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# Informal Discussion by Members of Area South Committee

## Wednesday 7th July 2021

## 2.00 pm

## A virtual consultative meeting via Zoom meeting software

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The following members are requested to attend this virtual consultation meeting:

John Clark  
Nicola Clark  
Karl Gill  
David Gubbins  
Peter Gubbins  
Kaysar Hussain  
Andy Kendall

Mike Lock  
Pauline Lock  
Tony Lock  
Graham Oakes  
Wes Read  
David Recardo  
Gina Seaton

Peter Seib  
Alan Smith  
Jeny Snell  
Andy Soughton  
Rob Stickland

There are no planning applications to consider this month.

Any members of the public wishing to view, or address, the virtual consultative meeting during either Public Question Time or regarding a Planning Application, need to email [democracy@southsomerset.gov.uk](mailto:democracy@southsomerset.gov.uk) by 9.00am on Tuesday 6<sup>th</sup> July 2021.

The meeting will be viewable online at:

[https://www.youtube.com/channel/UCSDst3IHGj9WoGnwJGF\\_soA](https://www.youtube.com/channel/UCSDst3IHGj9WoGnwJGF_soA)

For further information on the items to be discussed, please contact:  
[democracy@southsomerset.gov.uk](mailto:democracy@southsomerset.gov.uk)

This Agenda was issued on Monday 28<sup>th</sup> June 2021.

**Alex Parmley**, *Chief Executive Officer*

**This information is also available on our website  
[www.southsomerset.gov.uk](http://www.southsomerset.gov.uk) and via the mod.gov app**

## **Information for the Public**

In light of the coronavirus pandemic (COVID-19), Area South Committee will meet virtually via video-conferencing to consider reports. As of 7 May 2021 some interim arrangements are in place for committee meetings.

At the meeting of Full Council on 15 April 2021 it was agreed to make the following changes to the Council's Constitution:

- a) To continue to enable members to hold remote, virtual meetings using available technology;
- b) To amend Part 3 (Responsibility for Functions) of the Council's Constitution to allow those remote meetings to function as consultative bodies and delegate decisions, including Executive and Quasi-Judicial decisions, that would have been taken by those meetings if the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 had continued in force to the Chief Executive (or the relevant Director in the Chief Executive's absence) in consultation with those meetings and those members to whom the decision would otherwise have been delegated under Part 3 of the Constitution;
- c) The delegated authority given under (b) will expire on 31 July 2021 unless continued by a future decision of this Council; For full details and to view the report please see: <https://modgov.southsomerset.gov.uk/ieListDocuments.aspx?CId=137&MId=2981&Ver=4>

## **Area South Committee**

Meetings of the Area South Committee are usually held monthly, at 2.00pm, on the first Wednesday of the month (unless advised otherwise. However during the coronavirus pandemic these meetings will be held remotely via Zoom, as consultative meetings only, whilst we implement the Local Authorities and Police and Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 as part of the Coronavirus Act 2020.

Agendas and minutes of meetings are published on the council's website [www.southsomerset.gov.uk/councillors-and-democracy/meetings-and-decisions](http://www.southsomerset.gov.uk/councillors-and-democracy/meetings-and-decisions)

Agendas and minutes can also be viewed via the mod.gov app (free) available for iPads and Android devices. Search for 'mod.gov' in the app store for your device, install, and select 'South Somerset' from the list of publishers, then select the committees of interest. A wi-fi signal will be required for a very short time to download an agenda but once downloaded, documents will be viewable offline.

## **Public participation at meetings (held via Zoom)**

### **Public question time**

We recognise that these are challenging times but we still value the public's contribution to our virtual consultative meetings. If you would like to participate and contribute in the meeting, please join on-line through Zoom at: <https://zoom.us/join> You will need an internet connection to do this.

Please email [democracy@southsomerset.gov.uk](mailto:democracy@southsomerset.gov.uk) for the details to join the meeting.

The period allowed for participation in Public Question Time shall not exceed 15 minutes except with the consent of the Chairman and members of the Committee. Each individual speaker shall be restricted to a total of three minutes.

If you would like to address the virtual consultative meeting during either Public Question Time or regarding a Planning Application, please email [democracy@southsomersex.gov.uk](mailto:democracy@southsomersex.gov.uk) by 9.00am on Tuesday 6<sup>th</sup> July 2021. When you have registered, the Chairman will invite you to speak at the appropriate time during the virtual meeting.

