

2016/17
2 Year pilot almost complete

Funding for Year 3 pilot
Currently being sought

Yeovil Town Centre Enhancement Group

What has been done throughout the year:

31 Benches cleaned 9 times
3 Metal Benches to be painted
29 Litter bins cleaned 8 times
26 Benches cleaned and varnished
Public areas in town weed killed 5 times
Street cleaning with specialist chemical
Cleaner 31 times
Bus station cleaned twice year
SSDC bus shelters cleaned annually

Phil Nicholson
(Ranger)



Overall cost of scheme
Year 2 - £17,318.59

Funding Partners



SSDC



Yeovil Town Council

Yeovil Without Parish



Love Yeovil
Marketing Group

6 Finger pointers
re-painted



Art feature
King George Street
cleaned



Bandstand railings re-painted



**Bubblegum removal
twice a year**



**26 Benches cleaned
and varnished**



7 new bins being purchased to replace old tired bins



**Tim Fortune bespoke
benches re-varnished**



9/137. THE BOROUGH WAR MEMORIAL

A letter has been received by the Town Council from a local man carrying out research into men associated with Yeovil and who died in the 1st & 2nd World Wars. The letter draws attention to one particular man, Ernest Holder, who was born in Yeovil in 1892 and was shot for desertion in February 1918 (at the age of 26), and requests that his name be added to The Borough War Memorial. A piece was written in the Western Gazette in December 2016 about Ernest Horler, including a request that any family members contact the Town Council, but no-one has come forward.

In the past a number of men have been researched and their names added to the War Memorial when it was considered appropriate to do so. The criteria used to decide whether they should be on the Memorial have included:

- if they had a strong connection with the town (eg. born and brought up in Yeovil),
- died as a direct consequence of the war, and
- are not on a memorial elsewhere.

Whilst there is a strong case for Ernest Horler to be included on the Memorial, local research indicates there is a list of about 70 people who might *potentially* be eligible to be added to it. As the Memorial plaque has to be sent to Bristol each time a name is added it would seem sensible that a more thorough approach should be taken rather than reacting to each request as and when it is made.

It is therefore recommended that a working party is set up comprising two Committee Members, one of the local researchers that has been providing information to the Town Council on this matter, Mr J Sweet who is very knowledgeable about the War Memorials, a staff member, and possibly a member of the Royal British Legion. The terms of reference would be to recommend an agreed list of criteria against which decisions can be made to add people (or not) to the Memorial; to consider individual cases where it is not clear whether they should be listed or not; and to consider and recommend how the War Memorial can accommodate the additional names if there are too many for the current plaques.

The Committee is **RECOMMENDED**:

- 1) to note the report;
- 2) to set up a Working Party comprising of two Members of the Committee, a member of the Royal British Legion, a staff member, the local researcher and Mr J Sweet; and
- 3) to agree the terms of reference for the Working Party to be as stated above.

Helen Ferdinand, Deputy Town Clerk (job share) – 01935 382424

9/138. SPEED INDICATOR DEVICES

St Michael's Avenue

Enquiries have been made regarding the possibility of the installation of a speed indicator device (SID) for St Michael's Avenue. Unfortunately, as the Highways Authority is unable to put the SIDs on lamp columns, and there are no other appropriate columns in the area of St Michael's Avenue identified (proximity of Winchester Gardens), the installation of a SID is not feasible at present.

Cost

The cost of purchasing our own Speed Indicator Device would be in the region of £3,000. The cost of installation of a standalone post to install the SID onto is awaited and will be reported at the meeting.

General Information

The Somerset County Council (SCC) Traffic Engineer has indicated that approach speeds of vehicles as recorded by the Speed Indicator Device do not reflect the 'adjusted' speeds which the motorists may switch to on being 'reminded' of the posted speed limit by the device. This means the speeds shown by a SID are probably an accurate reflection of the speeds normally experienced at this location. Where it has been possible to measure 'adjusted' speeds at other locations it has been found that there has been an average reduction in speed between the approach speed and adjusted speed of approximately 4-5mph.

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, adding 10% and then adding a further 3mph, (this equates to 25mph in a 20mph posted 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 that if this location is already included in the SID programme it will continue to receive a temporary SID on a regular basis irrespective of the above results). The 85%ile speed is the speed at which 85% of all vehicles are travelling either at or below, (with obviously the remaining 15% of all vehicles travelling at a higher speed).

The Committee is **RECOMMENDED** to note the report and agree any actions.

(Sally Freemantle, Deputy Town Clerk – 01935 382424)