

Yeovil Town Council



Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Infrastructure (Property & Assets) Committee

Infrastructure (Property & Assets) Committee

Tuesday 10th March 2026

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.

Amanda Card, Chief Executive / Town Clerk

4th March 2026

Join Zoom Meeting

<https://us06web.zoom.us/j/86123067697?pwd=bRPXd00APZF035fEDAqLhZC6JU8MAc.1>

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)

Ashley Richards

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 wish to the join the meeting via Zoom by following this link:

<https://us06web.zoom.us/j/86123067697?pwd=bRPXd00APZF035fEDAqLhZC6JU8MAc.1>

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 Chair 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 Chair who will instruct those taking a recording or filming to cease doing so while they speak.

A G E N D A

Representatives 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)

11/267 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

11/268 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).

11/269 MINUTES

To approve as a correct record the Minutes of the meetings held on 6th January 2026.

11/270 DEFIBRILLATOR AND BLEEDKIT UPDATE

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

11/271 BUDGET MONITORING UPDATE

To consider the Budget Monitor Update Month 11 (April 2025 – February 2026) – to follow

11/272 MOTION

Notice of Motion received from Cllr A Soughton on 25th February 2026: *Standing Order s9* (as attached at page 11).

11/273 SAFETY BARRIERS – ST MICHAELS SCOUT HUT

To consider the report of the Director of Infrastructure (Property & Assets) regarding safety barriers at St Michael's scout hut as attached at page 12.

11/274 COMMUNITY WARDENS

To receive a verbal report of the Director of Infrastructure (Property & Assets) regarding the Community Wardens.

11/275 STRATEGIC REVIEW OF WORKSPACE

To consider the report of the Director of Infrastructure (Property & Assets) regarding the strategic review of workspace as attached at pages 13 to 19.

11/276 EXCLUSION OF PRESS AND PUBLIC

The Committee is requested to pass a resolution excluding the press and public from the remainder of the meeting 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.

11/277 BUSINESS CASE FOR LEASE OF PREMISES (COMMERCIAL IN CONFIDENCE)

To consider the report of Director of Infrastructure (Property & Assets) regarding the business case for the leasing of additional premises as attached at pages 20 to 32.

11/270 DEFIBRILLATOR AND BLEEDKIT UPDATE

Defibrillator Update

Yeovil Town Council are currently the guardians of 19 defibrillators across Yeovil (see below), with plans to increase this number continuing.

Accessed Defibrillators

Since May 2022, the defibrillators have been accessed 124 times:

Location	Go-Live Date	Frequency of access as at 6th January 2026	Frequency of access since 6th January 2026	Frequency of access to date
1. Nationwide	20/09/21	24	1	25
2. The Acorn	16/10/21	24	0	25
3. Ninesprings Café	14/01/22	3	0	3
4. St Andrew's Scout Group	23/04/22	3	0	3
5. St Peter's	12/03/22	10	0	10
6. Dunelm	19/07/22	3	0	3
7. Birchfield	09/12/22	10	0	10
8. The Quicksilver Mail	06/01/23	7	0	7
9. Milford Hall	18/01/18	9	2	11
10. Town House	19/01/23	6	0	6
11. Holy Trinity	29/07/23	4	1	5
12. Southville Elim Church	05/10/23	7	0	7
13. Maltravers House	11/03/24	2	0	2
14. Progress Gym	16/05/24	0	0	0
15. Yeovil Recreation Centre *	01/08/24	1	0	1
16. The Bell Inn	15/10/24	4	1	5
17. Yeovil Amateur Boxing Club	03/12/25	0	0	0
18. Duke of York	17/12/25	1	1	1
19. St James Church	03/02/26	0	0	0
		118	6	124

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

New Installations

St James Church have installed a new defibrillator and emergency bleed kit on the exterior wall of the church. The equipment are now fully operational and available for public use in the event of an emergency.



St James Church, Preston Road, Yeovil, BA20 2EZ

Yeovil Amateur Operatic Society has confirmed its agreement to proceed with the installation. The agreement has been signed, and they have contributed to the initiative. Installation is scheduled to take place within the next couple of weeks. Discussions are ongoing with Spirit Gymnastics Academy and St Mark's Church.