#### **Virtual meeting etiquette:**

- Consider joining the meeting early to ensure your technology is working correctly.
- Please note that we will mute all public attendees to minimise background noise. If you have registered to speak during the virtual meeting, the Chairman will un-mute your microphone at the appropriate time.
- Each individual speaker shall be restricted to a total of three minutes.
- When speaking, keep your points clear and concise.
- Please speak clearly – the Councillors are interested in your comments.

#### **Planning applications**

***It is important that you register your request to speak at the virtual meeting by emailing [democracy@southsomersex.gov.uk](mailto:democracy@southsomersex.gov.uk) by 9.00am Tuesday 6<sup>th</sup> July 2021. When you have registered, the Chairman will invite you to speak at the appropriate time during the virtual meeting.***

Consideration of planning applications at this meeting will commence no earlier than the time stated at the front of the agenda and on the planning applications schedule. The public and representatives of parish/town councils will be invited to speak on the individual planning applications at the time they are considered.

Comments should be confined to additional information or issues, which have not been fully covered in the officer's report. Members of the public are asked to submit any additional documents to the planning officer at least 72 hours in advance and not to present them to the Committee on the day of the meeting. This will give the planning officer the opportunity to respond appropriately. Information from the public should not be tabled at the meeting. It should also be noted that, in the interests of fairness, the use of presentational aids (e.g. PowerPoint) by the applicant/agent or those making representations will not be permitted. However, the applicant/agent or those making representations are able to ask the planning officer to include photographs/images within the officer's presentation subject to them being received by the officer at least 72 hours prior to the meeting. No more than 5 photographs/images either supporting or against the application to be submitted. The planning officer will also need to be satisfied that the photographs are appropriate in terms of planning grounds.

At the committee chairman's discretion, members of the public are permitted to speak for up to three minutes each and where there are a number of persons wishing to speak they should be encouraged to choose one spokesperson to speak either for the applicant or on behalf of any supporters or objectors to the application. The total period allowed for such participation on each application shall not normally exceed 15 minutes.

The order of speaking on planning items will be:

- Town or Parish Council Spokesperson
- Objectors
- Supporters
- Applicant and/or Agent
- District Council Ward Member

**If a member of the public wishes to speak at the virtual meeting they must email [democracy@southsomerset.gov.uk](mailto:democracy@southsomerset.gov.uk) by 9.00am on Tuesday 6<sup>th</sup> July 2021.**

In exceptional circumstances, the Chairman of the Committee shall have discretion to vary the procedure set out to ensure fairness to all sides.

## **Recording and photography at council meetings**

Recording of council meetings is permitted, however anyone wishing to do so should let the Chairperson of the meeting know prior to the start of the meeting. The recording should be overt and clearly visible to anyone at the meeting, but non-disruptive. If someone is recording the meeting, the Chairman will make an announcement at the beginning of the meeting.

Any member of the public has the right not to be recorded. If anyone making public representation does not wish to be recorded they must let the Chairperson know.

The full 'Policy on Audio/Visual Recording and Photography at Council Meetings' can be viewed online at:

<http://modgov.southsomerset.gov.uk/documents/s3327/Policy%20on%20the%20recording%20of%20council%20meetings.pdf>

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# **Informal Discussion by Members of Area South Committee**

**Wednesday 7 July 2021**

## **Agenda**

### ***Preliminary Items***

- 1. Apologies for Absence**
- 2. Declarations of Interest**
- 3. Public Question Time**
- 4. Chairman's Announcements**
- 5. Market Review Working Group - Verbal Update**

### ***Items for Discussion***

- 6. Presentation on the Local Cycling and Walking Infrastructure Plan (Page 6)**
- 7. Progress Update Yeovil Refresh (Pages 7 - 10)**
- 8. Area South Committee Working Groups and Outside Organisations - Appointment of members 2021/22 (Executive Decision) (Pages 11 - 13)**
- 9. Development control Scheme of Delegation - Nomination of Substitutes for Area South Chairman and Vice Chairman 2021/22 (Executive Decision) (Pages 14 - 15)**
- 10. Area South Forward Plan (Pages 16 - 17)**

**Please note that members of the Area Committee will make a recommendation on the above reports. The decision will be taken by the Chief Executive.**



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## **Presentation on the Local Cycling and Walking Infrastructure Plan**

Lead Officer: Lucy Bath, Technical Lead, Transport Policy for Somerset  
County Council  
Contact Details: LBath@somerset.gov.uk

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Lucy Bath Technical Lead – Transport Policy from Somerset County Council will be attending Area South Committee to give members a presentation regarding the Yeovil Local Walking and Cycling Infrastructure Plan.

