



Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Infrastructure (Property & Assets) Committee

Infrastructure (Property & Assets) Committee

Wednesday 28th May 2025

7:00pm

Hybrid Meeting:

**Face-to-face at Town House, 19 Union Street, Yeovil
BA20 1PQ; and virtual using Zoom meeting software**

For further information on the items to be discussed, please contact
town.clerk@yeovil.gov.uk.

A handwritten signature in black ink, appearing to read 'A Card'.

Amanda Card, Chief Executive / Town Clerk
21st May 2025

This information is also available on our website: www.yeovil.gov.uk

Members of Yeovil Town Council are summoned to attend:

Tareth Casey

Karl Gill (Vice Chair)

Andy Kendall

Tony Lock (Ex-officio)

Jane Lowery

Evie Potts-Jones

Wes Read (Ex-officio)

Andy Soughton

Rob Stickland (Chair)

Helen Stonier

Dave Woan

Public Comments at meetings

Members of the public may attend the meeting either physically or via zoom.

If you would like to join the meeting via zoom, please e-mail ytic@yeovil.gov.uk by 9:00am on 28th May 2025. Instructions will be sent to you to view the meeting.

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

A representative from Avon and Somerset Police has been invited to give an update on community policing matters. Questions are welcome from both Councillors and members of the public.

PUBLIC COMMENT (15 Minutes)

11/224 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

11/225 DECLARATIONS OF INTEREST

Members to declare any interests, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any requests from members for Dispensations that accord with Localism Act 2011 s33. (NB this does not preclude any later declarations).

11/226 MINUTES

To approve as a correct record the Minutes of the meetings held on 11th March 2025 and 13th May 2025.

11/227 DEFIBRILLATOR AND BLEEDKIT UPDATE

To note the report of the Admin Officer regarding defibrillators and bleed kits as attached at pages 6 to 10.

11/228 HEALTH & SAFETY – ACCIDENTS AND NEAR MISSES

To note the report of the Director of Infrastructure (Property & Assets) regarding accidents and near misses as attached at pages 11 to 12.

11/229 PROPERTY UPDATE & REQUEST FOR RESOURCES

To consider the report of the Director of Infrastructure (Property & Assets) regarding a property update and a request for resources as attached at pages 13 to 15.

11/230 FUTURE RESOURCES - COMMUNITIES TEAM

To consider the report of the Director of Infrastructure (Property & Assets) regarding future resources for the Communities Team as attached at pages 16 to 19.

11/231 OUTTURN REPORT 2024/25

To consider the outturn report for 2024/25, to follow (if available).

11/232 CCTV MONITORING REPORT

To consider the report of the Director of Infrastructure (Property & Assets) regarding CCTV as attached at page 20. (Detailed report to be circulated separate from agenda).

11/227 DEFIBRILLATOR AND BLEED KIT UPDATE

Defibrillator Update

Yeovil Town Council are currently the guardians of 16 defibrillators across Yeovil (see below), with plans to increase this number continuing.

Accessed Defibrillators

Since May 2022, the defibrillators have been accessed 91 times:

Location	Go-Live Date	Frequency of access as at 11th January 2025	Frequency of access since 7th January 2025	Frequency of access to date
1. Nationwide	20/09/21	18	1	19
2. The Acorn	16/10/21	20	1	21
3. Ninesprings Café	14/01/22	2		2
4. St Andrew's Scout Group	23/04/22	2	1	3
5. St Peter's	12/03/22	8	1	9
6. Dunelm	19/07/22	3		3
7. Birchfield	09/12/22	6	1	7
8. The Quicksilver Mail	06/01/23	7		7
9. Milford Hall	18/01/18	4	2	6
10. Town House	19/01/23	4	1	5
11. Holy Trinity	29/07/23	2		2
12. Southville Elim Church	05/10/23	1	3	4
13. Maltravers House	11/03/24	1		1
14. Progress Gym	16/05/24	0		0
15. Yeovil Recreation Centre *	01/08/24	1		1
16. The Bell Inn	15/10/24	1	1	2
		80	12	92

*Inherited as part of devolution (installed on the Jon O'Donnell Pavilion)

Future Installations

Discussions are being held with a business on the Pen Mill Trading Estate and St Marks Church. Further information will be brought to future meetings of this committee.

Bleed Kits Update

Background

Bleed Kits are specifically designed to handle 'life threatening bleeding'. In the event of a traumatic injury, a person can lose critical amounts of blood within minutes.

