

Mrs. L.A. Ruff, Clerk of the Council, Street Parish Rooms, 6 Leigh Road, Street, Somerset BA16 0HA Tel. (01458) 440588

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15th October 2020

**PLEASE NOTE DATE AND TIME**

Dear Sir/Madam,

You are summoned to attend the Annual meeting of the Street Parish Council which will

be held **virtually using Zoom** with remote attendance **on TUESDAY, 20TH OCTOBER 2020** for the purpose of transacting the business specified in the following agenda. Public Question Time will commence at approximately **6.55 p.m**. The Chair will allow each person who has registered with the Clerk to speak for up to 3 minutes on any subject/s and will firstly explain the procedures for the meeting. Persons speaking will have been informed that the meeting will be recorded. The Council meeting will commence at approximately **7 p.m**. or as soon as Public Question Time is closed by the Chair. There was no Public Question Time on 15th September. The meeting will be streamed live on YouTube on the Council’s YouTube channel at <https://www.youtube.com/channel/UCiwCtXUydITXA9OpDqQfvIA/videos>

In accordance with standing orders 7 c and d, a member with a disclosable pecuniary interest must leave the meeting and be placed in the waiting room during the relevant item of business, unless permitted to remain following the grant of a dispensation. Councillors

with an interest in relation to any item of business being transacted at a meeting under Appendix B (Other Interests) or where a matter relates to a financial interest of a friend, relative or close associate, may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must thereafter leave the meeting and be placed in the waiting room, unless permitted to remain following the grant of a dispensation. At a convenient time the Chair will also give this opportunity to any members of the public who have registered to speak with the Clerk prior to the meeting.

Yours faithfully,

****

L.A. Ruff

Clerk of the Council

**AGENDA**

1. APOLOGIES FOR ABSENCE - acceptance of any reasons offered.

2. MINUTES

To approve as a correct record the minutes of the meeting of the Council held on 15th September 2020 (attached) **Pages 3 – 9**

3. MATTERS ARISING

4. DECLARATIONS OF INTEREST AND DISPENSATIONS

To receive declarations of interest from Councillors on agenda items and to

receive written requests for dispensations for disclosable pecuniary interests

(if any). Clerk to grant any requests for dispensation as appropriate.

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5. COMMUNITY POLICEMAN

6. CASUAL VACANCY ON NORTH WARD (report attached)  **Pages 10 - 11**

7. PLANNING COMMITTEE

To receive minutes of the meeting held on 15th September (attached) **Pages 12 - 13**

8. REPORT FROM CHAIR

9. PARISH PATH LIAISON OFFICER – County Cllr. Leyshon to give a verbal

report on behalf of PPLO Jake Dalton.

10. PROJECTS WORKING GROUP

To receive notes of meeting 1st October and an update report on the cycle path

extension from the ACPO (attached) **Pages 14 – 19B**

The new play area in Merriman Park will be officially opened on 19th October.

11. RELOCATION OF WAR MEMORIAL WITHIN MERRIMAN PARK (attached)

**Pages 20 - 21**

12. PATH TO RECOVERY – verbal report on meetings on 22nd September and 1st

October

13. ALTERATION OF PARISH ROOMS – verbal report on meetings on 22nd September

and 20th October

14. STREET COMMUNITY SUPPORT GROUP – verbal update

15. CHAIR UPDATES FROM OTHER COMMITTEES/WORKING GROUPS

16. CORRESPONDENCE/MINOR MATTERS (attached) **Pages 22 - 23**

17. REPORT FROM REPRESENTATIVES ON OUTSIDE BODIES

AND COUNTY AND DISTRICT COUNCILLORS

Questions to be noted for written replies and matters for consideration

referred to the appropriate working group. All reports received have been

emailed to members.

**District Councillors are asked to report on their current positions within that**

**authority.**

**Representatives on outside bodies are asked to report back on key points from**

**any recent meetings including those on the Management Committee for Strode**

**Theatre which was recently awarded a large grant from the Arts Council**

18. ACCOUNTS FOR PAYMENT (schedule of payments attached for approval and

initialing by Chair to be arranged) and confidential detailed income and expenditure

by account report at 30th September 2020 including budget variance –

emailed to members only with bank reconciliations and earmarked reserves

schedule. **Page 24 + Confidential attachment for members only**

19. MATTERS FOR REPORT

Consideration of items not on agenda for information only

(a) Report from Clerk

(b) Matters raised by members - TO BE NOTIFIED TO THE CLERK IN

ADVANCE OF MEETING.

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To: Chair and Members of Street Parish Council

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STREET PARISH COUNCIL

Meeting of the Council held virtually using Zoom with remote

attendance on 15th September, 2020 at 7 p.m.

