



# Yeovil Town Council

Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

## Leisure and Environment Committee

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### Leisure and Environment Committee

**Monday 19<sup>th</sup> May 2025**

**7:00pm**

**Hybrid Meeting:**

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

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

**Amanda Card**, Chief Executive / Town Clerk  
13<sup>th</sup> May 2025

This information is also available on our website: [www.yeovil.gov.uk](http://www.yeovil.gov.uk)

**Members of Yeovil Town Council are summoned to attend:**

Barry Boyton	Graham Oakes
Jade Cabell	Evie Potts-Jones
Tareth Casey	Wes Read ( <i>Ex-Officio</i> )
Kayleigh Fieldsend	Ashley Richards
Karl Gill	Jeny Snell
Emma-Jayne Hopkins	Andy Soughton
Kaysar Hussain	Roy Spinner
Justice Jimba	Rob Stickland
Andy Kendall	Helen Stonier
Jamie Lock	Ruth White
Tony Lock ( <i>Ex-Officio</i> )	Adrian Wilkes
Jane Lowery	Dave Woan

Vacancy – Co-opted (non-voting) Member

**Public Comments at meetings (held via Zoom)**

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](mailto:ytic@yeovil.gov.uk) by 9:00am on Monday 19<sup>th</sup> 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](http://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**

## **Public Comment (15 Minutes)**

Due to the confidential nature of the business of item 11/261, under the Public Bodies (Admission to Meetings) Act 1960 s3, a motion to exclude members of the public and press during discussion of this item will be considered by the Councillors. *Public Bodies (Admission to Meetings) Act 1960 s3*

## **11/248. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

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

## **11/249. 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(b-e). (NB this does not preclude any later declarations).

## **11/250. MINUTES**

To approve as a correct record the Minutes of the meetings held on 10<sup>th</sup> March and 13<sup>th</sup> May 2025.

## **11/251. CO-OPTION OF A NON-VOTING MEMBER**

To receive nominations and co-opt a non-voting member of the Committee to represent the allotment tenants.

## **11/252. FEEDBACK FROM YEOVIL ALLOTMENT ASSOCIATION BY THE REPRESENTATIVE FROM YEOVIL TOWN COUNCIL**

To receive any feedback via Cllr Spinner.

## **11/253. FEEDBACK FROM CO-OPTED NON-VOTING MEMBER**

To consider a verbal update.

## **11/254. ALLOTMENT LETTING/AVAILABILITY REPORT**

To consider the report by the Assistant Town Clerk attached at page 6 (correct at time of publishing of this agenda).

## **11/255. TREE REPORT SUMMARY**

To note the report by the Deputy Town Clerk attached at pages 7.

**11/256. YEOVIL RECREATION CENTRE RESERVE FUND REQUEST**

To consider the report by the Director of Leisure and Environment attached at pages 8 to 9.

**11/257. YEOVIL IN BLOOM UPDATE**

To consider the report by the Deputy Town Clerk attached at page 10.

**11/258. DEVOLUTION TRANCHE 2 UPDATE REPORT**

To consider the report by the Director of Leisure and Environment attached at pages 11 to 12.

**11/259. OUTTURN REPORT 2024/25**

To consider the outturn report 2024/2025 to follow (if available).

**11/260. EXCLUSION OF PRESS AND PUBLIC**

The Committee will consider passing a resolution to exclude the press and public from the *next item* in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**11/261. OUTLINE SPORTS DEVELOPMENT PROPOSAL - CONFIDENTIAL**

To consider the report by the Director of Leisure and Environment attached at pages 13 to 14.

<b>Site Name</b>	<b>Plots on site</b>	<b>Vacant Plots</b>	<b>Let Plots</b>	<b>Percentage of let plots</b>
Elizabeth flats	25	8	17	68%
Goar Knap	42	6	36	86%
Hillcrest	9	1	8	89%
Larkhill	29	0	29	100%
Milford Dip	41	0	41	100%
Monksdale	19	2	17	89%
Newtown	34	0	34	100%
Rustywell	23	1	22	96%
St Georges	28	2	26	93%
Sunningdale	56	5	51	91%
Turners Barn Lane	25	1	24	96%
Totals -	331	26	305	92%

Note - highlighted plots have been offered out to potential tenants.

## **11/255 TREE REPORT SUMMARY**

An arboricultural report of all allotment sites has taken place and the comprehensive report has been forwarded to Councillors.

Only two trees were identified as requiring urgent action. The beech tree at Rustywell Allotment site has been eco-pollarded. The final site to be assessed was Sunningdale and a dead elm tree has been identified as requiring removal which is being arranged as soon as possible.

Some sites have mature trees which have been recognised as requiring action within specific timescales. These have been noted and annual inspections of all allotment sites and open spaces will take place with recommendations being addressed or added into an allotment management plan.

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

*(Sally Freemantle, Deputy Town Clerk - [sally.freemantle@yeovil.gov.uk](mailto:sally.freemantle@yeovil.gov.uk) )*

## **11/256 YEOVIL RECREATION CENTRE RESERVE FUND REQUEST**

### **Introduction**

Yeovil Recreation Centre includes the Jon O'Donnell pavilion building, grass pitches, two golf courses, a sand dressed artificial hockey pitch and a regional grade athletics facility and its associated clubhouse; the Bill Whistlecroft Arena and Joanna France Clubhouse. All the facilities receive ongoing repair and maintenance by the onsite Grounds Team through the site's revenue budget, however the two floodlit artificial surfaces require greater capital investment at certain points in their lifetime to ensure longevity. Costs that are usually beyond the revenue budget. At this time the athletics arena track and the associated athletics equipment require a variety of repairs and replacements due to age and a lack of investment over the past two years. Previously the site would have accessed its associated sinking fund to carry out such repairs, this fund was not available to transfer as part of tranche 1 of devolution from Somerset Council.

### **Report**

Both the athletics arena and artificial hockey pitch are maintained by the onsite Grounds Team to ensure maximum longevity of the playing surfaces. Much of the routine work can be completed by the Grounds Team who have qualifications in artificial pitch maintenance and the revenue budget is used for materials for running repairs. However, roughly every two years extra work is required to prolong the life of the surfaces, this may include professional track cleaning, replacement equipment or issues with the floodlights. These repairs or replacements are beyond the scope of the revenue budget.

Specifically for the athletics arena as part of the inspection and report for the recent Track Mark award Labosport completed a condition and facility report for the entire facility at the Bill Whistlecroft Athletics Arena. Labosport's report gives a red/ amber / green rating for each area inspected and then recommends short, medium and long-term works required. Completing the recommended works ensures the Council retains its Track Mark award; meaning it can host regional level competitions, it also prolongs the life of the site's infrastructure, delaying costly works like an entire track re-surface.

### **Short-term Requirements**

During the completion of winter equipment maintenance and inspections the following items of equipment were identified as requiring repairs / replacement;

Pole Vault stand at a cost of £5,000

Repairs to the pole vault bed at £1,000

New sand pit covers at a cost of £1,500



## Medium and Long Term Requirements

The original track was laid in 1985 and was resurfaced in 2001.

The Labosport report clarifies the future work that will be required at the arena. Medium term work includes a respray of the top track surface layer at a current estimated cost of £183,000. These works will likely be required in the period 2029-2030

Long-term work includes removal of the track surface and replacement with a new layer at a cost of £403,000. Likely required from 2040 if medium term works are completed and site maintenance continues.

## Budget

The revenue budget for the site is not sufficient to cover the high costs of repairing athletics arena infrastructure and equipment. There will also be similar requirements for the artificial hockey pitch in the coming years. It is requested that the Yeovil Recreation Centre underspend at the end of 2024/25 (amount to be determined and will be reported to this Committee) is used to create a new reserve fund for the Recreation Centre, allowing officers to ensure works are completed and that the facilities on site remain safe and compliant for users and events.

If approved, in May / June 2025 , £7,500 would be used to complete the repairs to the pole vault equipment and provide sand pit covers.