A bleed kit package that includes items like haemostatic dressings, trauma dressings, and a tourniquet can benefit a community in several ways. This type of package can be vital in emergencies where there is a severe bleeding injury, allowing bystanders or the injured person themselves to provide immediate aid while waiting for professional medical help. If they dial 999, the call handler can direct them to the nearest bleed kit and can guide them through how to use it.

In 2023, Avon and Somerset Police partnered with HeartSafe and NHS England South West to install over 100 bleed kits across their force area and raise awareness. These have been installed onto the side of existing HeartSafe defibrillators and are immediately accessible to the public in the event of an emergency.

Yeovil Town Council Bleed Kits

Yeovil Town Council have purchased 20 x Bleed Control Dispensers (each kit includes 1 x Standalone' Bleed Kit Dispenser and 1 x Community Bleed Kit Pouch) which are designed to fix to any external, internal wall or posts/railings. The Town Council bleed kits can be recognised by the crest printed on the front of the dispenser. The initial cost of each kit is £199.00.



Each bleed kit pouch includes:

- 2x Trauma Dressings
- 2x Haemostatic Dressings – 2 year lifespan
- 1x Tourniquet
- 2x Individual Pair of Nitrile Gloves
- Medical Shears/Scissors
- Foil Blanket
- CPR Face Shield
- Whistle

Avon and Somerset Police have agreed a legacy fund for the replacement of these kits. A simple QR scan system to allow replacement kits to be reordered in the event of usage, theft or tamper.

The first bleed kit has been installed at the Town House next to the existing defibrillator. This has been registered with www.heartstafe.org.uk which will show on the bleed kit locator map.



Town House Defibrillator and Bleed Kit

ENSURE SCENE
IS SAFE

CALL
999

FOLLOW
STEPS

ACT
CALMLY

RED



2x TRAUMA WOUND DRESSINGS
COVER & COMPRESS

BLUE



2x HAEMOSTATIC DRESSING
PACK/PLUG WOUND

YELLOW



TOURNIQUET
WRAP ON ARM/LEG

FOLLOW STEPS TO REDUCE BLOOD LOSS:

1. Use mobile phone on loud speaker.
Talk with 999 Ambulance Service.

2. Open kit fully. Use gloves and
contents as required.

3. Identify area of bleed. Use
shears to remove clothing
around wound.

4. Use ● TRAUMA WOUND
DRESSING.

APPLY DIRECT PRESSURE.
Cover and compress.

5. Use ● HAEMOSTATIC
DRESSING to pack junction
regions like neck, groin or armpit.

Plug wound. Cover and compress
with ● TRAUMA WOUND DRESSING.

6. Use ● TOURNIQUET on leg or
arms. Cover and compress with
● TRAUMA WOUND DRESSING.

DO NOT remove ● TOURNIQUET.

Follow the Ambulance Service
instructions throughout procedure.

* If head/foot injury, seek advice from
Ambulance Service.



CONTINUE TO SPEAK TO
AMBULANCE SERVICE

REASSURE
PATIENT

WAIT FOR
MEDICAL HELP



RE-ORDER

www.bleedkit.co.uk
© HeartSafe t/a AED Locator (EU) Ltd

BS8599-1 Compliant - Critical Injury Pack

DOC:HSBK011A

Existing locations for Yeovil - www.heartsafe.org.uk/bleed-kit-map/

HSBC 1 Middle Street, Yeovil, BA20 1LR

Outside Barolo Lounge on lamppost 17 & 18 High Street, Yeovil, BA20 1RQ

Lamppost on Central Road junction with Earle Street Earle Street, Yeovil, BA20 1JW

Dominos Pizza Wyndham Street, Yeovil, BA20 1JJ

Aplin House Newton Road Yeovil, Somerset, BA20 1FF

Lamppost outside JD Wetherspoons 97 Middle Street, Yeovil, BA20 1LN

Yeovil Leisure Park Security Office, Yeo Leisure Park, Yeovil, BA20 1NP

Peters Community Centre, Coronation Avenue, Yeovil, BA21 3DY

Peugeot Howards, 1b Bympton Way, Yeovil, BA20 2HP

Vauxhall Howards, Lufton Way, Yeovil, BA22 8PT

Future Installations

Discussions will be held with the following businesses to decide on potential locations. Further information will be brought to future meetings of this committee.