PRESENT: Councillor A. Prior (Vice-Chair) (In the Chair)

Councillors: C.E. Axten, P. Birch, M. Daniells,

D. Drew, D. Goater, P. Goater, L. Mogg,

T.W.E. Napper, H. Shearer and L. Wolfers

IN ATTENDANCE: L. Ruff – Clerk/RFO

M. Sandiford – Assistant Clerk Projects Officer

PC M. Pople – Street Beat Team

D. Knibbs – candidate for co option

R. Peters – Manager, Strode Theatre

APOLOGIES: Councillors R. Boyce, S. Carswell and A. Leafe

(Chair) – another engagement – reasons

accepted

51. MINUTES

The minutes of the extraordinary meeting held on 25th August, 2020 which had been circulated were approved as a correct record and arrangements would be made for them to be signed by the Chair in accordance with current guidance.

52. MATTERS ARISING

No matters were raised.

53. DECLARATIONS OF INTEREST AND DISPENSATIONS

In accordance with the Code of Conduct Councillors P. Goater, Napper and Shearer declared an other interest under Appendix B in any matters relating to the District Council and stated that they would keep an open mind when considering issues at either District or Parish level. Councillor Napper declared an other interest under Appendix B in any matters relating to the County Council and that he would keep an open mind.

All members present declared a personal and prejudicial interest in the alteration of the Parish Rooms for Council and library use and that they had been granted dispensation to speak and vote by the Clerk and would keep an open mind when considering the matter. Councillor Axten declared that she was Chair of the Friends of Street Library and Councillors Drew and Prior that they were a Friend of the Library.

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Councillors Birch, D. Goater and Wolfers declared an other interest

under Appendix B in the grant to Strode Theatre for 2021/22 as they were representatives of the Council on the body and left the meeting after making representations from 8 p.m. to 8.10 p.m.

Councillors Prior and Wolfers declared an other interest under Appendix B in the grant to Crispin Community Centre for 2021/22 as they were representatives of the Council on the body and left the meeting from 8.12 p.m. to 8.16 p.m.

It was agreed that Councillor P. Goater should take the Chair for this item.

54. COMMUNITY POLICE OFFICER

PC Pople thanked Councillors P. Goater and Mogg for arranging for

trees at the edge of Houndwood to be cut back to discourage anti social behaviour. He agreed to investigate another place at Houndwood where young people might now be congregating. The Police community contact vehicle was now parked outside the Crispin Hall on a Thursday for people to visit. It was agreed to move a speed indicator device to Portway due to speeding and for the Police to monitor the volume of traffic. It was felt that traffic probably increased there while the High Street was closed but that this was a better alternative route to Vestry Road. It was agreed that the ACPO would assist PC Pople initially in setting up remote PACT meetings.

55. CASUAL VACANCY ON WEST WARD

The Clerk submitted a report which had been circulated. D. Knibbs

was the only candidate able to attend and she spoke briefly before

agreeing to go in the waiting room for the vote. Councillor Mogg

proposed Deborah Knibbs for consideration and this was seconded by

Councillor Napper. Councillor Prior proposed Emma Bartlett for

consideration and this was seconded by Councillor Birch. Councillor

Wolfers proposed Nicola Smith for consideration and this was

seconded by Councillor Drew.

Voting was by show of hands and was as follows -

Deborah Knibbs – 3 votes, Emma Bartlett – 2 votes, Nicola Smith –

6 votes.

RESOLVED

that Nicola Smith be co opted to fill the vacant seat in the West Ward

for the current term of office to May 2023, that she should sign the

declaration of acceptance of office before or at the next ordinary

meeting of the Council and that she be appointed to serve on the

Planning, Policy and Finance and Staffing Committees and the

Highways, Unitary and Community Support Working Groups until May

2021.

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56. GRANT – STRODE THEATRE

Robin Peters, Theatre Manager explained that it was not financially

viable to reopen the Theatre with social distancing rules. His post had

been retained and his role was to bring about changes both now and in

a 2 – 3 year plan to develop more sustainable income and governance

structures for the Theatre.

In early October it would be known whether a bid for substantial

funding from the Arts Council had been successful. The College was

committed to seeing the process through with or without this funding.

The Clerk had spoken to the Deputy Principal and he had confirmed

that the College was extremely grateful for the support of the Council

and had every intention of reopening the Theatre when the audience

was big enough to be financially viable. It was very difficult to know

when this would be but it was hoped that it would be in a years time if

not sooner. The grant from the Council clearly demonstrated that the

facility was fundamentally important to the community and this helped

in attracting other sources of funding.

RESOLVED

that a grant of £20,000 be made to Strode Theatre for 2021/22 in

April 2021 and the Manager be asked to address the Council again

before then on the current position.

57. PLANNING COMMITTEE

The minutes of the meeting on 18th August 2020 were submitted as circulated.

RESOLVED

that the report be noted.

58. POLICY AND FINANCE COMMITTEE

The minutes of the meeting on 8th September 2020 were submitted as

circulated and appear as Annex A to these minutes in the Minute Book.

RESOLVED

A. that a grant of £5,000 be made to Crispin Community Centre for

2021/22 and a further £5,000 be considered when information detailed

in recommendation A of Minute No. 5 had been provided

B. that the report and other recommendations made be agreed and

that meeting agendas be sent to Councillor Napper in the post.