The Committee is **RECOMMENDED** to note the report and recommend to Finance & Policy Executive to a new reserve fund being established for future requirements at Yeovil Recreation Centre.

*(Katy Munday, Director of Leisure & Environment  
[Katy.munday@yeovil.gov.uk](mailto:Katy.munday@yeovil.gov.uk))*

## **11/257 YEOVIL IN BLOOM UPDATE**

- Yeovil in Bloom has entered the RHS South West in Bloom Competition for 27 years
- Initiated and Funded by Yeovil Town Council
- Includes contributions from local businesses, schools, residents, community groups
- Floral displays were designed and maintained by South Somerset Council's Environment Service, then (in 2024) Somerset Council
- Since April 2025 Yeovil Town Council is responsible for Yeovil in Bloom – floral displays will now be designed and maintained by Yeovil Town Council

As part of the process the gardener has been transferred under the TUPE scheme and a Parks Engagement Officer has been appointed. A new team for open spaces is being created as mentioned in the devolution report later in the agenda.

Plans are in place to engage further with the existing "It's Your Neighbourhood" groups and local schools and to reach out to community groups and the wider community to get involved.

- **Yeovil in Bloom has been entered into the RHS South West in Bloom Competition for the 28<sup>th</sup> year.**
- **Judging will take place on 9<sup>th</sup> July 2025.**

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

*(Sally Freemantle, Deputy Town Clerk - [sally.freemantle@yeovil.gov.uk](mailto:sally.freemantle@yeovil.gov.uk) )*

## **11/258 DEVOLUTION TRANCHE 2 UPDATE REPORT**

### **Introduction**

On the 1<sup>st</sup> August 2024 tranche 1 of the devolution program took place when the facilities at Yeovil Country Park and Yeovil Recreation Centre transferred to Yeovil Town Council under an interim License to Occupy. The freehold transfer of the land is anticipated to take place later in 2025. Tranche 2 of the devolution program involves the transfer of all open spaces across the town, play areas and the In Bloom program. The date of transfer for tranche 2 is the 1<sup>st</sup> June, this report seeks committee approval to complete the next steps.

### **Report**

Work has been progressing to recruit and induct the new Estates Manager and wider team. The team will be in post by 22<sup>nd</sup> May apart from one Estates Officer which is back out for recruitment.

One part time officer is scheduled to TUPE linked to play inspections, the consultation period for this transfer is currently live.

Site meetings are being held with Somerset Council officers to understand access and maintenance arrangements at open spaces and play areas to ensure new maintenance schedules are compliant and appropriate. New data layers have been created in the Council's GIS program so definitive management boundaries are clear.

Risk assessments have been reviewed and training scheduled for the new team and some new equipment (mowers and rental vehicle) are due for delivery late May ready for the June transfer. Minor alterations have been made to the stores at Yeovil Recreation Centre to accommodate the machinery and a new office created for the Estates Team within the John O'Donnell pavilion. Further storage alterations will likely be required and these are being considered.

Uniform is ordered and will be ready for the new starters later in May.

A waste carrier licence has been confirmed and Pesticide registration completed with DEFRA.

The open spaces and play areas are initially planned to transfer under a Management Agreement with an appendix setting out the red line plans and locations. As of the 9<sup>th</sup> May a draft of the Management Agreement has been shared with the Director of Leisure and Environment with feedback given asking for inclusion of terms around enforcement. A final draft is anticipated mid-May to be shared with the Town Council legal advisors ready for signing at the end of the month. Committee are asked to delegate the completion of this Management Agreement to the Chief Executive / Town Clerk.

The Committee is **RECOMMENDED** to note the report and and authorise the Management Agreement (following legal consultation) be executed in accordance with Standing Order 26 (Execution and Sealing of Legal Deeds) for the land and facilities covered by tranche 2 of Devolution.

*(Katy Munday, Director of Leisure & Environment*  
*[Katy.munday@yeovil.gov.uk](mailto:Katy.munday@yeovil.gov.uk))*