Potential YTC locations

Nationwide Building Society, Lamppost outside 36 Middle Street BA20 1LA

Milford Community Hall, Milford Hall BA21 4QD

Holy Trinity Church and Community Centre, Lysander Rd, Yeovil BA20 2BU

Birchfield Community Centre, Birchfield Rd, Yeovil BA21 5RL

Progress Gym, 3A & 3B Kingfisher Close, Lynx Trading Estate, BA20 2PJ

St Andrews Scout Hut, Preston Grove, Yeovil BA20 2BQ

The Acorn Somerset, 8-10 Church St, Yeovil BA20 1HE

Yeovil Recreation Ground, Yeovil Recreation Centre, Chilton Grove, BA21 4AW

Bell Inn, 207 Preston Road, Yeovil BA20 2EW

The Quicksilver Mail, 168 Hendford Hill BA20 2RG

Elim Church, Southville, Yeovil BA21 4JA

St Marks Church, 64 Chelston Ave, Yeovil BA21 4PU

Country Park, 27 Brunswick St, Yeovil BA20 1QZ

Maltravers House, House Petters Way, Yeovil BA20 1SH

The Committee is **RECOMMENDED** to note the report.

*(Tabetha Short, Admin Officer – 01935 382424
or Tabetha.short@yeovil.gov.uk)*

11/228 HEALTH & SAFETY – ACCIDENTS AND NEAR MISSES

Introduction

The recording of all accidents and near misses is good practice and an essential tool in ensuring compliance with Health and Safety legislation, particularly the Health & Safety at work Act 1974.

This report provides details of accidents and near misses recorded over the period between January 30th to April 30th, 2025. It is recommended that these are reported to this committee on a quarterly basis. This will maintain the profile of Health and Safety and ensure that lessons learned result in changes to risk assessment and safe systems of work.

Health and Safety Policy.

A new Health and Safety Policy for the Council is in development. It will cover the broader range of buildings, services and operations that the Council now owns and operates. It will set out how responsibility will be designated and how things like accidents and incidents will be monitored. It has previously been agreed that an external Health and Safety advisor is contracted to perform a critical friend audit on the Council position and help resolve any outstanding issues.

The management team for the Council will review accidents, incidents and near miss reports on a quarterly basis. This data will be presented to the Service Committee, as appropriate) and an annual report will be submitted to both the Service Committee, as appropriate and the Finance and Policy Executive.

Quarterly Monitoring – Reported accidents, incidents and near misses.

Summary

A total of 11 accidents were reported between 30/01/25 and 30/04/25.

- 7 were reported by members of the public visiting YTC facilities.
- 4 were reported by members of staff.
- All but one were considered minor injuries and first aid was administered in all cases.
- None reached the threshold for RIDDOR.
- No follow up required. Details are attached for information.

Date	Location	Description
30/01/2025	Yeovil Recreation Centre	Dog Attack
07/02/2025	Westlands Entertainment Venue	Cut Finger

17/02/2025	Ninesprings Cafe	Assault/Verbal Abuse
09/03/2025	Yeovil Recreation Centre	Hit in the head
01/04/2025	Westlands Entertainment Venue	Squashed toe
05/04/2025	Westlands Entertainment Venue	Fainting
09/04/2025	Ninesprings Country Park	Fall off bike
09/04/2025	Westlands Entertainment Venue	Cut Foot
13/04/2025	Westlands Entertainment Venue	Grazed Hand
14/04/2025	Yeovil Recreation Centre	Damaged Nose
19/04/2025	Yeovil Recreation Centre	Pushed/Fell off zipline

The Committee is **RECOMMENDED** to note the report.

Tim Cook, Director of Infrastructure (Property & Assets) - (tim.cook@yeovil.gov.uk)

Introduction

This report provides headline updates on the property portfolio. It also sets out a case for some new officer resource to manage the day-to-day property management, compliance and the ambitious improvement projects identified.

Report

The property work splits into three distinct areas of compliance, reactive issues and improvement projects.

Compliance

An incredible amount of work has been done to agree servicing and inspection contracts to ensure all buildings are compliant and well maintained. Many servicing and maintenance contracts are now in place covering all locations. Each venue also has specific needs based on activity. A complex programme of inspections and testing is in place with staff at each location taking on responsibility for a lot of the routine work such as, checking fire alarms, legionella tests, meter readings etc. There is a significant amount of work involved in managing contracts day to day to ensure that work is necessary, procured in the right way, done at the right time to the required standards.

Reactive work

We receive daily reports of faults and issues requiring immediate action. Some issues are dealt with by staff on site. Reactive work is handled incredibly well by the admin team and much of it is carried out internally by the facilities officer. There is an increasing number of more complex maintenance requirements and service needs, and this is taking up all the current available staff time. Therefore, if the town council wants to achieve the replacement and improvement projects, and get best value from service providers, additional resource is needed.