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59. COMPLETION OF LIMITED ASSURANCE REVIEW

FOR YEAR ENDED 31ST MARCH 2020

The Clerk submitted a report which had been circulated.

RESOLVED

that the report be agreed.

60. VICE-CHAIR’S REPORT

Councillor Prior reported that the Assistant Clerk and ACPO had been

consulting with local businesses and asking for a contact email so that

useful information could be sent out and representations on local matters received. Those contacted were generally very enthusiastic

about future pedestrianisation of the High Street and having a Chamber

of Commerce but none had time to help set this up. A few were not online and were interested in the free 1 year trial of a shopping app.

Councillor P. Goater felt that if pedestrianisation did take place there would be consultation but that an alternative route should be an inner ring road including Stone Hill, Middle Leigh and Portway.

61. PARISH PATH LIAISON OFFICER

County Councillor Leyshon was not present but had submitted a written report.

RESOLVED

A. that SLH Services be asked to quote for maintenance of the roundabout by MacDonalds provided they had the correct highways training in place

B. that the Unitary Group should look at the cost implications of maintaining verges, roundabouts etc. so that the general appearance of Street was kept to a good standard.

62. PROJECTS WORKING GROUP

Notes of the meeting on 3rd September 2020 had been circulated with a report from the Clerk. Councillor Axten reported that work on the new play area at Merriman Park would start on 21st September and would be overseen by herself and the ACPO. Kate Carr, designer would mark out everything on site. The new play area would be open for the October half term holiday.

RESOLVED

- 6 -

A. that the 2 reports and recommendations be agreed with Councillor Birch being appointed to the Working Group, a bid for funding from the County Council Climate Emergency Community Fund to extend the cycle/walk path as detailed be made on 1st December and up to £2,000 be spent from the Contingency Fund on a colour walk/cycle leaflet of routes around Street – support not to be given to the County bid from Somerset Wildlife Trust as it could affect the Council’s own bid

B. that the ACPO should ensure that the gate over the path at Merriman Park could be pushed either way so that mobility scooters etc. could pass through it

C. that a report be made to the next meeting of the Group on 1st October on publicity including a press release and signage to allow only dogs on leads in the section of Merriman Park near the fish and chip shop, instructing people to pick up dog poop and stating that this was a trial and that banning dogs from the Park was still being considered as dog faeces was so dangerous to children and others – the Merriman Park Community Group to be consulted and current legislation investigated.

63. PATH TO RECOVERY

Councillor P. Goater reported that meetings between the town councils and the District Council continued. A pilot scheme for a local shopping app would run in Glastonbury and Street before being rolled out across the district. Information between Mendip and the towns would be shared on Facebook etc. as all would be stronger if working together. He and the Clerk would be attended the first meeting of the Strategic Tourism Group on 22nd September. There would also be a district creative arts strategy.

64. ALTERATION OF PARISH ROOMS

Councillor P. Goater and the Clerk reported that all was going well with

the project. A proper pitched roof with drainage had been provided

over the lift area, all exterior walls would be repointed provided this was

within the budget and the current date for the works to be finished was

16th November.

RESOLVED

that the report be agreed and provision of solar panels on the building be considered for the future.

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65. STREET COMMUNITY SUPPORT GROUP

Councillor Shearer reported that the District Council, Spark and others were investigating how to build resilience communities beyond what had been done before. Shopping was still being done for a few people and the Group was ready to start up again if necessary.

66. CHAIR UPDATES

No reports were made.

67. CORRESPONDENCE/MINOR MATTERS

The Clerk had submitted a report which had been circulated. It was

noted that Councillor Napper was arranging for the District Council to

move a dog bin in Green Lane which was near to the lounge of one

house.

RESOLVED

A. that the report be agreed and the LGPS Employer’s Discretions

Policy as circulated be approved

B. that the Clerk in consultation with the Chair, Councillor P. Goater and the Merriman Park Community Group be given delegated power to obtain quotes for the category 1 works in the report on trees at the Park and Skate Park and to agree a quote and proceed

C. that the occupier of a house in Leigh Road be asked to cut back garden undergrowth which was over the pavement and details be passed to Councillor Daniells who was listing such problems.

68. REPORT FROM COUNTY AND DISTRICT COUNCILLORS

AND REPRESENTATIVES ON OUTSIDE BODIES

County and District Councillor Napper reported that the debate on having a unitary authority or authorities was ongoing and would be a long process.

69. ACCOUNTS FOR PAYMENT

The latest bank reconciliations for all accounts at 31st August, 2020 had

been prepared successfully and sent to all members with the monthly

income and expenditure by account report, the final report of receipts

and payments for August, schedule of earmarked reserves and a consolidated summary.

RESOLVED

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that the report and schedule of payments as circulated be approved

and initialled by the Chair and the income and expenditure by account

report at 31st August, 2020 be noted and the schedule of receipts and

payments for September be attached as Annex B to the minutes in the

Minute Book in order to publish payments of £500 or more.

70. MATTERS FOR REPORT

There were no matters to report.

