

Councillors are hereby summoned, and members of the public and press are invited, to attend a meeting of the **Full Council** to be held on **Monday 29 July 2024**, starting at 18.45, in the Council Chamber, Town Hall, Market Square, Crewkerne for the purpose of transacting the business outlined on the agenda below.

Notes:

- **The recording of the meeting will be uploaded for members of the public who wish to view it via the following link:** <https://www.youtube.com/channel/UCTA9K-7L4Onjcli2Gtz7tCg>.
- **Members of the public requiring assistance or reasonable adjustments to aid their attendance at council meetings are asked to contact the Council Offices in advance using the above contact details. Documents are available in large print by request.**
- **Recording of meetings is permitted under the Openness of Local Government Bodies Regulations 2014; please refer to the Council's Policy on Audio/Visual Recording & Photography at Meetings ([Recording-Meetings-policy-Feb-2022.pdf \(crewkerne-tc.gov.uk\)](#)).**
- **Public participation is welcome during the allocated Public Open Forum session, please refer to Section 3 of the Council's Standing Orders ([Standing-Orders-May-2024.pdf \(crewkerne-tc.gov.uk\)](#)).**

Katharine Sheehan FSLCC, Town Clerk (signed on original)
23 July 2024

Agenda

034/2425 To receive and approve apologies for absence.

a. To record members present:

Schedule 12 of the Local Government Act 1972 requires:

- a record be kept of the members in attendance.
- this record forms part of the minutes of the meeting.
- Members who are unable attend a meeting should tender apologies in advance to the Town Clerk and the grounds for apologies tendered will also be recorded.

b. To approve any apologies for absence:

Section 85(1) of the Local Government Act 1972 requires:

- Members present to decide if the reason(s) for a member's absence are acceptable.

035/2425 To receive declarations of pecuniary or personal interests in items on the agenda and any dispensations.

The Localism Act 2011 and the Council's Code of Conduct requires:

- Members to declare any interests not currently recorded in the Member's Register of Interests or not notified to the Monitoring Officer of it.
- Requests for Dispensations should be made in writing to the Clerk in advance of the meeting.

036/2425 To approve the draft minutes of the Town Council meeting held on 24 June 2024.

037/2425 Public Open Forum: Questions may be put to the Council in person during this public participation session of up to 15 minutes and a maximum of 3 minutes per person. Issues notified to the Clerk a minimum of 3 working days before the meeting (i.e., by 5pm on the preceding Wednesday) will receive a response during this session. Issues raised in this session without prior notice may be referred to the Clerk to respond to within 10 working days or listed on a subsequent agenda. The Mayor reserves the right to vary or extend these time limits.

- 038/2425** **To receive reports from:**
- a. Somerset Council.
 - b. Crewkerne & Ilminster Local Community Network.
 - c. Crewkerne Neighbourhood Policing Team.
- 039/2425** **Clerk's progress report:** to receive a verbal update report (for information only).
- 040/2425** **Finance & Procedure:**
- a. To approve the accounts for payment for July 2024 as listed.
 - b. To report the bank reconciliation for June 2024 has been completed.
 - c. To note the monthly accounts for the War Memorial Commemoration Trust have been checked.
 - d. To receive the Q1 financial update report.
- 041/2425** **Planning applications due before the next Planning & Highways Committee meeting**
- a. **24/01412/FUL: Land Adjacent Cloudshill Hewish Lane Crewkerne Somerset**
Erection of a single two storey detached dwelling.
 - b. **24/01683/TPO: Land adjacent Barn Street Recreation Ground, Crewkerne**
TO NOTE ONLY: Application to carry out Tree Surgery Works to No. 1 tree as shown within the Yeovil District Council (CREW 1) 1985 Tree Preservation Order.
 - c. **24/00099/HOU: 51 Hermitage Street, Crewkerne TA18 8ET**
To amend the style of windows.
 - d. **24/01624/NMA: Southern Phase Of Crewkerne Key Site Off Station Road Crewkerne Somerset**
Non Material Amendment to approved application 20/00149/REM to various minor changes to parking, landscaping, LEAP and plotting.
- 042/2425** **Cemetery Lodge:** to consider repointing and guttering quotes.
- 043/2425** **Crewkerne Community Kitchen (CCK):** to consider a request from CCK for a formal letter expressing Town Council support for the proposed acquisition of 2 Market Street for a community hub.
- 044/2425** **Crewkerne Neighbourhood Plan:** to consider a request from the Neighbourhood Plan Steering Group for support in designating open spaces in the Plan.
- 045/2425** **Asset disposal:** to resolve to dispose of Council equipment listed in the attached report.
- 046/2425** **Happy Valley outreach:** to receive a report from youth outreach provider and consider summer holiday options.
- 047/2425** **Newsletter:** to approve the draft town newsletter.
- 048/2425** **To receive the following minutes and approve any recommendations contained therein:**
- a. Happy Valley Working Group 15 March 2024
 - b. Reports from Town Council representatives to outside bodies.
- 049/2425** **To receive Matters of Report** (verbal reports for information only).
- 050/2425** **Next meeting:** Monday 30 September 2024 at 18.45, Council Chamber, Town Hall.

