

Yeovil Town Council



Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Infrastructure (Property & Assets) Committee

Infrastructure (Property & Assets) Committee

Tuesday 7th January 2025

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

23rd December 2024

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 (Ex-officio)

Tony Lock (Ex-officio)

Jane Lowery

Evie Potts-Jones

Wes Read

Ashley Richards

Andy Soughton

Rob Stickland (Chair)

Helen Stonier

Public Comments at meetings

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 by 9:00am on 7th January 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. 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.

AGENDA

A representative 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.

Due to the confidential nature of the business of item 11/207, 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*

PUBLIC COMMENT (15 Minutes)

11/197 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

11/198 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).

11/199 MINUTES

To approve as a correct record the Minutes of the meetings held on 14th May 2024 and 21st May 2024.

11/200 DEFIBRILLATOR UPDATE

To note the report of the Chief Executive /Town Clerk regarding defibrillators as attached at page 6.

11/201 TELEPHONE BOX REQUEST UPDATE

To consider the report of the Chief Executive /Town Clerk as attached at page 7.

11/202 URGENT BUSINESS STANDING ODER PARAGRAPH 4(d)(xiv): BUS SHELTER REMOVAL

To consider the report of the Deputy Town Clerk, regarding the damaged bus shelter on Preston Road as attached at page 8.

11/203 URGENT BUSINESS: WESTLANDS ASBESTOS GUTTERING

To consider the report of the Deputy Town Clerk, regarding the guttering at Westlands Entertainment Venue as attached at pages 9 to 10.

11/204 2024/25 BUDGET MONITORING REPORT FOR THE PERIOD ENDING 31ST DECEMBER 2024 (MONTH 1 – 9)

Members to consider the report of Chief Executive / Town Clerk for Infrastructure (Property & Assets) Committee (report to follow).

11/205 BUDGET SETTING 2025/26

To consider and recommend to Policy, Resources and Finance Committee the draft budget for 2025/26 (report to follow).

11/206 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.

11/207 COMMUNITY AMBASSADORS (STAFF IN CONFIDENCE)

To consider the report of the Chief Executive /Town Clerk as attached at page 11.

11/200 DEFIBRILLATOR UPDATE

Yeovil Town Council are currently the guardians of 16 defibrillators across Yeovil (see below), with plans to increase this number continuing.

Accessed Defibrillators

Since May 2022, the defibrillators have been accessed 75 times:

Location	Go-Live Date	Frequency of access as at 12 th November 2024	Frequency of access since 12 th November 2024	Frequency of access to date
1. Nationwide	20/09/21	12	5	17
2. The Acorn	16/10/21	18	1	19
3. Ninesprings Café	14/01/22	2	0	2
4. St Andrew's Scout Group	23/04/22	2	0	2
5. St Peter's	12/03/22	5	2	7
6. Dunelm	19/07/22	3	0	3
7. Birchfield	09/12/22	6	0	6
8. The Quicksilver Mail	06/01/23	6	1	7
9. Milford Hall	18/01/18	4	0	4
10. Town House	19/01/23	4	0	4
11. Holy Trinity	29/07/23	1	1	2
12. Southville Elim Church	05/10/23	1	0	1
13. Maltravers House	11/03/24	1	0	1
14. Progress Gym	16/05/24	0	0	0
15. Yeovil Recreation Centre *	01/08/24	0	0	0
16. The Bell Inn	15/10/24	0	0	0
		65	10	75

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

Future Installations

The Pen Mill Hotel have agreed to have one situated on their building pending Listed Building Consent.

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

(Amanda Card, Chief Executive/Town Clerk – 01935 382424 or amanda.card@yeovil.gov.uk)

11/201 TELEPHONE BOX REQUEST UPDATE

Following a request from Westfield Community Association the following was agreed at the meeting of this Committee held on 12th November 2024.

11/192 TELEPHONE BOX REQUEST

The Committee considered the request from Westfield Community Association regarding use of the redundant telephone box at Stiby Road.

At this point, Cllr A Kendall declared an interest in this agenda item, as he sat on Westfield Community Association.

Councillors discussed how they would like to see the telephone box put to use. A discussion was held regarding the mechanism to transfer the telephone box.

RESOLVED: to transfer the telephone box, along with the risks and responsibilities to Westfield Community Association for a nominal fee of £1.

Westfield Community Association were informed of this decision; and the Town Council have since received this response:

Hi Amanda

Thank you for taking the time to consider the request made by the WCA
The Trustees very much appreciate your reply and offer, but are declining the offer of ownership.

Kind regards
Trudie

This means that the telephone box, along with the risks and responsibilities will remain with Yeovil Town Council. However, there is an opportunity for the Yeovil in Bloom initiative to work with Westfield Community Association to enhance the look of the telephone box.

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

*(Amanda Card, Chief Executive/Town Clerk – 01935 382424 or
amanda.card@yeovil.gov.uk)*

11/202 URGENT BUSINESS STANDING ORDER
PARAGRAPH4(d)(xiv): BUS SHELTER REMOVAL

This report is for information only.

The bus shelter on Preston Road had been badly damaged so that the frame was distorted and the polycarbonate panels were loose. It was assessed that the structure required removal as soon as possible due to health and safety concerns.

A quotation from a local contractor was sought and it was agreed under Paragraph 4 (d)(xiv) 'Urgent Business' of Standing Orders to authorise Ark South Ltd to carry out the works. The cost of removal was £1,785.



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

*(Sally Freemantle, Deputy Town Clerk – 01935 382424 or
sally.freemantle@yeovil.gov.uk)*

11/203 URGENT BUSINESS: WESTLANDS ASBESTOS GUTTERING

This report is for information only.

In November 2024 Members of this Committee were contacted under the requirements of Paragraph 3 of the Scheme of Delegation to request their consent to *‘take all necessary steps for protecting the interests of ... the Town Council’*. A section of guttering at the rear of the Westlands Entertainment Venue had fallen to the ground and broken. On inspection of the asbestos survey provided by Somerset Council, the guttering was identified as asbestos cement which poses a low risk *if it is in good/reasonable condition and not disturbed*. See extract below:

			windows and doors throughout											
External	39	DE001447 (J102189)	Guttering to south side of building	60-70 m	Identified	Asbestos Cement (1)	Chrysotile (1)	Low Damage (1)	Surface Sealed (1)	Low	Very Low	D - Manage and Review		

With a piece of the guttering having fallen, and the remainder looking in poor condition, immediate action was taken on health and safety grounds to have the broken piece removed from site as soon as possible at a cost of £250.

An urgent meeting was held with an asbestos removal company (Roberts – a company previously used by the Town Council) and CG Fry (a general contractor that the Town Council has entered into an agreement with to carry out urgent small projects for the Council since taking over the additional properties from Somerset Council).



The above photographs show the guttering, although it is difficult to illustrate the extent of the problem because of the location adjacent to the bank at the rear of the property. The asbestos guttering runs along the rear of the property for approx. 60m and is in two sections. The shorter section, which has recently failed, has a smaller profile than the long section which has a much larger profile and runs along the part of the building where there is most pedestrian traffic and passes *over* the rear exit/entrance to the building where significant numbers of staff come and go (and is where the alarm is set/unset). On discussion with Roberts, asbestos guttering such as this deteriorates with time becoming more absorbent and heavy, and this is probably the reason why it is starting to fail. Where the section of the smaller profiled guttering has fallen off, two brackets have come away from the fascia which supports this theory. The large trough-type profiled guttering over the rear entrance, which will be much heavier than the failed part, does not look in good condition, and looks as if it is leaning away from the fascia. For all these reasons, it was recommended that all of the guttering should be replaced as soon as possible.

Both Roberts and CG Fry will work together to reduce the costs as far as possible sharing the scaffolding and co-ordinating the works. CG Fry will erect the scaffolding, and Roberts will remove the asbestos and dispose of it under controlled conditions. CG Fry will then supply and fit new galvanised metal guttering. To remove and replace all the guttering, Roberts will charge £3,270.00 + VAT, and CG Fry £7,997.00 + VAT: a **total of £11,267.00 + VAT**. There is a predicted underspend on the Infrastructure (Property & Assets) Budget and therefore it is recommended that the cost would best be met from that budget.

This situation obviously raised serious health and safety concerns, and steps to remedy the situation were taken as soon as possible. Therefore, agreement to accept the quotations and authorise Roberts and CG Fry to carry out the works was sought and agreed under Paragraph 4 (d)(xiv) 'Urgent Business' of Standing Orders.

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

*(Helen Ferdinand, Deputy Town Clerk – 01935 382424 or
helen.ferdinand@yeovil.gov.uk)*