71. EXCLUSION OF PRESS AND PUBLIC

RESOLVED

that in accordance with the Public Bodies (Admission to Meetings) Act

1960 as amended by the Openness of Local Government Bodies

Regulations 2014, the press and public be excluded from the meeting

for the following item as it involved confidential information on

quotations received.

72. QUOTATIONS FOR CHRISTMAS LIGHTS ON PARISH ROOMS

The confidential report from the Assistant Clerk had been circulated to

members only.

RESOLVED

that the lights for the Parish Rooms as detailed in the report be added

to the existing 2 year hire agreement with Blachere at a cost of

£2,251.38 per year.

The meeting ended at 9.12 p.m.

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AGENDA ITEM NO: 7

To: Council

From: Clerk

Subject: Casual Vacancy on North Ward

The Chairman to call for nominations to fill the vacant seat in the North Ward by co-option to the Council (procedure attached). As the period of the vacancy has more than 6 months to run the Council must co opt to fill it. J. Diment resigned from the Council in August 2020 and a poll was not claimed in time. Public notices have been displayed inviting suitably qualified people to apply to the Council for co option on the website and Facebook. The candidates who have stated that they wish to be considered for the vacant seat are as follows and their forms are attached for members -

Emma Lucy Bartlett

Deborah Mary Knibbs

All persons have certified in writing that they meet the criteria for eligibility set out in section 79 of the Local Government Act 1972 to be a member of the Council and are not disqualified pursuant to section 80 of the Act. To qualify as a candidate persons must live, have a business or work in Street or within 4.8 km for at least 1 year or be on the electoral role and be over 18 years of age.

Any candidate who is to be considered for co option until the end of the current term in May 2023 must be proposed and seconded at the meeting. Voting will be carried out in public by show of hands and candidates will be invited to go in to the waiting room for this.

The Council can then agree that the successful candidate is appointed to the committees and working groups which they indicated on the form that they wished to serve on.

Councillor Nicola Smith was co opted to the West Ward at the last meeting and has signed the declaration of acceptance of office, completed the interests form and been granted dispensation to speak and vote on the alteration of the Parish Rooms.

L.A. Ruff

Clerk

20.10.20

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A successful candidate must have received an absolute majority vote of those present and voting i.e. over half of the votes cast. If this is not the case voting continues until someone does have an absolute majority of votes cast. This is done by striking off the candidate with the least number of votes and the remainder must then be put to the vote again.

This will mostly be a satisfactory procedure but if several candidates have obtained the same number of least votes and the aggregate of the others is less than a normal quorum eg. 3:2:2:2:2, it may be thought wise not to strike off all those with the least votes together but, if negotiations for withdrawals fail, to strike them off one by one, in an order determined by vote.

If there is an equal number of votes the Chair can use their casting vote to decide on a candidate. The new co-opted member can if present, sign the declaration of acceptance of office and then take part in the meeting but as it will be a remote meeting and, if not present can sign before or at the next ordinary meeting of the Council.

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STREET PARISH COUNCIL

Meeting of the Planning Committee held virtually using Zoom with remote attendance on 15th September at 6:30 pm

PRESENT: Councillor L Wolfers - Chair

Councillors: P Birch, L Mogg

APOLOGIES Councillor A Leafe

IN ATTENDANCE: J Marshfield – Assistant Clerk.

6. MINUTES

The minutes of the meeting held on 18th August 2020 which had been

circulated, were approved as a correct record and signed by the Chair.

7. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr. P Birch declared an interest in Planning Application 2020/1560/FUL as she knows the applicant and left the meeting from 6:33 pm until 6:38 pm

8. PLANNING APPLICATIONS

The Assistant Clerk submitted a report which had been circulated.

RESOLVED

2020/1560/FUL Erection of 2 no. bed detached bungalow and garages at 71 West End Street for Mr & Mrs D Churches – A quorum was not present for this application due to Cllr. Birch declaring an interest. However, no concerns were raised with this application.

2020/1607/TPO (M1289) - T4) Tilia spp - Reduce crown by: 1-2M. T5) Prunus Padus - Reduce crown by 2-3M from lateral spread and prune. T7) Prunus Padus - Reduce crown by 3-4M from lateral spread at Land North Of 19 Ringolds Way Street for Mr Jones – APPROVAL

2020/1637/TCA T1 Holme Oak - Side laterals pruned by approximately 4-5 meters & upper canopy will be thinned out by approximately 30% T2 Horsechestnut - 30% reduction T3 Yew - 2m will be removed in height and spread T4 & T5 Himalayan Birch - Prune approx 1-2m in lateral growth at 1 Tor View Court Somerton Road Street for Frith – APPROVAL

2020/1670/TPO T1 Holme Oak - Side laterals pruned by approximately 4-5 meters & upper canopy will be thinned out by approximately 30% at 1 Tor View Court Somerton Road Street for Frith – APPROVAL

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2020/1677/ADV Erection of 1no. illuminated facia sign and 1no. non-illuminated hanging sign at Unit 26 Clarks Village Farm Road Street - C Pearce – APPROVAL

2020/1676/ADV Erection of 1no. illuminated facia sign and 1no. non-illuminated hanging sign at Unit 25 Clarks Village Farm Road Street – C Pearce - APPROVAL

NOTE – 1 new unit approved – 1 since July 2020.

