



Yeovil Town Council

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

Phone 01935 382424

Fax 01935 382429

E-mail alan.tawse@yeovil.gov.uk

Promotions and Activities Committee

The Meeting... **Promotions and Activities Committee**

The Time... **7.00pm**

The Date... **Tuesday 11 March 2014**

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



Alan Tawse

Alan Tawse

Town Clerk

05 March 2014

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

To All Members of the Promotions and Activities Committee:

Martin Bailey

Peter Brock

Kris Castle

Phil Chandler

Tristan Cobb

Clive Davis

Tony Fife

Jon Gleeson (Chairman)

Mike Lock (Ex-officio)

Wes Read (Vice Chairman)

David Recardo

Manny Roper (Ex-officio)

Alan Smith

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

A G E N D A

Public Comment (15 Minutes)

1. MINUTES

To confirm as a correct record the Minutes of the previous meeting held on 14 January 2014.

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

4. CORRESPONDENCE

5. YEOVIL TOWN CENTRE MAINTENANCE PROGRAMME

To consider a report by the Neighbourhood Officer (SSDC) attached at pages 3 to 5.

6. YEOVIL IN BLOOM STEERING GROUP MINUTES

To consider the Minutes of the meeting of the Yeovil in Bloom Steering Group held on 3 March 2014 – to follow.

7. CUSTOMISED SOUVENIRS

To consider the report by the Assistant Town Clerk attached at page 6.

8. FINANCIAL STATEMENT FOR DECEMBER 2013/JANUARY 2014

To consider the Financial Statement for the period 1 December 2013 to 31 January 2014 attached at pages 7 to 10.

PUBLIC COMMENT (15 Minutes)

EXCLUSION OF PRESS AND PUBLIC

The Committee will be requested to pass a resolution excluding 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. **NEW INITIATIVES – PUBLIC ENTERTAINMENT AREA**

To consider the confidential report by the Assistant Town Clerk attached at pages 11 to 14.

10. **NEW INITIATIVES – TOWN CENTRE WIFI**

To consider the confidential report by the Town Clerk attached at page 15 to 34.

5. YEOVIL TOWN CENTRE MAINTENANCE PROGRAMME

Purpose of Report

To present the completed draft maintenance programme for Yeovil town centre to Members of the Town Council and request that members consider making a financial contribution.

Recommendation

1. that Members note the report; and
2. that Members consider making a provisional financial contribution towards the draft maintenance programme subject to other contributions being secured - having regard to the Town Clerk's comments on the availability of funding.

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'. Marie Ainsworth, Neighbourhood Officer for South Somerset District Council (SSDC), assessed the condition of the town centre and looked at ways of improving the overall appearance. An audit was carried out of street furniture and current maintenance regimes to establish a baseline from which to work.

Historically, maintenance of street furniture has been carried out on an ad hoc basis for a number of years, resulting in the condition of some items deteriorating over time. Since 2011 SSDC has implemented a maintenance schedule each year, picking up most of the ad hoc items in South Somerset District Councils care and a few items owned by the County Council.

Street furniture owned and managed by the Town Council – including various noticeboards and the infrastructure for the Christmas Lights displays – is regularly maintained by the Town Council.

Somerset County Council's more recent budget cuts have also affected other maintenance activities including; tarmac patching, weed killing, graffiti removal (on County Council owned property) painting bollards and street columns.

Town Council Meeting - November 2013

Marie Ainsworth presented an initial report on this subject to the Town Council in November 2013 with a draft (almost complete) maintenance programme. The draft maintenance programme seeks to address the on-going maintenance of the identified ad hoc items. The preference is for planned maintenance to have long term impact if resourced properly.

The committee resolved to approve funding in principle following confirmation of all the anticipated costs, the availability of District Council budgets to meet the proposed pavement cleaning, graffiti removal and weed clearance works and the level of funding available from South Somerset District Council,

Brympton Parish Council and Yeovil without Parish Council towards the overall costs.

Marie attended both the Yeovil Without and Brympton Parish councils two weeks ago and presented the draft maintenance programme and gave a verbal explanation of the project.

Yeovil Without committee members briefly debated the principle of contributing funding and asked if they could have some time to consider the proposal, Marie would attend a future meeting to debate this further, the response was generally positive.

Brympton Parish Council also debated the subject, and whilst they agreed that a financial contribution would be favourable, their budget was already stretched and they were unable to commit any funding at his time.

Marie highlighted that both West and East Coker Parish Council boundaries crossed over into the fringes of Yeovil and that they should be made aware of this project and be asked if they might be willing to make a contribution. Marie would approach the Parish clerks.

Other sources of funding will be sought over the next couple of months.

Should further in principle contributions be secured, the next step would be to firm up the draft schedule by going into more detail and specifying each element of work and to obtain quotations to form a contract for year one. This first year would be a pilot for the project to test the overall performance.

The completed draft maintenance programme is attached at page 6, Marie will verbally give an explanation of the highlighted sections at the meeting. For ease of reference, an A3 copy of this plan has also been circulated separately to all Members of the Committee.

Town Council Funding

The Town Clerk has indicated that the Committee has £8,000 earmarked for Town Centre Environmental Improvements none of which has yet been committed.

In the circumstances, he has suggested that the Committee may wish to seek the Policy, Resources and Finance Committee's approval to carry this balance forward to 2014/15 and reconsider its application when the draft maintenance schedule is finalised and quotations have been obtained for the first year of the proposed project.

(Marie Ainsworth – Neighbourhood Officer SSDC – 01935 427876)

7. CUSTOMISED SOUVENIRS

The budget allocation for Customised Souvenirs is used to purchase promotional items to promote the town, which could be sold or used as souvenirs or mementos.

A small amount of the 2013/14 allocation (£87) has been used towards the purchase of commemorative tea towels as mementos for the forthcoming Town Criers' competition in recognition of the 20th anniversary of the first competition in Yeovil. It is suggested that the remaining funds in the budget be carried forward to the 2014/15 financial year to enable the purchase of new items to help promote the Town.

The Committee is **RECOMMENDED** to note the matter and request that the Policy, Resources and Finance Committee carry forward the remaining amount of £453 in the Customised Souvenirs budget to the 2014/15 financial year.

(Sally Freemantle – Assistant Town Clerk 01935 382424)