



# Yeovil Town Council

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Mayor: Cllr T Lock  
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**Minutes of the hybrid meeting of the Property & Community Committee 9<sup>th</sup> June 2026 at 7.00pm held by video-conference using Zoom meeting software; and in the Town House, 19 Union Street, Yeovil BA20 1PQ.**

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

**Present (virtually):** Cllr A Richards

**In Attendance (in person):** A Card (Chief Executive / Town Clerk); T Cook (Director of Property & Community); E Marsh (Community Warden); C Norman (Community Warden) and Rev D Keen (St James' Church and St Peter's Church).

There was one member of the press present virtually.

## **Public Comment**

The police were unable to attend the meeting but provided an update via email. They reported increased antisocial driving in the Houndstone area at night and are planning additional patrols with support from traffic officers. As the summer period begins, improved visibility is expected. The current team consists of seven police officers and eleven PCSOs. They also shared details of upcoming community engagement events in Yeovil and invited the Council to suggest further events or submit questions through the Chief Executive/Town Clerk for responses.

There were no public comments.

*7:03pm – The meeting commenced.*

## **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)*

Apologies were received from Cllrs J Lowery (personal reasons); A Richards (personal reasons) and H Stonier (conflicting engagement).

*\*Legislation requires that Councillors need to be physically present at the meeting to be shown as present. If a Councillor is unable to attend in person but can attend virtually, then apologies for absence should be given.*

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

#### **11/268      DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **11/332      MINUTES**

The Committee confirmed as a correct record the Minutes of the meetings held on 10<sup>th</sup> March 2026 and 12<sup>th</sup> May 2026.

**RESOLVED:** that the Minutes of the meetings held on 10<sup>th</sup> March 2026 and 12<sup>th</sup> May 2026 to be agreed and signed by the Chair as a correct record.

#### **11/333      DEFIBRILLATOR AND BLEED KIT UPDATE**

The Committee considered a report from the Admin Officer regarding defibrillators and bleed kits.

The Chief Executive / Town Clerk stated that there had been a new installation at Yeovil Amateur Operatic Society and an additional defibrillator had been inherited at Holy Trinity Scout Hall. Discussions are underway for further locations, including a request for a 24/7 accessible defibrillator and bleed kit within the vicinity of Westlands Entertainment Venue, as current options there are only available when the buildings are open. Members noted challenges in securing suitable public locations and permissions, particularly with listed buildings. Guidance suggests defibrillators should be within a three-minute reach where possible.

**RESOLVED: (1)** to note the report; **(2)** to agree to an installation of a defibrillator and bleed kit at Westlands Entertainment Venue (subject to landlord permission); and **(3)** to investigate a further installation on the junction of Westbourne Grove and Preston Grove.

#### **11/334      OUTTURN REPORT FOR 2025/26**

The Chief Executive/Town Clerk introduced the report.

The committee noted a £65,000 budget overspend, mainly due to the recruitment of additional staff, namely property and community roles, which had been expected. Funds are being requested to be placed into reserves, with reserves specific to this Committee outlined in the report. It was also clarified that radio-related costs had been allocated under health and safety, where around £8,780 was spent despite no separate budget line.

**RESOLVED:** (1) to note the Outturn Report; and to recommend to Executive the transfers to and from reserves as indicated within the report.

**11/335      BUDGET MONITORING UPDATE MONTH 2 (APRIL 2026 – MAY 2026)**

The Chief Executive/Town Clerk introduced the report. The report covers the first two months of the financial year, showing a projected overspend of just over £4,000 based on current spending patterns, though it is still early and subject to change. It was also noted that some budget lines show zero and need to be reviewed and the report needed to be tidied up.

**RESOLVED:** to note the report.

**11/336      COMMUNITY WARDEN UPDATE**

The Director of Property & Community introduced the report. The report outlined ongoing progress with the community wardens service, which is evolving over time to respond to local needs. The Community Warden (EM) highlighted her role in engaging with residents, organising events and building relationships with businesses, while also helping address community issues alongside PCSOs. Current work includes planning local play days and supporting initiatives like the “Lunch for All” project (an initiative in the Birchfield area of Yeovil), which has grown significantly in attendance thanks to council funding. It was emphasised that the lunch offering in the Lunch for All project was not free.

Overall, the service aims to strengthen community connections and support positive change in Yeovil.

**RESOLVED:** to note the verbal report.

**11/337      SPEED INDICATOR DEVICE SCHEDULE**

Residents raised concerns about speeding and noise from traffic, particularly HGVs, on West Coker Road. The council discussed possible responses, including repositioning speed indicator devices (SIDs), but noted these have limited impact. Members emphasised the importance of community involvement, such as setting up Community Speed Watch groups to gather evidence and support enforcement, although engagement can be difficult. It was also highlighted that police presence, resident support, and formal consultation thresholds are often needed before further action is taken. Community wardens could help coordinate local feedback.

**RESOLVED:** to note the report.

The Chair advised that he wished to swap the next two items on the published agenda, to which the Committee agreed.

**11/338      WESTFIELD YOUTH SERVICE**

The Westfield Youth Service report highlighted that the project has successfully reduced antisocial behaviour on the estate, with incidents dropping significantly since it began and remaining low. Strong partnership working with PCSOs has helped build trust, with police now seen as a positive presence in the community.

Members praised the scheme's impact and noted its gradual expansion to other areas, while recognising that its success is based on consistent, long-term effort and could be replicated elsewhere in Yeovil.

At this point, Cllr A Kendall declared a personal interest in that he lived within the vicinity of Westfield Community Centre.