Local Cycling and Walking Infrastructure Plans (LCWIPs) are focused 10-year plans for developing a cycle and walking network within a local area. Working closely with South Somerset Council, Somerset County Council has developed a LCWIP for Yeovil which outlines a desired walking and cycling network and its delivery over the next 10 years. The presentation will outline the LCWIP process, highlight the outcomes of the process and present the desired walking and cycling network. It will provide a short overview of the LCWIP document, look at current funding opportunities and outline the next steps in the delivery process.

## Progress Update Yeovil Refresh

Strategic Director:	Jan Gamon, Director of Place and Recovery
Service Manager:	Natalie Fortt, Regeneration Programme Manager
Lead Officer:	Ian Timms, Yeovil Refresh Project Manager
Contact Details:	ian.timms@southsomerset.gov.uk or 01935 462 462

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## Purpose of the Report

To give a brief update on progress with the Yeovil Refresh projects.

## Public Interest

Yeovil is South Somerset's principal town and the Yeovil Refresh is an important commitment by South Somerset District Council (SSDC) to invest in Yeovil town centre, working in close collaboration with local businesses, Somerset County Council and other stakeholders. Public consultation took place in March 2018 and both residents and local businesses provided feedback on the various priority projects identified in the document.

## Recommendations

Area South Committee note progress in delivery of the Yeovil Refresh Programme.

## Background

The Yeovil Refresh programme is an holistic programme of work designed to regenerate Yeovil town centre. The Refresh has three key infrastructure based themes supported by an underpinning animation theme. The Refresh was adopted in 2018 with work beginning on the three theme areas in late 2018. The projects focus on Transport, Major Development Sites and Public Realm.

The Refresh aims to make Yeovil town centre a vibrant place to live, work, learn and visit. It seeks to provide an improved transport network, revitalised public spaces and supports major developments to help regenerate the town centre.

The current Covid -19 pandemic has accelerated changes in the way town centres are used which are very much in line with the broad thrust of the Refresh projects. This has really highlighted the need to reduce the dominance of retail space, providing alternatives through leisure, commercial and residential uses. This change in the way we use space will require more diversity in the use of existing brownfield sites and buildings within the town.

## **Transport**

The Refresh proposed a series of ideas to improve connectivity issues in the town centre area. This led to the creation of an access strategy which creates a transport package for the town centre. This is broken into sections which cover: highways, bus network, walking and cycling routes and links to wider areas such as the railway stations.

## **Public Realm**

This theme aims to create and transform public spaces through the town centre. This supports the place making aims within the Refresh. It will create streets which are shared spaces from Westminster Street through Middle Street to Wyndham Street area. The Borough will be improved as a civic space and an events space incorporating a big screen and fountain will be created in the Triangle area. Key principles are to declutter these areas making them more accessible, greener spaces with more planting and reduced levels of through traffic. The pandemic has illustrated that this type of space will be of real value in future providing strong support for the town centre.

## **Major Development Sites**

A number of large sites were identified which included Old Cattle Market, Glovers Walk and car park sites in SSDC ownership. The Old Cattle Market and Glovers Walk are in private ownership, therefore any potential development on these sites will be led by the private sector.

## **Update**

The previous update to this committee was just prior to the suspension of face to face meetings due to the pandemic. Progress in each themed area is outlined below:

## **Transport**

As stated in the background section of the report the Access Strategy work has been completed and this now forms the basis for action. Work is currently underway to deliver improvements to the Town Centre Cycling and Walking network. This also includes the proposals in the Refresh to reverse traffic flow in Stars lane which is intended to support the public realm works in the main streets.

The cycling and walking work is broken into three phases with the aim of commencing construction in early 2022. The first phase examined the options in detail and gave preliminary costings for construction. This has led to one of the schemes through Addlewell land being set aside for cost and practicality reasons. So schemes are now being worked on in Hendford, Stars lane/ South Street and a connection via the country park to Pen Mill station.



The highway network connections to Reckleford are also being explored but these are at an earlier feasibility stage. This work is intended to improve the network in this area to minimise congestion and positively impact air pollution levels.

### **Public Realm Work**

The work to complete the designs for improved public realm has been completed and a timetable for delivery agreed by the Refresh board. We expect to complete all works from Westminster Street to the Middle Street junction with South Western Terrace by the end of 22/23.