However, the majority are picked up by the admin team with support from the Facilities Officer and Director of Infrastructure. Issues in the past month have included loss of water to Petters Way toilets, Ice making machine failure at Ninesprings café, shutters stuck at Milford Hall, Damaged cistern at Yeovil Rec,

Projects – Improvements and new facilities**Westlands Entertainment Venue**

- Replacement walk-in freezer – procurement process underway
- Replacement stage doors – procurement process underway
- Air conditioning for the ballroom – initial discussions

Milford Hall

- Install a solar panel system – Planning permission to run out July 2026.
- Internal painting

Yeovil Rec

Replacement heating system for hot water supply to changing facilities. The system for heating water for showers is over 20 years old and a recent condition survey has confirmed that replacement will be required imminently. An assessment of need in terms of storage capacity has been carried out. However, a design solution which takes account of new regulations and technological advances is needed. This will be a major project.

Additional storage facility for new grass cutting equipment. A smaller project to provide additional, secure storage space for seasonal machinery and a suitable location has been identified for a secure, lean to type building. – Design & procurement underway

Other future projects

- Peter St toilet refurbishment
- Monmouth Hall site development
- Goldcroft site development
- Energy efficiency audits on all building to identify measures to retrofit to increase efficiency and sustainability – Deliver projects identified.
- Ski Centre Growing Hub
- Secure a site for Somerset Heritage Collection

Request for additional resource

The aspirations for the development of these sites have been clearly set out and this area of work alone represents a full programme of work for several years. Establishing the new Director or Infrastructure post demonstrates the intention to deliver the above programme. However, it has only effectively created a modest amount of new capacity as it replaces a previous role. Additional capacity is needed to actively manage the complex servicing and maintenance contracts, liaise with service providers and contractors, check work and manage financial approvals, progress that various projects, source and apply for external funding and manage projects.

Additional officer resource in the form of a full time Property & Projects Co-ordinator, working with venue managers and other staff for on-site compliance checks will provide the capacity needed to deliver the programme of major projects and will also take on tasks currently undertaken by others on top of their substantive roles.

The new role

The role of Property and Projects Co-ordinator would work with the Director for Infrastructure to manage compliance across the whole estate. They will establish a system for managing the schedule of maintenance work, design processes for reporting faults, scrutinise quotes and check the quality of work delivered. They will work with managers of council facilities to support procurement and project management of refurbishment and new build projects. They will have a key role in the operational management of Health and Safety.

Financial Implications

Based on research, the salary range for Facilities/Project roles is between £27,000 and £45,000 depending on the level of responsibility. It is reasonable to expect that the salary for this post will be in the region of £35,000.

The committee is **RECOMMENDED** to note the report and agree in principle to the Director of Infrastructure (Property & Assets)'s proposal to establish a new Property & Projects Co-ordinator post. Details to be considered and agreed by the Staffing Committee.

(Tim Cook, Director of Infrastructure (Property & Assets) - tim.cook@yeovil.gov.uk)

Introduction

Members have previously identified a town centre warden or ambassador role as a priority area of work for the Infrastructure (Property & Assets) directorate.

The following proposal aims to build on work already undertaken by previous roles and identify a range of complimentary tasks and activities that, together to create the basis for role profiles and person specifications for this new team.

Report - The Communities Team

The following proposal is based on research looking at examples of similar roles in other councils, learning from the previous role and work of the Community Ambassadors and the tasks and activities needed to maintain and promote the increasing number of council assets.

The Communities team will be a mobile team delivering a range of out and about tasks and activities. Providing eyes, ears and active promotion for YTC. The team would exist to work with others to maintain and develop a sense of safety, place and pride in the town.

There are three main strands of work that would be carried out by the team.

1. Encouraging positive behaviour and compliance through presence, education and, if necessary, enforcement.
2. Supporting volunteers and working with other organisations to provide opportunities to engage with events and activities that help to maintain a sense of place and pride in the town.
3. Delivering a range of necessary tasks to help ensure safe use of council land and facilities.

Community Development

1. Providing advice, guidance & signposting to residents and visitors. – Welcome host role.
2. Developing relationships between YTC and town centre businesses.
3. Checking on vulnerable people. Signposting and making intelligent referrals to other agencies. E.g. housing, voluntary sector orgs, adult social care etc.
4. Building relationships through visiting day centres, youth club sessions, lunch clubs etc.
5. Working with the Parks Engagement Officer to encourage use of parks and play areas
6. Gathering evidence of good news stories and promoting the town

7. Hands on support for events
8. Developing and running holiday activities with others

Community Safety - Compliance & Enforcement

The focus of this work is to ensure that all areas of the town are safe and welcoming for all. Ensuring that facilities are safe and accessible through regular checks and working with others to reduce anti-social behaviour and fear of crime.

