



Yeovil Town Council

Town House
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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 12 January 2026 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 K Gill (In the Chair); T Casey; T Lock; W Read; A Soughton and D Woan.

Also Present (in person): D Potten (co-opted, non-voting)

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

In Attendance (virtually): Cllr A Richards (Wyndham Hill)

Due to the absence of the Chair and Vice Chair it was **RESOLVED** that Cllr K Gill be Chair and Cllr D Woan be Vice Chair.

Public Comment.

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

7:00pm – Meeting Commenced.

11/293 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Apologies for absence were received from Cllr J Lock (personal reasons) and Cllr R Spinner (personal reasons).

RESOLVED: to accept the apologies with the reasons given.

11/294 DECLARATIONS OF INTEREST

There were no declarations of interest at this time.

11/295 MINUTES OF LAST MEETING

The Committee approved as a correct record the minutes of the previous meeting held on 17th November 2025.

RESOLVED: that the minutes of the meetings of the Leisure and Environment Committee held on 17th November 2025 be signed by the Chair as a correct record.

11/296. FEEDBACK FROM CO-OPTED NON-VOTING MEMBER

The Co-opted Non-Voting Member thanked the Estates Team for their hard work over the last couple of months with the grass cutting and site clearances. It was also raised at the Tenant Representative meeting, it was expressed that they would like officers to investigate what contact details can be made available to enable them to contact tenants over the weekend when the offices are closed.

RESOLVED: that the matters be noted.

11/297. ALLOTMENT LETTING/AVAILABILITY REPORT

The Deputy Town Clerk informed the Committee that some figures had changed since publication and that the total number of vacant plots had decreased. Five Notices to Quit had been issued for non-payment and were included within the total of 25 vacant plots.

A member highlighted the high percentage of let plots, noting that this demonstrated strong overall interest in the allotments.

RESOLVED: that the report be noted.

11/298. ALLOTMENT PADLOCKS

The Deputy Town Clerk introduced the report and explained the quotes wouldn't include the Sunningdale site due to them recently having padlocks replaced as the combination padlocks became unusable.

She reported that a detailed breakdown was still awaited from the third quotation and noted that there was a significant difference between the businesses that had submitted quotations. All companies were provided with the same specification on which to base their quotes.

The Committee confirmed that the decision should not be based solely on cost but should also consider officers' feedback. It was questioned whether an online provider should be used; however, it was felt that appointing a local company would ensure greater accessibility of services.

RESOLVED: (1) to note the report; (2) to agree to replace the padlocks and (3) that quote 1 be the preferred option, subject to quote 3 being deemed not comparable, and that the final decision be delegated to officers in consultation with the Chair.

11/299. SERVICE UPDATE

The Director of Leisure & Environment gave the committee an updated overview on the works that have been taking place in November and December across the teams in Leisure and Environment.

It was confirmed that the winter instalments for In Bloom have been planted and the team were focusing on the infrastructure due to a lot of damaged and rotten posts that needed replacing. The high priority tree works have begun across the open spaces, including hedge works at Birchfield.

The teams had been working together to formulate a response to the draft Somerset Local Nature Recovery strategy for Somerset. The response included a section on Urban Wildlife and Yeovil and the feedback received was very positive from Somerset Council.

Over 100 Yeovil Town Council branded signs have arrived and the Estates Team will start erecting these throughout the open spaces and play areas.

It was reported that the Estates and In Bloom teams are experiencing difficulties operating effectively and maintaining and storing tools within the current workshop space at Yeovil Recreation Centre. These issues have been raised, and the Director of Infrastructure, Property and Assets is currently exploring options to address the matter.

The Director of Leisure and Environment gave an overview on the progress of the allotments and explained officers had met with the Tenant Representatives prior to the committee meeting.

The adventure castle at Milford Park was condemned in December on safety grounds. The Estates Manager has been investigating the costs associated with its removal and replacement; this work is ongoing and will be reported back to the Committee once the figures have been confirmed.

The refurbishment and refitting of the Joanna France Clubhouse have now been completed and the formal opening is planned of February.

Members raised some questions, which were responded to by the Director of Leisure and Environment.

RESOLVED: to note the report.

11/300. BUDGET MONITORING UPDATE

The Chief Executive/Town Clerk introduced the report and drew attention to a projected overspend of £5,745, which includes urgent and well-justified tree works.

RESOLVED: to note the report.

11/301. BUDGET SETTING 2026/27

The Chief Executive/Town Clerk informed the Committee that the Director of Leisure and Environment, together with the Deputy Responsible Finance Officer, had carried out a thorough review of the budget on a line-by-line basis. It was noted that staffing costs had affected the budget because of the annual increments and forecasted pay awards.

It was confirmed that the training budget covered annual equipment testing costs and health assessments for all relevant staff with contingency to offer more assessments in the future if necessary.

RESOLVED: (1) to agree the budget setting report, and (2) to recommend the budget agreed in (1) to the Finance & Policy Executive.

The meeting closed at 7.40pm.

Signed: (Chair)

Date: