



Yeovil Town Council

**Town House
19 Union Street
Yeovil
Somerset
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The Meeting... **Buildings and Civic Matters Committee**

The Time... **7.00pm**

The Date... **Tuesday 21 July 2015**

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

Sally Freemantle

Sally Freemantle
Acting Town Clerk

15 July 2015

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

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 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.

A G E N D A

PUBLIC COMMENT (15 minutes)

1. **MINUTES**

To approve as a correct record the Minutes of the previous meetings held on 16 June 2015.

2. **APOLOGIES FOR ABSENCE**

3. **DECLARATIONS OF INTEREST**

4. **CORRESPONDENCE**

5. **REPRESENTATIVE FROM AVON AND SOMERSET POLICE CONSTABULARY**

Sergeant Pete Paskin will attend to discuss community policing matters.

6. **SOMERSET COUNTY COUNCIL CONSULTATION ON ROAD TRAFFIC ORDER FOR PROHIBITION OF RIGHT TURN AND PROHIBITION OF U-TURN AT ST MICHAELS AVENUE, A30 SHERBORNE ROAD AND LYDE ROAD**

To discuss the matters arising from the implementation of the above Road Traffic Order (minute ref 9/9) – an invitation has been extended to the County Council for a Highways Officer to attend the meeting

7. **SPEED INDICATOR DEVICE RESULTS**

The County Council has confirmed that results have recently been collated from Goldcroft, Rosebery Avenue and West Coker Road and will be available at the next meeting.

8. **FLOOD MITIGATION FUND AND FLOOD RISK MANAGEMENT EVENT**

To consider the information and letter attached at pages 3 to 5

9. **BEST VALUE**

To consider a report by the Town Clerk attached at pages 6 to 7

10. **NEW INITIATIVES BUDGET**

To consider a report by the Acting Town Clerk attached at pages 8 to 10

11. **FINANCIAL STATEMENT – APRIL/MAY 2015**

To consider the Financial Statement for the period 1 April to 31 May 2015 attached at pages 11 to 17

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.

12. **CCTV MONITORING**

To consider an update at the meeting by the Acting Town Clerk and the statistics for the month of June attached at pages 18 to 22

8. FLOOD MITIGATION FUND

Following the recent unprecedented weather conditions and the success of the fund over the last two years, the County Council are repeating the £200,000 Flood Mitigation fund. The fund has supported 60 projects over the past two years and helped reduce the flood risk to roads, properties, a school and a village hall. The fund is part of the Council's commitment to assisting communities to help themselves.

Who can apply?

This year the scheme will again focus on community projects that will help reduce the risk of flooding proposed by Town/Parish Councils or other community groups rather than applications from individuals to protect their own property. We are looking for schemes that you think can help your community increase its resilience against flooding such as creating flood defence banks, clearing roadside ditches or opening redundant culverts to increase capacity of a watercourse.

Whilst you can apply to this Fund for the total cost of a scheme we will be prioritising applications that include a local contribution towards the cost. By applying to the fund you agree that details of the work undertaken can be used for publicity purposes by SCC.

Priority will be given to applications that:

- a) will provide a flood improvement for a number of properties, businesses or community facilities and/or help to prevent flooding of the highway;
- b) can demonstrate financial commitment to the proposal by making a significant contribution towards the cost or payment in kind. The greater the percentage of cost contributed the more likely the application will be supported;
- c) can demonstrate the proposal will provide a lasting benefit to reducing the risk of flooding or dealing with flood water;
- d) can demonstrate that the proposal will not increase flood risk elsewhere;
- e) can demonstrate a commitment for any ongoing maintenance to be undertaken by the Town/Parish Council or other local volunteers;

It is essential that schemes have the support of the Parish/Town Council and evidence of this is required to support the application.

What cannot be applied for?

- Schemes solely to protect an individual's property
- Studies or investigations that do not include work to reduce flood risk – this scheme is to fund physical works
- Work already underway or completed
- ICT equipment/software/projects
- Schemes that cannot be completed by 31st March 2016

What happens when you apply?

Each valid application will be assessed by our Flood Engineers. They will present their recommendations to a Flood Mitigation Board, who will assess whether they accept the proposal and agree to fund the works. The Board will include the Lead Commissioner for Economic and Community Infrastructure, the County Council's representative on the Regional Flood and Coastal Committee, Cabinet Member for Resources and the Cabinet Member for Business Inward Investment and Policy. Last

year the scheme was heavily oversubscribed and difficult choices between applications had to be made.