The following tasks are indicative and is not a definitive list.

1. Patrolling priority areas including the town centre, land and facilities of the town council. Patrols have a role in preventing unwanted behaviour and this would act as a default activity when no specific task is programmed.
2. Reporting any damage, fly tipping, fly posting, graffiti or ASB. – Work with other TC staff, SC streetscene, property and local businesses to react promptly to reduce escalation.
3. Supporting volunteers, making links and spotting gaps in provision.
4. Gathering evidence of good news stories and promoting the town
5. Gathering evidence of unwanted behaviour and specific ASB issues – Reporting and referral.
6. When appropriate (land transfers or is in town council ownership) – Illegal encampment visits. Subject to further work, there is likely to be a need for early investigation and engagement of encampments.
7. Weekly visual inspections – Play areas, TC land and facilities.
8. Collect samples/carry out water tests to free up specialists in other areas of the business.
9. Defib, Bleed Kits & SID visual inspections
10. Enforcement – Educating and encouraging people to dispose of litter, pick up after dogs (hand out bags etc). Improving signage and targeted patrols.

Many of the tasks can be carried out by an officer on their own. However, higher risk activity would require working in pairs. We would also consider joint working for campaigns or one-off activity with PCSO's, YCRP, SC Environmental Health/Planning.

In order to be able to deal with persistent or blatant offenders, officers can have the power to issue Fixed Penalty Notices for evidenced incidences of some environmental crime (Fly tipping, littering, dog fouling etc).

Government guidance on Fixed Penalty Notices

As a parish council, you can issue fixed penalty notices (FPNs) for the following offences:

- litter
- graffiti
- fly-posting

When dealing with local environmental crime, parish councils have different powers to higher tier local authorities.

You should only use FPNs if you're prepared to take court action if the fine is unpaid.

Other considerations

There are several risks and areas for consideration including the following: -

- Increased risk of conflict and the need to gather robust evidence means that patrols are incidents are likely to require officers to patrols in pairs.
- Cost – FPN's issued to people that can't afford or refuse to pay. Cost of prosecution can be significant and can take time.
- Primary responsibility for enforcement rests with other organisations with more resource to follow through on prosecution for non-payment.
- Raised expectations. Reputational risk if perception is that issues of dog fouling, littering etc will be resolved through FPN's. No individual agency has the resource or capacity to do this given the scale of the issue.

The recommended approach is that FPN's are used very much as a last resort with an explicit emphasis on education and positive encouragement to comply.

It is therefore the officer's recommendation that Community Officers/Wardens are recruited on the basis that a positive but firm approach will be taken in the first instance. The approach will be reviewed after six months to determine the need for further measures, undertake risk assessments and arrange the required training.

Staffing requirements - Options

3 x FTE Community Officers/Wardens

Management - Director of Infrastructure (Property & Assets)

- Provide line management support to the team
- Maintain contact with the officers out on the ground

- Act as a point of escalation for issues/more complex enforcement cases, complaints & decisions
- Ensure effectiveness through constant evaluation of outcomes

Financial implications

Further work will be done once the approach has been agreed. There is already budget allocation in 2025/26 for Community Ambassadors and the salary for the role will remain as it was. However, the above structure will require additional salary budget alongside some additional one-off budget for set up costs and training in year one.

A review of the scope, performance and level of resource required will be brought to this committee in 12 months' time.

The committee is **RECOMMENDED** to note the report and agree in principle to the Director of Infrastructure (Property & Assets)'s proposal to establish three new Community Warden posts. Details to be considered and agreed by the Staffing Committee.

(Tim Cook, Director of Infrastructure (Property & Assets)- tim.cook@yeovil.gov.uk)

11/232 **CCTV MONITORING REPORT**

Introduction

Yeovil Town Council has an agreed Service Level Agreement with Somerset Council for 24 hour monitoring of the 29 CCTV cameras across Yeovil Town Centre.

A key part of the SLA is the regular provision of reports by Somerset Council to inform future decisions about the provision of the service.

We have now received the first reports on CCTV operation within the town since the agreement was signed in September 2024. Two reports detailing data taken from the CCTV monitoring system in Bridgwater, have been received and circulated to members.

Somerset Council Officers have reported that it has proved to be more complicated to extract information than was anticipated. Officers have committed to providing further information in future. This is an interim report as officers work towards supplying useful monitoring information which will enable consideration of the performance of CCTV in the town.

The Committee is **RECOMMENDED** to note the report and the progress that has been made to supply monitoring information for future meetings.

(Tim Cook, Director of Infrastructure (Property & Assets) - tim.cook@yeovil.gov.uk)