Further information will be brought to future meetings of this committee.

Bleed Kit Update

Existing locations for Yeovil –



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
Hundredstone Bus Shelter , Mudford Road, Yeovil, BA21 4NL
One Stop Shop , 2 -4 Runnymede Road, Yeovil, BA21 5RF
Yeovil Sports Club , Coronation Ave, Yeovil, BA21 3DY
Yeovil Sports Club – Club House , Coronation Ave, Yeovil, BA21 3DY
Premier Stores , 87 Greenwood Road, Yeovil, BA21 3LF
The Great Lyde, Pub , 1 Cavalier Way, Yeovil, BA21 5UA
Wyndham Park Community Garden , 15 Shackleton Road, Yeovil, BA21 5EU
Wyndham Park Community Hub , 80 Great Mead, Yeovil, BA21 5EG

Installed YTC locations

Ninesprings Café , Country Park, 27 Brunswick St, Yeovil BA20 1QZ
Milford Community Hall , Milford Hall BA21 4QD
Yeovil Recreation Ground , Yeovil Recreation Centre, Chilton Grove, BA21 4AW
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
Yeovil Town Council , Town House, 19 Union Street, BA20 1PQ
Holy Trinity Church and Community Centre , Lysander Rd, Yeovil BA20 2BU
Maltravers House , 27 Brunswick St, Yeovil BA20 1QZ
Elim Church , Southville, Yeovil BA21 4JA
Yeovil Amateur Boxing Club at St Michaels Hall, St Michael's Road, Yeovil, BA21 5AG
Preston School , Monks Dale, Yeovil, BA21 3JD
Duke of York , 12 Kingston, Yeovil, BA20 2QL
1032 Yeovil Air Cadets , Yeovil, BA21 4QW (Railings outside)
Bell Inn , 207 Preston Road, Yeovil BA20 2EW
St James Church , Preston Road, Yeovil, BA20 2EZ

Recently installed



1032 Yeovil Air Cadets, Yeovil, BA21 4QW (Railings outside)



Bell Inn, 207 Preston Road, Yeovil BA20 2EW

Pending Installation

The following locations are currently awaiting installation. All have completed the agreement process and are in possession of the required kit.

To date, we are not aware of any of the bleed kits being used.

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.

St Marks Church , 64 Chelston Ave, Yeovil BA21 4PU
The Acorn , 8-10 Church Street, Yeovil, Somerset, BA20 1HE
Yeovil Amateur Operatic Society , Edwards House, 14 Buckland Road, Yeovil, BA21 5EA
Spirit Gymnastics Academy , Unit 1, Seaton Mews West Hendford, Yeovil, BA20 2AG

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

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

11/272 MOTION

Notice of Motion received from Cllr A Soughton on 25th February 2026: *Standing Orders*

The Council will debate the following motion:

Keep Yeovil Tidy – Strengthening Our Social Responsibility to Residents

This Council recognises that:

1. Yeovil is not only a place of residence but a shared community space that reflects the pride, wellbeing, and collective responsibility of its residents.
2. Clean, safe, and well-maintained public spaces contribute positively to physical health, mental wellbeing, local business confidence, tourism, and community cohesion.
3. Littering, fly-tipping, graffiti, and neglect of public areas undermine civic pride and disproportionately affect vulnerable neighbourhoods.
4. As the closest tier of local government to the people community, this Council holds a social responsibility to act in the best interests of all residents of Yeovil.

This Council therefore resolves to:

1. Publicly reaffirm its commitment to a “Keep Yeovil Tidy” initiative as a core civic priority.
2. Work in partnership with Somerset Council, local businesses, schools, community groups, and residents to improve cleanliness and environmental stewardship across the town.
3. Support and promote community litter-picking events and volunteer clean-up days across Yeovil’s neighbourhoods.
4. Review the adequacy and placement of litter bins, dog waste bins, and signage within the town and advocate for improvements where necessary.
5. Encourage educational outreach initiatives in local schools to foster long-term civic responsibility among young people.
6. Explore enforcement and reporting mechanisms, including clear public guidance on reporting fly-tipping and environmental offences.
7. Receive a progress update within six months outlining actions taken and measurable outcomes achieved.