If approved the County Council will inform the applicant, Town/Parish Council and Local County Councillor, and the work must be completed during 2015/16 financial year (i.e. by 31st March 2016). The County Council will inform unsuccessful applicants and will explain why their application was unsuccessful. All decisions made by the board will be final and declined applications will not be reconsidered.

How can you apply?

An application form with guidance is attached. The form should be fully completed and returned to the address on the form by the closing date. Late applications cannot be accepted and incomplete applications may be declined.

Please note the County Council cannot reclaim the VAT on work carried out by others and unless you are able to reclaim VAT, all costs should be inclusive of VAT.

If you need any further help or advice on how to apply please contact Steve Webster on 01823 355310.

The closing date for applications is 27th July 2015.

How will applications be judged?

The aim of the Council is to maximise the benefit achieved from its investment in local flood alleviation works. We will score all valid applications on the level of benefit per pound of grant applied for, the match funding contribution, the degree of community involvement in the project, commitment towards ongoing maintenance and the certainty of delivery by 31st March 2016.

Should the scheme be oversubscribed, as it was last year, applications that meet the eligibility criteria but cannot be supported will be placed on a reserve list and offered funding if any supported schemes are unlikely to be delivered.

Please note that no decisions will be made until after the closing date.

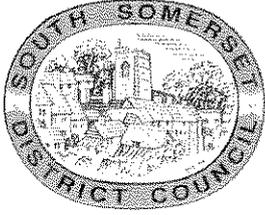
Only if the scheme is undersubscribed will late applications will be considered.

How will payments be made?

Payments will be made by BACS, on receipt of evidence that the work has been carried out and the costs incurred. The County Council is unable to make payments direct to contractors/suppliers. For this reason SCC framework contractors cannot undertake work unless employed directly by you.

Where a project involves separate elements, part payment can be made on completion of each element provided this is clearly shown on the application form.

It should also be noted that the applicants remain responsible for all aspects of the work and the County Council will not intervene in disputes between applicants and contractors. The County Council cannot accept any liability for any damages, financial loss, etc. resulting from the works.



South Somerset District Council

The Council Offices, Brympton Way, Yeovil, Somerset, BA20 2HT
Telephone: (01935) 462462 Fax: (01935) 462188
Website: www.southsomerset.gov.uk

Kim Close Assistant Director - Communities

To: All Town and Parish Councils
By Email

Date : 12th June 2015
Your Ref :
Our Ref :
Ask for : Kim.close@southsomerset.gov.uk
Direct Line : 01935 462708

Dear Town and Parish Councils

RE: Flood Risk Management Event

Thank you for your responses to the letter sent on the 9th February 2015. Your comments and issues will help to shape the agenda for the event, which will now be held in September 2015.

The event will hopefully give Town & Parish Councils clarification on the roles and responsibilities of the various agencies, land management issues and considerations/expert assessment on planning applications and will confirm the date of the event as soon as possible.

In the meantime if you would like to know more about the current arrangements for flood & water Management in Somerset then this is a link to information and resources on the Somerset County Council Flood and Water Management webpages
<http://www.somerset.gov.uk/policies-and-plans/strategies/flood-and-water-management/>

More information about the 20 Year Flood Plan and work to establish the new Somerset Rivers Authority is here <http://somersetnewsroom.com/flood-action-plan/>

If you require help to access this information please let us know.
For general advice and issues the Flood Risk Management Team can be contacted at;

Somerset County Council, County Hall, Taunton, Somerset, TA1 4DY
Email: flooding@somerset.gov.uk
Contact no: 0300 123 2224
Opening Hours: Monday to Friday 8am to 6pm, Saturday 9am to 4pm, Sunday closed

Yours sincerely

A handwritten signature in black ink that reads 'K. Close'.

Kim Close
Assistant Director - Communities

If you need this information in large print, Braille, audio or another language, please contact me at the above address



9. **BEST VALUE**

Unlike their county and district counterparts, town councils are free to choose their own performance indicators. These play an important part in the Best Value process, as they are the yardsticks by which the targets set are measured.

To make sure indicators chosen give a balanced view of performance, the Government has suggested using five dimensions of performance:

- Strategic Objectives
- Cost/Efficiency
- Service Delivery Outcomes
- Quality
- Fair Access

The Council has set corporate health performance indicators as well as setting additional ones for each service. The Policy, Resources and Finance Committee have adopted a list of corporate performance indicators compiled from the mandatory list that all principal councils must adopt. Achievements against targets set will be reported to that Committee later this month.