*THIS MEETING WILL BE FOLLOWED BY A SHORT MEETING OF THE WAR MEMORIAL COMMEMORATION TRUST
PLEASE SEE SEPARATE AGENDA.*

Payment Ref	Gross	Vat	Net	Payee	Description
O P Jul 1	£215.76	£35.96	£179.80	Relay Electrical Services	GRC Lights repair
O P Jul 1	£143.26	£23.88	£119.38	Relay Electrical Services	GRC Lights repair
O P Jul 2	£18.00		£18.00	Sheehan, K	Expenses
O P Jul 3	£76.50		£76.50	Wilson, D	Expenses
O P Jul 4	£292.12		£292.12	Awe & Wonder	Art Worshop expenses May 24
O P Jul 5	£165.00		£165.00	Medstone	Honours board lettering
O P Jul 6	£359.48		£359.48	James Hardware	Sundries
O P Jul 7	£103.82	£17.30	£86.52	Acopia	Handsoap Public Toilets
DD44	£410.73		£410.73	Everfow Ltd	Water rates Jul 24
DD60	£78.05	£3.72	£74.33	British Gas Business	Gas Lodge office 11/5 - 11/6/24
DD33 C.Card	£17.98	£3.00	£14.98	Amazon Marketplace	Eye wash
DD33 C.Card	£44.89	£7.49	£37.40	Amazon Marketplace	Handwash
DD33 C.Card	£49.98	£8.34	£41.64	Amazon Marketplace	Eye wash
DD33 C.Card	£16.18	£2.70	£13.48	Amazon Marketplace	Laminating pouches
DD48	£34.93	£1.66	£33.27	British Gas Business	Electricity Lodge office 11/5 - 11/6/24
DD31	£18.71	£3.12	£15.59	Iris Business Software Ltd	Payroll Auto enrolment software May 24
DD52	£299.95	£49.99	£249.96	Gamma Business Communications Lt	Telephone & Broadband Jun 24
DD9	£54.00	£9.00	£45.00	Southern Communications	Mobile phone charges Jun 24
DD22	£8.14	£0.39	£7.75	British Gas Business	Gas Victoria Hall 17/5 - 17/6/24
O P Jul 8	£7,500.00		£7,500.00	D.W.Hyett & Sons	Cemetery paths
O P Jul 9	£150.00		£150.00	Mansfields	Cemetery Chapel lightning conductor test
O P Jul 10	£186.19	£30.83	£155.36	Sheehan, K	Expenses
O P Jul 11	£351.77	£58.63	£293.14	Performing Rights Society	GRC PPL/PRS fees
O P Jul 12	£1,740.61	£290.10	£1,450.51	Performing Rights Society	Victoria Hall PPL/PRS fees
O P Jul 13	£139.83	£21.21	£118.62	Cross, A	Expenses
O P Jul 14	£51.60	£8.60	£43.00	Paperchase Recycling	Cemetery general waste collection 29/4 - 2/6/24
O P Jul 14	£86.40	£14.40	£72.00	Paperchase Recycling	GRC general waste collection 11/4 - 23/5/24
O P Jul 15	£1,304.40	£217.40	£1,087.00	Broxap	Bins
O P Jul 16	£1,448.40	£241.40	£1,207.00	Dantek Environmental Services (UK) L	Legionella risk assessments