The meeting ended at 6:45 pm.

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**AGENDA ITEM NO: 10**

**NOTES OF PROJECTS WORKING GROUP MEETING – HELD REMOTELY**

**Date:** 1 October 2020, 1pm

**Attendees:** **Street Parish Council**

Peter Goater (PG) Chair Heather Shearer (HS)

Claire Axten (CA) Vice Chair Simon Carswell (SC)

Luke Mogg (LM) Deb Goater (DG)

Pam Birch (PB) Mike Daniells (MD)

Liz Leyshon (LL)

Linda Ruff (LR) Clerk Jenny Marshfield (JM) Assistant Clerk

Mark Sandiford (MS) ACPO

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| --- | --- |
| **Notes** | **Actions** |
| **1. APOLOGIES FOR ABSENCE**  **Apologies:** Andy Leafe, Alan Prior  **Absences:** |  |
| **2. NOTES ON PROJECT WORKING GROUP MEETING 3rd September**  No amendments to notes were required. |  |
| **3. ALTERATION OF PARISH ROOMS**  PG asked for an update on the lift and LR confirmed that it was still on schedule to be delivered by the end of October and would take a week to fit. A further update was expected on 5 October.  CA, PG and JM all agreed that the alterations were progressing well and creating an excellent usable space.  PG confirmed that flooring, lighting, pointing outside and the lift were the areas left to complete |  |
| **4. NEW PLAY AREA MERRIMAN PARK**  CA confirmed progress has been good, with pictures being supplied to JM to add to SPC social media. Installation of equipment is expected to be completed by the end of this week, with the wet-pour and bonded mulch being laid next week.  An amendment to the fence line has been suggested by Kate Carr, following an onsite meeting, due to undulations of the ground around the Copper Beech Tree. MS has requested confirmation from Kompan that amendment will not increase cost or cause delay.  - 14 -  *Following the meeting Kompan confirmed that there would be no additional cost*    A banner illustrating the new equipment and overall design of the play area has been erected in the park.  DG/MD asked for an update on the combination gate, that ideally can be pushed open from both sides to aid its use by wheelchair users and parents with pushchairs. MS confirmed that the request has been raised with Kompan, who has confirmed that the gate supplied cannot work in both directions. MS will push back to try and find a resolution, but it was accepted that the gate may have to be installed and a local company found to modify the gate.  *Following the meeting Kompan reported that their supplier, IAE, have confirmed that they are unable to to supply a self-closing gate that opens both ways as self-closers are not made to allow a two-way opening gate. The only way would be to make the gate manual.*  MD asked why there was a tarmac area in the historic location of the sun parlour. It was agreed that SC would raise this at the next MPCG meeting  HS reported that SPC were able to put up signs stating “dogs on leads” as the existing Public Protection Order covers all public spaces in Mendip, not just land owned by Mendip, although SPC have no power to ban dogs completely from an area of the park. However, it was accepted that a sign could be erected stating dogs are not allowed. MS will contact EmPrint to design and produce signs, to be placed at entrances to the different areas of the park. | MS  SC  MS |
| **5. CHAMBER OF TRADE**  Following initial time-consuming face to face visits to businesses within the Baylis Centre and Crispin Hall, it was decided to contact as many businesses as possible by email in the first instance.  MS emailed 54 businesses on 29th September. To date a total of 15 responses have been received.  LM requested that Greenbank Pool and Sharpham Park be contacted, and PG requested that Clarks Village, Pillars and the Street Business Park be contacted (PG to provide contact details).  MS, LR and JM have arranged a meeting on Monday 5th to consider creating a Facebook page specific to local businesses.        - 15 - | MS/PG |
| **6. VERBAL UPDATE FROM ACPO**  MS gave verbal update on the following projects:  **Greenbank Cycle Racks**  Kingston & Harvey started work on site on 14th September. The base has been completed, in line with the specification agreed with Beveridge Chartered Structural Engineer, and the hoops will be fitted w/c 5 October.  Sarah Todd has asked that a representative for the Council would be willing to appear in an article in their new monthly leaflet publicising the new racks once they are open. MS to ask AL and AP  **Relocation of War Memorial**  Jayne Boldy, the Conservation Officer at Mendip District Council (MDC) has confirmed that having taken advice she has instructed the MDC legal department to draw up a Section 106 agreement. This will be the legal document to guarantee that the memorial will be rebuilt within a certain time-frame after its demolition and will enable Listed Building Consent (LBC) to be given to move the memorial. The application will have to go to the MDC Planning Board, but Jayne is confident that her recommendations will be approved as they are not contentious.  