The first section in Westminster Street will commence on site 28<sup>th</sup> June 2021 and all being well will be complete by October 2021. Works on the Triangle and Wine Street are currently out to tender with contracting to be completed in late June/early July. We would expect this work, which will transform that space, to start in the autumn.

Tenders are also being prepared for Middle Street West, Middle street East and the Borough/High Street. These will be tendered over the coming year to enable us to complete the works in a relatively quick time frame.

A number of the sections benefit from Future High Streets funding which is matched by SSDC co-funding contributions.

A six month extension to the trial Traffic Regulation Order in Upper Middle Street will be completed in July. This was extended as the original trial had been overlaid by Covid restrictions. On completion of that work evaluation of feedback will inform the final designs.

### **Development sites**

The Old Cattle Market site and Glovers Walk form a substantial part of the town centre area. Therefore, whilst they are not within SSDC control, officers are actively engaging with the owners/developers of both sites to investigate whether viable schemes can be brought forward.

### **Financial Implications**

None directly arising from this report.

### **Council Plan Implications**

Delivery of the Yeovil Refresh is part of Priority 2 in the Council Plan so focus will remain on the projects which are outlined within the document and on linked initiatives.

### **Carbon Emissions and Climate Change Implications**

None arising from this report. However, all of the plans and projects are being developed with this theme in mind. As an example, public realm proposals include



## **South Somerset District Council**

planting and greening of the area which was strongly supported by consultation in 2019. Also transport proposals seek to create a mixed network which promotes active travel, in practical terms this will promote walking and cycling as modes of transport.

### **Equality and Diversity Implications**

None arising directly from this report. However, when delivering each project impacts are identified and an Equality Impact Assessment carried out. We will continue to engage with groups and individuals to address issues and make reasonable adjustments where needed. Further consultations are also planned on traffic regulation orders in the next few months.

### **Background Papers**

None attached

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## Area South Committee Working Groups and Outside organisations – Appointment of members 2021/22 (Executive Decision)

Strategic Director: Nicola Hix, Strategy & Support Services  
Specialist: Angela Cox, Specialist - Democratic Services  
Lead Officer: Jo Boucher, Democratic Services Case Officer  
Contact Details: jo.boucher@southsomerset.gov.uk

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### Purpose of the Report

As the Council has entered a new municipal year, the Committee is asked to review its appointments to outside organisations and working groups within Area South, having regard to the policy on the Roles and Responsibilities of Councillors appointed to Outside Bodies, which was adopted by District Executive on 1<sup>st</sup> May 2014.

### Recommendations

The Committee is asked to:

1. Review and appoint members to serve on the groups and panels for the municipal year 2021/22.
2. Review and appoint members to the outside organisations as set out in the report.

### Area South Panels and Working Groups

The following table shows the internal working groups, and their memberships, appointed by this Committee for the municipal year 2019/2020 and continued for 2020/21 due to pandemic. The Committee is asked to decide whether to re-establish the groups for the new municipal year and agree the memberships of each of the groups.

Organisation	Representatives 2019/2020 (continued for 2020/21 due to pandemic)	Frequency of meetings
Birchfield Group	Yeovil Lyde and Yeovil Without Ward Members	Annual meeting (June)

## Outside Organisations

The organisations and groups to which representatives have been appointed by this Committee are set out below. Members will be aware that they reviewed this list of organisations in October 2013 and made several recommendations towards the final policy on the Roles and Responsibilities of Councillors appointed to Outside Bodies, which was adopted by District Executive on 1<sup>st</sup> May 2014.

Members are now asked to review and appoint members to the outside organisations for 2021/22, having regard to the adopted policy. Please be aware that those appointed should make verbal reports at the Area South Committee as appropriate and prepare a short annual report on request on the activities of the organisation to which they are appointed.

Organisation	Representation 2019/2020 (continued for 2020/21 due to pandemic)	Representation 2021/2022
John Nowes Exhibition Foundation	Peter Seib	
Yeovil Crematorium and Cemetery Joint Committee	Graham Oakes Rob Stickland Nicola Clark	
Yeovil in Bloom Gardeners Market Steering Group	Wes Read	
Yeovil One	Tony Lock	
Yeovil Sports Club Board of Management	Andy Kendall	
Westfield Community Association	John Clark	

## Financial Implications

None for the Area South Committee as a direct result of this report.

## Council Plan Implications

Council Plan 2020 – 2024 – Council Values:

Getting things done - Empowering dedicated and flexible employees and elected members focussed on delivery.

Working collaboratively - Working with partners to enhance outcomes for our communities.

### **Carbon Emissions and Climate Change Implications**

None.