O P Jul 17	£103.80	£17.30	£86.50	Sovereign Fire & Security	GRC Intruder/Fire alarm/CCTV maintenance Jul 24
O P Jul 18	£2,604.00	£434.00	£2,170.00	Fern Garden Tree Services	Cemetery grass cutting May 24
DD33 C.Card	£156.12	£26.02	£130.10	Amazon Marketplace	Ink cartridges
DD27	£631.00		£631.00	Smartest Energy	Electricity Victoria Hall Jun 24
O P Jul 19	£3,935.25		£3,935.25	SCC Pension Fund	Pension Contributions Jun 24
O P Jul 20	£3,084.85		£3,084.85	HM Revenue & Customs	Tax & NI Contributions Jun 24
O P Jul 21	£1,535.16	£255.86	£1,279.30	Edge Designs	Finance/Cemetery software annual fee 28/7/24 - 27/7/25
O P Jul 22	£378.00	£63.00	£315.00	Dantek Environmental Services (UK) L	Quarterly water hygiene monitoring
O P Jul 23	£51.55		£51.55	Baker, D	Refund of GRC bond
O P Jul 24	£7,675.56	£1,279.26	£6,396.30	Gordon Morris	Hearing loop system
O P Jul 25	£27.00		£27.00	Samuel, A	Travel expenses
O P Jul 26	£312.50		£312.50	M C Commercial Cleaning	GRC Cleaning Jun 24
O P Jul 26	£885.00		£885.00	M C Commercial Cleaning	Cleaning Jun 24
O P Jul 27	£1,577.92		£1,577.92	Active Learning & Skills	Provision of Youth Services Jun 24
O P Jul 28	£66.07	£11.01	£55.06	Iris Business Software Ltd	Payroll software remote hosting Jul 24
DD31	£1,044.00	£174.00	£870.00	Iris Business Software Ltd	Staffology payroll software implementation
DD23	£220.02	£10.48	£209.54	British Gas Business	Electricity Town Hall 20/5 - 20/6/24
DD21	£144.62	£6.89	£137.73	British Gas Business	Electricity Happy Valley floodlights 18/5 - 18/6/24
DD59	£4,229.28	£704.88	£3,524.40	British Gas Business	Gas GRC 15/12/23 - 15/6/24
DD59	-£3,648.98	-£608.16	-£3,040.82	British Gas Business	Gas GRC CREDIT 15/12/23 - 20/4/24
DD20	£309.00		£309.00	Somerset Council	Rates Workshop/Cemetery Chapel Jul 24
DD55	£511.00		£511.00	Somerset Council	Rates Lodge Office Jul 24
DD2	£1,360.00		£1,360.00	Somerset Council	Rates Town Hall/Victoria Hall Jul 24
DD51	£649.00		£649.00	Somerset Council	Rates GRC Jul 24
DD13	£1,710.08		£1,710.08	Aviva Credit Services UK Ltd	Insurance Jul 24
DD58	£1,616.64		£1,616.64	Water2Business	Water Rates GRC 15/11/23 - 05/06/24
DD26	£767.39	£36.54	£730.85	British Gas Business	Gas Town Hall 27/2/24 - 23/6/24
DD26	-£440.19	-£20.97	-£419.22	British Gas Business	Gas Town Hall 27/2/24 - 1/6/24 CREDIT