**RESOLVED:** to note the report.

It was noted that this would be the final Council meeting attended by Rev. David Keen prior to his move to Jersey. The Committee expressed its sincere thanks for his dedicated service and contributions and extended their best wishes to him and his family for the future.

**11/339      YMCA BRUNEL GROUP – YEOVIL YOUTH CLUBS**

The report highlighted strong attendance at Milford Hall youth sessions, which have become very popular, while a newer club at Goldenstones is still developing with lower numbers. It was noted that youth provision is evolving and there may be a need to clarify the Council's overall aims. Concerns were raised about potential duplication with a church-led youth group, though it was acknowledged this offers a different, faith-based approach and may complement existing services. Ongoing monitoring and coordination were recommended, and it was suggested the provider be invited to a future meeting of this Committee to give a presentation.

**RESOLVED:** (1) to note the report; and (2) to invite YMCA Brunel to a future meeting of this committee to give a presentation.

**11/340      ARMED FORCES COVENANT**

The Council is progressing with the signing the Armed Forces Covenant, with a draft pledge prepared using best practice. Key points include potential support for staff who are reservists, such as additional leave, though further policy work is needed. Plans are in place for a formal signing event on Super Saturday involving local groups. Members supported the initiative, highlighted the need for clear policies and wider engagement with armed forces representatives, and suggested involving cadets and inviting key military contacts.

At this point, Cllr A Kendall declared a personal interest in that he is involved with the Somerset Armed Forces Covenant Partnership.

**RESOLVED:** (1) to note the report; and (2) to develop policies for consideration by the Executive, aimed at supporting staff who are part of the Armed Forces Covenant community, now and in the future.

**11/341      PUBLIC TOILET PROVISION – PETER STREET TOILETS**

The committee considered a report recommending the permanent closure of Peter Street public toilets due to their deteriorating condition, repeated vandalism and ongoing anti-social behaviour.

It was noted that while some maintenance had been carried out over time, the building fabric had declined and the level of damage and misuse made further investment poor value for money. Instead, the proposal was to redirect funding toward improving and maintaining the Petters Way toilets, alongside facilities elsewhere, to ensure a higher-quality and more sustainable provision.

Members largely supported the recommendation, emphasising the cost to taxpayers of continual repairs and the failure of measures such as CCTV to deter behaviour occurring inside the toilets. However, they highlighted the importance of clear public communication, potential impacts on town-centre provision and the need to keep options open for future facilities, particularly in connection with redevelopment around the bus station. The committee agreed to close the Peter Street toilets, reallocate the budget (with flexibility for future provision if needed) and improve signage directing users to alternative toilets.

**RESOLVED:** (1) to note the report; (2) to close Peter Street toilets and explore future use of the building; (3) to redirect the budget toward Petters Way improvements (with some flexibility for future provision elsewhere); and (3) to improve signage directing people to Petters Way toilets

#### **11/342      PROPERTY UPDATE**

The Committee considered the report of the Property & Project Co-ordinator. The report provided an overview of routine property management work, highlighting ongoing compliance, servicing and maintenance activities across council buildings, which often receive less attention than major projects. A key update was the Milford Hall project, where work is due to begin imminently for the installation of solar panels, marking significant progress toward completion.

Members asked about asbestos management, with the Property & Community Director confirming that while registers and safety plans are in place for all buildings, re-inspections may occur where work is planned or where areas were not previously inspected in detail. Assurance was also given that appropriate procedures, contractor information, and training are in place.

In addition, officers confirmed that the council is preparing for new legal requirements (Martyn's Law) relating to safety at public venues.

**RESOLVED:** to note the report.

#### **11/343      HEALTH & SAFETY POLICY**

The Committee considered the report of the Property & Community Director.

The committee considered the draft Health and Safety Policy and discussed the suitability of appointing the lead officer.

The officer confirmed he holds relevant qualifications, including IOSH Managing Safely and a NEBOSH certificate, alongside substantial practical experience and support from external experts.

It was explained that the policy is based on recognised standards but has been adapted collaboratively with council teams to ensure it is practical and fit for purpose, and that it will remain a living document, subject to regular updates and annual review.

Members also discussed how health and safety records and inspections are managed, with the Property & Community Director confirming they are held centrally and increasingly moving to digital systems, though some legacy information is still being consolidated.

The importance of audits was highlighted, with a proposal for an external review within 12 months to ensure compliance.

**RESOLVED:** (1) to note the report; (2) to review the draft Health & Safety Policy (June 2026); (3) to recommend to the Health & Safety Policy to Executive for adoption.

**11/344**                      **EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** to exclude 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 of agenda item 11/277 would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Public Bodies (Admission to Meetings) Act 1960 s3

*8:07 pm - The member of the press left the meeting and did not return.*

**11/345**                      **ADDITIONAL WORKSPACE FOR YEOVIL TOWN COUNCIL – UPDATE & REQUEST TO PROCEED (COMMERCIAL IN CONFIDENCE)**

The Committee considered the report of the Property & Community Director.

Members reviewed a proposal for additional workspace, agreeing to proceed with leasing a unit on the Pen Mill trading estate.

**RESOLVED:** (1) to note the report; (2) to agree to securing the vacant business unit on the Pen Mill Trading Estate; and (3) to recommend to the Executive and to agree an ‘up to’ budget of £165,000 for capital works to enable officers to move forward with delivering a modern, compliant workspace for employees, to be funded as described within the report; and to delegate authority to the Chief Executive, in consultation with both the Chair of this Committee and the Chair of the Executive to finalise and sign the lease.

The meeting closed at 8:19pm.

Signed: .....

Dated: .....