SSC have been informed that they are the chosen contractor and will be informed as soon as planning has been agreed.  **Cycle Path**  Street Parish Council have £55,300.55 S106 funding available from the Street Business Park agreement. The money is to be spent on improvements to the pedestrian network and associated works in the vicinity.  SPC have proposed to install a path that will link Street Roundabout to the turning off of the A39 towards Clarks HQ/Clarks Village car park; and also hope to incorporate areas of wild flower planting.  Part of the proposed path crosses land owned by Clarks International Ltd.  MS and LL held an onsite meeting with John Roberts, an ex-Highways engineer.It is thought that it is unlikely that the S106 will be sufficient to cover the total cost of the path, and therefore we will look to apply for further funding from the Climate Emergency Community Fund 2020-2021.  We will need to apply by submitting a completed Project Application Form in December.  - 16 -  Due to the tight deadlines for grant applications we need to progress the project quickly.  MS has contacted Landsec, who are happy to work with SPC to ensure any new or replacement signage planned along the A39 will not interfere with the proposed path. MS has also contacted Sustrans for a quote to produce the plans.  Sustrans are likely to recommend a shallow excavation to avoid interfering with any tree roots, which will also address concerns regarding fibre cables.  Jayne Lomax, Group Head of Facility Management at Clarks, has been contacted for confirmation that Clarks are in support of the projected, notwithstanding there will be some points to clarify regarding ongoing maintenance and liability.  MS has sought confirmation from Carol Taylor, Section 106 Monitoring Officer at Mendip District Council, as to whether we can use some of the S106 funds to produce the plans, but clarification has not yet been received.  LM asked how planning applications on the site of the garden centre would impact the proposal. LL confirmed that the proposed path was something in our control and could be actioned now, and it was agreed to push ahead.  LM asked if funding could be available for electric vehicle charging points. LM and PG confirmed that Mendip and Landsec were already looking at this.  LM left the meeting at 13:58 | MS |
| **7. VERBAL UPDATE FROM ASSISTANT CLERK**  JM reported on the following  **Tree survey for Merriman Park and the Skate Park**  The survey report had been completed, identifying 10 priority 1 items, including one tree that needs to be felled. Additional minor items, such as removing stakes and adding mulch, were also included. A quote to resolve the priority 1 items has been requested.  **Finger post refurbishment**  JM shared an historic picture of a finger post located at Marshall’s Elm, which had at least one additional finger to the current post. JM asked if the missing finger(s) should be remade; it was agreed to restore the post as it is.    3 companies have been invited to quote for the restoration of the two posts.  - 17 - |  |
| **8. PEDESTRIANISATION OF THE HIGH STREET**  PG confirmed that tranche 2 funding was available for pedestrianisation if cycling access was permitted. This would result in one end of the High Street being blocked, and one end being restricted. Consideration of the issues previously raised by residents in Vestry Road would need to be considered.  LL confirmed that she had a scheduled meeting with Geoff Bunting, Gerard Tucker and Cllr Napper next week to discuss the same topic in Glastonbury. LL invited PG and LR to join  PG and LR left the meeting 14:15  DG raised the importance of public consultation and suggested printing postcards, containing small number of questions for people to answer and return. Responses could be posted, emailed, or answered online. SC suggested adding artwork to the front of the postcard showing an artist’s impression of the pedestrianised High Street.  MD stated that the survey also needs to be public facing, going door to door, or high presence in the High Street.  It was agreed to hold a meeting at 6pm on Tuesday 6th October, to scope the project to consult the public as to whether they are in favour of pedestrianisation of the High Street.  MS to send invite | MS |
| **9. ANY OTHER BUSINESS**  MD raised the point that the entrance to Clarks Village, opposite Bet Fred, was still not open to the public. MS will ask PG to raise with Chris Davis  JM confirmed that SLH have taken over the maintenance of the Westway roundabout  DG requested that High Street Banners be added to the agenda for the next meeting | MS/JM |
| **10. DATE OF NEXT MEETING**  5th November, 1pm | MS/JM |