In adopting this motion, Yeovil Town Council affirms its social responsibility to maintain a clean, welcoming, and respectful environment for all who live, work, and visit Yeovil.

11/273 SAFETY BARRIERS – ST MICHAELS SCOUT HUT

Introduction

This report provides details of a request received to have safety barriers installed on St Michaels Road.

Report

A request has been received via Cllr Lock for some support to have metal barriers installed to prevent children and young people from entering the road from a steep set of steps/footpath.

The path leads from the Scout hut directly onto the main road where a barrier was once in place to act as a barrier.

Somerset Highways have agreed to the proposal and have confirmed that they can install the barrier. However, as this is considered non-essential, the Town Council would need to fund the works. A similar project was recently completed at a cost of a little under £1,000.

Financial Implications

There is currently £15,000 in the New Initiative Budget, and none of this has been spent. If Members agree to fund the installation of a barrier, £1,000 will be allocated, leaving a remaining balance of £14,000.

The New Initiative Budget is held by the Finance & Policy Executive.

The committee is **RECOMMENDED**:

- (1) To note the report;
- (2) to consider the request to fund no more than £1,000 towards the provision of a metal barrier, to be installed by Somerset Council; and
- (3) If this Committee agrees that the project should be funded, to recommend to the Finance & Policy Executive that the project be funded from the New Initiative Budget.

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

	<p>Some team meetings/121's held in changing rooms.</p> <p>Officers working and having meetings in café space.</p> <p>The same space is being used for staff welfare, equipment storage and workspace.</p>	<p>Limited space for equipment maintenance. Additional set up time to move tables and chairs. Restricted availability. Uncomfortable space with bad acoustics etc. No loop capability for staff with hearing impairment.</p> <p>Lack of confidentiality. Busy café environment. Taking up a table and chair/s that are required for customers.</p> <p>Constant interruptions, outdoor staff requiring doors open for long periods of time making the space cold. Maintaining a good standard of cleanliness is a challenge.</p>	<p>Relocate staff to space with dedicated fit for purpose meeting space storage and workshop area.</p>
<p>Ninesprings</p>	<p>Desk space adequate for the Rangers team.</p> <p>Touchdown space increasingly used by the Parks Engagement Officer.</p> <p>Additional temporary, drop-down desk space has been installed in the Ranger station at Ninesprings.</p> <p>Meetings/121's held in the café area.</p>	<p>When busy, the crowded work area is an uncomfortable space to work in.</p>	<p>Make provision for desk and meeting space at alternative location</p>

	Volunteers regularly gathering in the small office for briefings etc.		
Lufton	Heritage staff are currently able to work from Lufton where adequate desk space is available. Conditions are generally very good. Need to prepare to accommodate staff elsewhere in the short to medium term.	Can only be considered to be a short term situation.	Make provision for alternative desk space. Relocate staff at the appropriate time.
Milford Hall	One desk currently available in office shared with Caretaker. Other space is used exclusively by the Family Time Team. The lease is to be reviewed. However, there is every intention for this arrangement to continue.	Individuals working from this building would be isolated with likely interruptions from hall users.	Could be used more for occasional touchdown space. Unsuitable for use as a base due to lone working considerations.

Equipment Storage.

Location	Current situation	Impact	Solution
Town House	Events equipment (Gazebos etc), currently stored in loft area. Equipment is difficult to access and needs to be moved through the whole building. Small Lift is available.	Manual handling implications which could lead to muscular skeletal issues/injuries. Additional risk of damage to the equipment.	Store equipment in a more accessible location.

		Access is via the Council Chamber which could potentially cause issues.	
Yeovil Rec	<p>Estates team equipment stored in various locations. Some displaced grounds equipment to accommodate estate kit.</p> <p>Small garages in athletics arena used to store both estates and grounds equipment and machinery currently are small and in a bad state of repair.</p>	<p>Wasted time and fuel to collect and return. Increase vehicular movement on site.</p> <p>If left will result in equipment becoming in a bad state of repair due to water ingress, poor temperature, damp etc.</p>	<p>New outdoor store has helped with larger items of machinery.</p> <p>Relocate Estates team and equipment and co locate with others (Property Team etc) and events equipment.</p>
Ninesprings	Workshop area is having to be used to store vehicles and large machinery.	This is making it increasingly difficult to perform maintenance functions particularly through the winter months.	Use alternative location provision for maintenance requirements.
Westland Entertainment Venue.	Three containers are currently being rented to accommodate set and costumes for Pantomime. Requirement is going to increase year on year as Pantomime	Ongoing cost implication. Currently modest but set to increase in line with additional requirements.	Relocate to one, large, accessible more permanent storage solution.

