



# Yeovil Town Council

Town House  
19 Union Street  
Yeovil  
Somerset  
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Mayor: Cllr T Lock  
Chief Executive / Town Clerk: Amanda Card BA (Hons), FCPFA, BSc (Open)  
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**Minutes of the hybrid meeting of the Leisure and Environment Committee held on Monday 10<sup>th</sup> November 2025 at 7:00pm in the Town House, 19 Union Street, Yeovil BA21 1PQ and by video-conference using Zoom meeting software.**

**Committee Members Present (in person):** Cllrs R Spinner (Chair); T Casey; K Gill; A Kendall; T Lock; W Read; A Wilkes and D Woan.

**Also Present (in person):** Cllr A Richards (Wyndham Hill) and D Potten (co-opted, non-voting) from 7.19pm.

**In Attendance (in person):** A Card (Chief Executive/Town Clerk); K Menday (Director of Leisure and Environment); and L Ryder (Deputy Town Clerk).

**In Attendance (virtually):** S Wheeler (Parks and Engagement Officer)

## **Public Comment.**

There was one member of the public (in person) and no members of the press present.

7:00pm – Meeting Commenced.

### **11/284      APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Apologies for absence were received from Cllr J Lock (personal reasons) and Cllr A Soughton (conflicting engagement).

**RESOLVED:** to accept the apologies with the reasons given.

### **11/285      DECLARATIONS OF INTEREST**

There were no declarations of interest at this time.

### **11/286      MINUTES OF LAST MEETING**

The Committee approved as a correct record the minutes of the previous meeting held on 8<sup>th</sup> September 2025.

**RESOLVED:** that the minutes of the meetings of the Leisure and Environment Committee held on 8<sup>th</sup> September 2025 be signed by the Chair as a correct record.

The Chair, with the Committees agreeance moved agenda item 11/287 later in the meeting due to the Co-Opted Non-Voting Member unable to attend the start of the meeting.

### **11/288. ALLOTMENT LETTING/AVAILABILITY REPORT**

The Deputy Town Clerk explained to the Committee that the figures weren't accurate due to the number of tenants given up since the rents had gone out. It was agreed, once the Finance team could give an update on what plots had been paid for, the Deputy Town Clerk would email an updated list out to members.

In response to the query regarding the high number of vacant plots at Elizabeth Flats, it was noted that the site requires significant improvement work, which the Estates Team will address over the winter period. It was further highlighted that there are three neighbouring sites very close to Elizabeth Flats, which could influence the demand for allotments there. Officers were asked to review historical data on allotment usage at Elizabeth Flats to determine whether the site is viable as an allotment.

**RESOLVED:** that the report be noted.

### **11/289. BUDGET MONITORING UPDATE**

The Chief Executive/ Town Clerk advised the committee that there was an error on the budget monitoring relating to the casual wages at Ninesprings café. The full year estimated spend should be £80,000 more which would reduce the overall underspend to £166,000.

It was confirmed that an electric vehicle will be delivered in December to replace the current diesel van. The electric charging point will be installed at the Goar Knap lock up where the van will be kept overnight. The purchase of new vehicles should be amended to say the purchase of new mowers. In response to the question raised about mobile phone contracts, it was confirmed that members of staff are assessed in their job roles to comply with the lone working policy, and this would indicate whether a member of staff would need one for their duties. It was confirmed that an audit of the alarm, security and cctv contract will be reviewed at the earliest opportunity.

The Committee considered the review of reserves in relation to supporting the Octagon Theatre Project. A discussion took place regarding the Water Mains Refurbishment / Repairs, Allotment Fence Repairs and the Sidney Gardens Fountain.

It was discussed that although the Sidney Gardens fountain project wasn't feasible, the Estates team would be able to utilise the money for other projects at Sidney Gardens like a water point or for improving the shrub beds to a better standard.

Dave Potten joined the meeting at 7.19pm.

Further discussions took place regarding the reserves and was confirmed the play parks would be using the reserves to improve the standard of the current play equipment and the Allotment Fence Repairs were being used for works taking place at Monksdale allotment site.

**RESOLVED:** to recommend to Finance & Policy Executive to move £29,732 (Water Mains Refurbishment / Repairs £17,132 and Sidney Gardens Fountain £12,600) and to Culture, Events & Promotions Committee as a contribution towards the Octagon Theatre Project.

### **11/287. FEEDBACK FROM CO-OPTED NON-VOTING MEMBER**

The Co-opted Non-Voting Member raised an issue with the grass cutting across the 11 sites. The grass cutting hadn't followed the same schedule by the previous contractors and tenants were concerned it had become neglected as the sites hadn't been cut since the last meeting. The Director of Leisure & Environment confirmed that the issue would be resolved.

**RESOLVED:** that the matters be noted.

#### **11/290. BUDGET SETTING 2026/27**

The Chief Executive / Town Clerk explained due to not having a full year of expenditure, the budget setting must have some estimation. Work on the budget will continue until it is finalised at the end of January.

It was clarified that Yeovil Without Parish Council pay contributions towards the Yeovil Country Park and Yeovil Recreation Centre which is why it appears twice on the budget.

The Chief Executive / Town Clerk reminded the committee that if there were any questions outside of the meeting regarding the budget, that the members could contact the Clerk directly.

**RESOLVED:** to recommend to Finance and Policy Executive Committee the draft budget for 2026/27.

#### **11/291. DEVOLUTION & SERVICE UPDATE**

The Director of Leisure & Environment gave the committee an updated overview on the works that have been taking place in the last two months. Yeovil in Bloom had been awarded Gold in the RHS Southwest in Bloom awards. The community engagement had been recognised across the town with Yeovil having 13 It's Your Neighbourhood entries.

Plans for 2026 are underway with affordable and sustainable planting schemes. It was confirmed that the South Somerset Environment Forum will adopt the role of the steering group for In Bloom. The Estates Manager had secured funding from the Tree Council for a hedge project at Birchfield open space. The Director also confirmed that the autumn tree inspections have commenced.

The committee were told that the Allotments for All grant had been approved and the council were awarded £9,465 towards the winter improvement works. It was also discussed that the annual Halloween trail at Yeovil Country Park attracted over 850 attendees this year.

Councillors questioned the Director of Leisure & Environment about the resident consultation on the proposed double yellow lines at Chilton Grove. Concerns were raised that this would shift the issues to a neighbouring road so additional talk with the highways team are needed.

Councillors thanked the Director, the team and the volunteers for their hard work in achieving gold in the RHS Southwest in Bloom awards.

**RESOLVED:** to note the report.

#### **11/292. BIRCHFIELD OPEN SPACE TREE REPORT**

The Director of Leisure & Environment presented the report to the committee, explaining a resident had raised their concerns regarding the white polar tree to the Estates Manager that bordered Birchfield open space. During a boundary review for the freehold land transfer, it was identified that the tree sat in a piece of unregistered land between the parishes of Yeovil and Yeovil Without.

Somerset Council were contacted and confirmed they had no information on the ownership of the tree, parcel of land or any historic tree inspections.

It was clarified that Yeovil Without Parish Council were awaiting further information on the ownership and had not been unwilling to provide financial support. The Director confirmed the tree had been assessed by two qualified arborists.

Members asked some other questions which were answered by the Officers.

**RESOLVED:** (1) to note the report; (2) to instruct the Estates team to contract the works; and (3) to contact the neighbouring resident and Yeovil Without Parish council for a financial contribution.

The meeting closed at 8:13pm.

Signed: ..... (Chair)

Date: .....