Notes produced by: **Mark Sandiford - Assistant Clerk & Projects Officer**

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**A39 Cycle Path**

**Proposal**

Street Parish Council have available S106 funding of £55,300.55 from the previous Street Business Park agreement. The money is to be spent on improvements to the pedestrian network and associated works in the vicinity.

The current proposal is to install  a combined cycle/footpath along the A39, linking Street Roundabout to the turning off the A39 towards Clarks HQ/Clarks Village car park.

Although Street Parish Council commissioned a Sustrans report in 2018, the proposed cycle/walking path is an additional route.  However, it is well used, with a clear desire line.  The path would encourage more walking and cycling by joining up existing paths between Glastonbury and Street.  Wildflower planting is also being proposed to make the route more pleasant whilst improving habitation for wildlife.

The general route of the proposed path is shown below.



**Planning Costs**

Planning permission will be required, with any application being supported by drawings provided by a civil engineer. In addition, a topographical survey and utilities search will be required, with the possibility of also requiring an arbicultural tree survey, streetlight review and soil permeability test.

Based on information received from 3 companies, the production of plans range from £850 to £5k (following a topographical survey, costing around £1,200); with additional associated costs estimated to be anywhere up to £6,800

**Construction Costs**

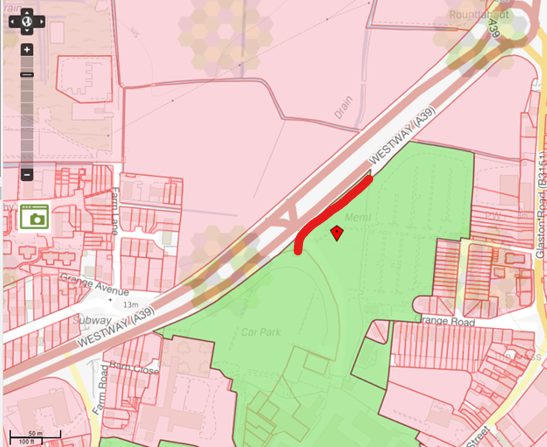
Based on one opinion the estimated construction cost, including an allowance for service diversion/protection, prelims, and contractor overheads, would be between £80k and £105k.

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**Legal Costs**

It is likely that the footway/cycle path would to be offered to SCC for adoption as public highway There are costs associated with S278 Agreements such as legal, Council supervision fees, bonding, commuted sums and a Traffic management deposit.  These costs would be in addition to the planning and construction costs previously mentioned.

An additional complication is that part of the proposed path crosses land owned by Clarks International Ltd.



Jayne Lomax, Group Head of Facility Management at Clarks, has been contacted for confirmation that Clarks are in support of the project, notwithstanding there will be some points to clarify regarding ongoing maintenance and liability. This is likely to increase any legal costs associated with the S278 agreement.

**Funding**

Carol Taylor, S106 Monitoring Officer at MDC, believes that there is potential to build the plans element into a bid for S106 funding, especially if SPC are accessing other funding to ensure that there is sufficient money to complete the entire project. However, a clawback clause is likely to be included in any funding agreement so that if the project could not be completed the funding was returned.

The S106 will not be sufficient to cover the total cost of the path, and therefore additional funding is required. One option is to apply for further funding from the Climate Emergency Community Fund 2020-2021, a new grant scheme which has been released to help local communities take positive action to help Somerset become carbon neutral and mitigate the impacts of climate change.

<https://www.somerset.gov.uk/waste-planning-and-land/climate-emergency/somerset-climate-emergency-community-fund-2020-2021/>

Funding applications must be submitted in either window 1, open from 1 October to 12 November, or window 2, open from 1 December to 12 January 2021.

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The terms under which a grant is awarded include the condition that the project must be ready to commence within 6 months of the application being made. Any delay must be approved by the SCC Fund Manager.

It is unlikely that the planning application would be submitted before a decision on the grant application had been made. In addition if the path is to be offered to SCC for adoption as a public highway this can also take a considerable period of time as SCC will need to undertake Safety Audits on the design prior to approvals and works being undertaken.

There is also some concern that reported financial negotiations currently ongoing at Clarks may delay any legal agreement regarding the maintenance of the path land ownership at this current time.

It is therefore likely that an extension to the 6 months will be required.

**Additional Considerations**

There are plans to replace a number of Clarks Village signs, one of which is located on the route of the proposed path. Landsec have confirmed that they are happy to work with Street Parish Council to so that any new or replacement signage planned along the A39 will not interfere with the proposed path. However, the signs are likely to be replaced this year to avoid losing available funding.

**Recommendation**

If the council wish to proceed with the project, progress must be swift in order to apply for funding from the Climate Emergency Community Fund by 12 January 2021. I recommend that the required plans and topographical survey are commissioned in order to support an application to the CECF for £55,000; the cost of which will be around £3,500 (based on most competitive quote for drawings, plus estimated cost for topographical survey and tree survey). Agreement of details to be delegated to the ACPO in consultation with the Chair. This cost could come from the Contingency Fund as the Section 106 bid would be for funding not already spent.

If funding is secured, this would give an overall budget of £110,300.55, which is at the higher end of the estimate to complete the project. The S106 funding application could then be made and support obtained from Clarks International, before applying for planning permission.

If the project can be delivered under budget, then SPC should have available funds for other improvements to pedestrian networks, depending on the terms of the various agreements. However, if the project does not proceed, or goes over budget, additional costs would be payable.

**Mark Sandiford**

**ACPO**

**20.10.2020**

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AGENDA ITEM NO: 11

**To:** Council

**From:**  Assistant Clerk & Projects Officer

**Subject:** Relocation of War Memorial Within Merriman Park

At request of the Council, a full planning application, along with listed building consent, was submitted to Mendip District Council to relocate the war memorial from its existing location to an area in the south-east corner of the park.

A Planning decision is still outstanding due to concerns raised by Historic England and the War Memorial Trust. The Conservation Officer at Mendip District Council supports the application, although has confirmed that Mendip District Council will require Street Parish Council to enter into an agreement, under Section 106 of the Town and Country Planning Act, to specify that the erection of the memorial in its new location is subject to legally enforceable obligations requiring the works to be completed within a set timescale.