	productions develop.		
Lufton	Current arrangements are unsuitable in the medium to long term.		Future of the collection is currently being considered by the Heritage Working Party.
Goar Knap	Some maintenance equipment and electric vehicle stored at the facility. Remote location	Location and current use creates additional vehicular movements as pick up and drop off of YTC vehicle. Access arrangements aren't ideal. Not suitable for use as a workshop due to lone working implications and lack of welfare facilities.	Consider relocation/consolidation of equipment to a central location. Disposal would be an option.
Cemetery Lodge	Property is empty having been used for residential accommodation for a number of years. Jointly owned with Yeovil Without on a 90/10 percentage split.	Currently a liability with no obvious operational use.	Consider disposal as a priority.

Health & Safety Implications

The Health and Safety Executive (HSE) provide guidelines and standards for office accommodations to ensure a safe and healthy work environment. Key regulations include:

- **Welfare facilities:** Employers must provide facilities necessary for the well-being of staff, such as washing, toilet, rest, and changing facilities.
- **Workplace conditions:** Regulations cover aspects like temperature, seating, space, and lighting levels to maintain a comfortable and safe working environment.

- **Maintenance and housekeeping:** Regular maintenance and cleanliness of the workplace are essential to prevent accidents and health issues.
- **Accessibility:** The design of office spaces must accommodate the needs of all employees, including those with disabilities.
These regulations are part of the broader framework of health and safety legislation in the UK, which aims to protect the health, safety, and welfare of all employees in the workplace.

The current arrangements particularly in relation to spaces at Yeovil Rec and Ninesprings are inadequate and are at risk of non-compliance in a number of areas.

Minimum office space requirements are set out in the Workplace (Health, Safety & Welfare) regulations 1992. The space requirements are largely okay with overcrowding related to specific periods of the day at Yeovil Rec when two teams are using the space.

Maintenance

At the meeting of the H&SWG held in February, further concerns were raised about the lack of space to maintain equipment. This is due to the dual use of spaces with large equipment being stored in areas previously used as workshop space for maintenance. The need to move equipment to create space for essential maintenance adds workload and potentially risk in terms of increased manual handling etc.

The Provision and Use of Work Equipment Regulations (PUWER) require that:

- all work equipment be maintained in an efficient state, in efficient order and in good repair
- where any machinery has a maintenance log, the log is kept up to date
- maintenance operations on work equipment can be carried out safely

The informal nature of the spaces makes it very difficult to do Display Screen Equipment (DSE) assessments. The Health and Safety (Display Screen Equipment) Regulations apply to workers who use DSE daily, for continuous periods of an hour or more. Staff are at increased risk of muscular skeletal issues related to bad posture etc.

It is the officer's view that compliance with the regulations is currently being maintained under increasingly difficult circumstances. Measures to increase space are preventative to ensure that YTC does not become non-compliant.

Summary

The solutions put in place at the time of devolution were considered to be pragmatic and workable. However, further growth has led to a rapidly growing team. The arrangements are now considered inadequate in a number of ways. Pressure on the teams particularly through the winter months has been intense, and this has had an

impact on morale. Responding to the issues raised and improving working conditions will have a massively positive impact on staff morale and will improve recruitment and retention.

Financial Implications

There are no direct financial implications related to this report.

The committee is **RECOMMENDED:**

- (1) to note the report; and
- (2) to agree the with the officer's conclusion that in order to improve working conditions and avoid non-compliance with H&S regulations, additional office, storage and workshop space should be sought.

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

(Katy Menday, Director of Leisure & Environment – katy.menday@yeovil.gov.uk)

(Adam Burgan, Director of Culture, Events and Promotions – adam.burgan@yeovil.gov.uk)

(Amanda Card, Chief Executive/Town Clerk – amanda.card@yeovil.gov.uk)