### **Equality and Diversity Implications**

Full consideration to equalities was given in producing the Policy on the Roles and Responsibilities of Councillors appointed to Outside Bodies.

### **Background Papers**

Minute 184, District Executive, 1 May 2014

SSDC Policy on the Roles and Responsibilities of Councillors appointed to Outside Bodies.

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## **Development control Scheme of Delegation – Nomination of Substitutes for Area South Chairman and Vice Chairman 2021/22 (Executive Decision)**

Strategic Director:	Kirsty Larkins, Service Delivery
Lead Officer:	Lesley Barakchizadeh, Planning Consultant
Contact Details:	Lesley.barakchizadeh@southsomerset.gov.uk

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### **Purpose of the Report**

As the Council has entered a new municipal year, the Committee is asked to review the appointment of two members to act as substitutes for the Chairman and Vice Chairman in the exercising of the Scheme of Delegation for planning and related applications. The current member substitutes are Councillors Tony Lock and Peter Seib.

### **Recommendations**

That, in line with the Development Control Revised Scheme of Delegation, two members be nominated to act as substitutes for the Chairman and Vice Chairman to make decisions in the Chairman's and Vice Chairman's absence on whether an application should be considered by the Area Committee where a request has been received from the Ward Member(s).

### **Background**

The Council's scheme of delegation for Development Control delegates the determination of all applications for planning permission, the approval of reserved matters, the display of advertisements, works to trees with Tree Preservation Orders, listed building and conservation area consents, to the Development Manager except in certain cases, one of which being the following:-

"A ward member makes a specific request for the application to be considered by the Area Committee and the request is agreed by the Area Chairman or, in their absence, the Vice-Chairman in consultation with the Development Manager. (This request must be in writing and deal with the planning issues to ensure that the audit trail for making that decision is clear and unambiguous). In the absence of the Chairman and Vice-Chairman there should be nominated substitutes to ensure that 2 other members would be available to make decisions. All assessments and decisions to be in writing."

### **Financial Implications**

None as a direct result of this report.

**Council Plan Implications**

None as a direct result of this report.

**Carbon Emissions and Climate Change Implications**

None as a direct result of this report.

**Equality and Diversity Implications**

None as a direct result of this report.

**Background Papers**

Minute 36, Council meeting of 21<sup>st</sup> July 2005

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## Area South Forward Plan

Director:	Nicola Hix, Strategy & Support Services
Lead Officer:	Jo Boucher, Case Officer (Strategy & Commissioning)
Contact Details:	Jo.boucher@southsomerset.gov.uk or (01935) 462011

## Purpose of the Report

This report informs Members of the agreed Area South Forward Plan.

## Recommendations

Members are asked to:

- a. Comment upon and note the proposed Area South Forward Plan as attached;
- b. Identify priorities for further reports to be added to the Area South Forward Plan, developed by the SSDC lead officers.

## Area South Committee Forward Plan

The forward plan sets out items and issues to be discussed by the Area Committee over the coming months.

The forward plan will be reviewed and updated each month, by the joint lead officers from SSDC, in consultation with the Area Committee Chairman. It is included each month with the Area Committee agenda, where members of the Area Committee may endorse or request amendments.

Members of the public, councillors, service managers, and partners may request an item is placed within the forward plan for a future meeting, by contacting the Agenda Coordinator.

## Background Papers

None

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Notes

- (1) Items marked in *italics* are not yet confirmed, due to the attendance of additional representatives.
- (2) For further details on these items, or to suggest / request an agenda item for the Area South Committee, please contact the Case Officer – Strategy and Commissioning; Jo Boucher.

Meeting Date	Agenda Item	Lead Officer
<b>4<sup>th</sup> August 2021</b>	<i>This meeting will only take place if there are planning applications to be considered.</i>	
<b>1<sup>st</sup> September 2021</b>	Update Progress Report Area South – Area Chapter 2021	Stephen Barnes, Locality Team Leader
<b>6<sup>th</sup> October 2021</b>	Countryside Service Update Report	Rachael Whaites, Countryside Manager
<b>6<sup>th</sup> October 2021</b>	Yeovil Crematorium Update Report	Robert Orrett, Commercial Property, Land and Development Manager
<b>Monthly Ongoing</b> -	Verbal Update – Yeovil Market Review Group	Cllr Karl Gill
<b>TBC</b>	<i>Update on recent road improvements in the town and the public feedback</i>	SCC
<b>TBC</b>	<i>Community Funding Requests</i>	Ongoing