MDC would prepare a draft of the required Agreement, for consideration by Street Parish Council, either directly or through solicitors. Planning permission and listed building consent could be granted once the Agreement were in an agreed form and sealed by both the Parish and District Councils. The application will have to go to the MDC Planning Board but the officer is confident that her recommendations will be approved as they are not contentious.

It is a standard requirement in Section 106 matters that the applicant bears the legal costs of the local planning authority in the preparation, negotiation, and completion of the document. These costs are estimated to be in the region of £2000.00, which would need to be paid prior to any work on the document starting.

It is expected that the agreement would include provisions providing financial security for the District Council in the event that it was required to carry out the works in default. This would usually be via a Bond supported by an agreed financial institution.

On 21st July it was agreed subject to planning consent, to engage Sally Strachey Historic Conservation to move the memorial and SLH Services to returf the existing area. They have been informed that they are the chosen contractors and will be informed as soon as planning has been agreed.

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An estimate of the total costs of the project are detailed below. There was an allocation of £9,000 in 2019/20 for this purpose and when the precept for 2020/21 was calculated it was assumed that this would be spent.

|  |  |  |
| --- | --- | --- |
| **Expenditure** | **NET** | **Status** |
| Mendip District Council - Pre-Application Advice | 60.00 | Paid |
| Mendip District Council - Full Planning & LBC | 231.00 | Paid |
| Cliveden Condition Report | 475.00 | Paid |
| Cliveden Advisory Letter and updated Report | 320.00 | Paid |
| O2i Design - architect drawings | 874.30 | Paid |
| All Tree Report on impact of Adjacent Tree | 325.00 | Paid |
| Beveridge foundation specification | 320.00 | Quote |
| Mendip District Council S106 Agreement | 2000.00 | Estimate |
| Street Parish Council Legal Costs |  |  |
| Bond Agreement |  |  |
| SSH - Relocation of Memorial | 11786.40 | Quote |
| SLH - Returf original site | 1240.00 | Quote |
| Use of Air Spade and Root Work | 900.00 | Quote |
|  |  |  |
| **Total** | **18531.70** |  |

**Mark Sandiford**

**ACPO**

**20.10.2020**

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AGENDA ITEM NO: 16

To: Council

From: Clerk

Subject: Correspondence/Minor Issues

1. Remembrance Parade and Service

In accordance with current Covid guidance the Remembrance parade and service will not be taking place this November. A small number of representatives from the British Legion will lay a wreath at the war memorial on 8th November together with the Chair, Councillor Leafe. A donation of £180 will be made to the British Legion from the Chair’s allowance.

2. Rewilding Areas

To consider places in Street which have been designated by the District Council as rewilding areas and where therefore grass is not being cut.

3. Grant – Glastonbury FM

Glastonbury FM have requested a grant of £2,075 (minimum £1,650) for core running costs towards the upgrade of the computer and IT software infrastructure for more modern ways of broadcasting and staying on air. £1,176 given by Glastonbury Town Council. There is £293 remaining of the grants allocation and further funding could come from the Contingency Fund.

4. Brooks Road – Small Improvement Scheme

The detailed design of the scheme is in progress and a review is being made of the need for waiting restriction amendments on Brooks Road from north of the Brookside Academy entrance to just beyond Goss Drive with focus on ensuring the junction works safely. This was raised during the consultation. Any changes to parking restrictions will require a new Traffic Regulation Order involving a formal consultation process which might not be successful. It is hoped to start on site within the financial year.

5. Entrance from Clarks Village to High Street

Landsec will open the gates to the High Street opposite Bet Fred around 12th October and monitor if the flow of people can be adequately controlled during busy periods.

6. Parish Speed Limit

Following an accident in Merriman Road Councillor Napper has asked for consideration to be given to introducing a 20 or 25 mph speed limit for the whole parish. Comments from Highways have not yet been received.

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7. Payments made using Bankline

The majority of payments are made using the Nat West Bankline system. The invoices are checked and then payments set up by the ACPO or the Clerk and must have a second authorisation from appointed members before they are released. Councillors Axten and P. Goater always authorise payments within a few days, raising any queries regarding invoices as necessary and we are grateful to them for their diligence. We felt that it would be useful to have another member who could also give authorisation in case of illness etc. and Councillor Daniells has kindly agreed to do this. Approval is sought in accordance with Financial Regulation 6.9 for Councillor Daniells to authorise transactions using his own pin number, password and card reader in the interests of security.

L.A. Ruff

Parish Clerk

20.10.20

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AGENDA ITEM NO: 18

To: Council

From: Clerk

Subject: Accounts for Payment

The latest bank reconciliations for all accounts at 30th September 2020 have been prepared successfully and sent to all members with the monthly income and expenditure by account report and earmarked reserves. Each reconciliation and original bank statement will be signed by Councillors Carswell and Prior as part of the monthly check of accounts when guidance allows and Councillor P. Goater is doing an online check.

Receipts and payments are detailed on the attached pages and a final report for October will be sent to members in early November.

L.A. Ruff

Clerk

20.10.20

Approved by Council on 20th October 2020 and initialled by Chair:

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