Service related indicators are just as important. The Council has agreed that these are best chosen by the Service Committees - who are already responsible for monitoring and reviewing the services within their purview. Last year, all the Service Committees were asked to put forward a performance indicator for each of the major services/functions under their control.

As far as this Committee is concerned, the major services are traffic regulation/community safety and the management of various community facilities. It is suggested that, as far as possible, performance indicators should be chosen which measure activities/services within the control of the Council.

Public Toilets

Last year, the Committee agreed to set itself the target of achieving a minimum of a gold rating for the Peter Street Public Toilets, which are operated by the Town Council and opened in 2009.

In previous years, the Town Council has achieved a five-star rating. This is the highest grade, and the award followed an unannounced inspection by an independent assessor appointed by the British Toilet Association that covered a number of aspects:

- Signage and communication
- Male and female facilities
- Baby-changing facilities
- Cleanliness
- Accessibility

- State of repair
- Safety measures

A further unannounced visit was undertaken by an independent inspector appointed by the Association in 2014 who had regard to the same criteria. Following this inspection, the Association agreed to award the Town Council a gold award, which is in line with the target set by the Committee.

Turning to next year, and bearing in mind that the Town Council is now responsible for the management of the Petters Way public toilets, it suggested that a similar target be set of achieving a gold rating for both of these important public facilities.

Community Facilities

The number of lettings at Monmouth Community Hall is a good indication of how well the Hall is being marketed and used by the local community. Maximising use achieves the twin benefits of providing local groups with accommodation and increasing rental income - to help offset the cost of provision.

In recent years the number of lettings at the Hall has fallen. The reasons for this reduction included the loss of two regular bookings and the return of some hirers to Milford Community Hall after it reopened in 2011 following its refurbishment.

There was no doubt that the refurbished Milford Hall has had an impact on demand for Monmouth Hall. However, there are a number of groups who continue to use the Hall, and it was felt that greater publicity of the Hall's availability and a review of the pricing structure (which previously included a minimum two-hour daytime and three-hour evening booking time) would help to address these issues. It was noted that the fees for the hire of Monmouth Hall were higher and less flexible than those applied at Milford Hall.

The Committee subsequently agreed a new marketing and pricing strategy, which was implemented in October 2012. This included bringing the charging structure into line with that of Milford Community Hall. In light of these developments and changes, the Committee agreed to set a long-term target of 250 bookings per year.

In 2013/14 a total of 212 bookings were achieved. Last year, this rose to 221 bookings, which represents an increase of 4%. Whilst this is below the long-term target, it represents positive progress towards this goal and shows that the marketing and pricing strategy adopted by the Committee is working.

It is **RECOMMENDED** that the Committee notes this year's achievements, and sets a target of achieving a gold rating for the Peter Street and the Petters Way Public Toilets and, as far as Monmouth Hall is concerned, seeks to meet the long-term annual target of 250 bookings over the forthcoming year.

(Alan Tawse, Town Clerk - 01935 382424)

10. NEW INITIATIVES BUDGET

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.

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.

Last year, it was agreed that the following initiative be funded from the 2014/15 budget, but as it has not yet been completed, the funding has been carried forward into the current year::

- Interactive screen in reception - £3,000

In the 2013/14 financial year, the following initiative was agreed but as it has not yet been completed, the funding has been carried forward into the current year:

- Outdoor gym at Milford Park - £10,000 (in principle)

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.

It was also 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 further 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 using the attached assessment sheet and put them forward for consideration.

This extended process will enable all committees to make bids at the same time thereby giving them an equal opportunity to apply for funding and enabling the Policy, Resources and Finance Committee and the Town Council to consider their relative merits having regard to the budget available. However, in the interests of flexibility, the budget may also be used to enable the Town Council to respond to an unforeseen opportunity that might arise at short notice to fund a new initiative.

The Committee is **RECOMMENDED** to note the matter and to consider developing bids having regard to the above outlined policy and the services that fall within the remit of this Committee.

(Sally Freemantle, Acting Town Clerk – 01935 382424)

NEW INITIATIVE SCHEME SUBMISSION

Information Required	Why is this being requested?
Description of the scheme and its location	
What benefits will this scheme provide to the local community?	
What evidence is there of community support for the proposal?	
Any on-going costs such as maintenance?	
Is there any partnership funding? If so what %?	
Has any other funding been applied for, for example other authorities etc. If so what was their decision and why?	
Is there local funding (or land) available to support delivery of the proposal?	
Are there any constraints to delivery this financial year?	
Is the initiative usually/has been responsibility provided by another authority?	
Any additional comments?	