DD46	£129.60	£21.60	£108.00	Somerset Web Services Lrd	Email hosting Jul 24
DD9	£181.03	£30.17	£150.86	The Business	Fuel Jun 24
DD42	£37.74	£1.80	£35.94	British Gas Business	Electricity Workshop/Cemetery Chapel 29/5 - 1/7/24
O P Jul 29	£776.40	£129.40	£647.00	Fern Garden Tree Services	Public toilets grounds clearance
O P Jul 30	£500.00		£500.00	Somerset Farmers Markets Ltd	Grant Award 2024/25
O P Jul 31	£2,429.22	£404.87	£2,024.35	Sovereign Fire & Security	Town CCTV camera replacement
O P Jul 32	£103.80	£17.30	£86.50	Sovereign Fire & Security	GRC Fire/Intruder alarm/CCTV maintenance Aug 24
O P Jul 31	£713.49	£118.91	£594.58	Sovereign Fire & Security	Town Hall CCTV maintenance 3/8/4 - 2/8/25
O P Jul 33	£491.94	£81.99	£409.95	Prism	Toilet rolls/hand towels
O P Jul 33	£3.48	£0.58	£2.90	Prism	Stationery
O P Jul 34	£19.82	£3.30	£16.52	Yarcombe Woodland Products Ltd	Timber
O P Jul 35	£200.00		£200.00	Offley, L	Refund for Stat Declaration not required
DD17c	£18.20	£0.87	£17.33	Edf Energy 1 Ltd	Electricity Street lighting Middle Path 1/6 -30/6/24
DD17a	£75.15	£3.58	£71.57	Edf Energy 1 Ltd	Electricity Street lighting Happy Valley 2/4 - 30/6/24
DD17b	£16.30	£0.78	£15.52	Edf Energy 1 Ltd	Electricity Street lighting Henhayes 1/6 - 30/6/24
DD31	£1.49	£0.25	£1.24	Iris Business Software Ltd	Payroll software Jul 24
DD57	£261.48	£43.58	£217.90	British Telecom	Telephone & broadband Lodge/GRC office Jul 24
DD50	£436.52	£72.75	£363.77	British Gas Business	Electricity GRC 1/6 - 14/6/24
DD50	£472.37	£78.73	£393.64	E. O N	Electricity GRC 15/6 - 30/6/24
DD43	£12.69		£12.69	Lloyds Bank	Bank charges Jun 24
O P Jul 36	£5.99		£5.99	Goddard, Andy	Expenses
O P Jul 37	£1,772.62	£295.44	£1,477.18	Loxston Groundcare Ltd	Ferris mower service & repair
O P Jul 38	£155.00		£155.00	Signworx	Wednesday market banners
O P Jul 39	£258.00	£43.00	£215.00	Designer Metal Suffolk Ltd	Cemetery tree guard
O P Jul 40	£856.80	£142.80	£714.00	DTS Tree Consultancy	Barn Street beech tree sonic topography
O P Jul 41	£20.46		£20.46	Hewitt P	Expenses
O P Jul 42	£256.70	£42.78	£213.92	Boilerman Ltd	Victoria Hall uninal repair
O P Jul 43	£50.40	£8.40	£42.00	Paperchase Recycling	Cemetery general waste collection 3/6 - 30/6/24
O P Jul 44	£644.82	£107.47	£537.35	Swaffield J.H.	Grounds vehicle repair
DD9	£65.28	£10.88	£54.40	Southern Communications	Mobile phone charges Jul 24
DD52	£299.95	£49.99	£249.96	Gamma Business Communications Lt	Telephone & broadband Jul 24
DD31	£8.80	£1.46	£7.34	Iris Business Software Ltd	Payroll payslips software Jun 24
DD33 C.Card	£10.83	£1.80	£9.03	Amazon Marketplace	Scissors
DD33 C.Card	£10.71	£1.79	£8.92	Amazon Marketplace	Radar keys
DD33 C.Card	£6.89		£6.89	Amazon Marketplace	Stationery
DD33 C.Card	£25.25	£4.21	£21.04	Amazon Marketplace	Handsoap
DD33 C.Card	£33.38	£5.56	£27.82	Amazon Marketplace	Hand soap
DD31	£18.71	£3.12	£15.59	Iris Business Software Ltd	Payroll auto enrolment software Jun 24
DD33 C.Card	£97.99	£16.33	£81.66	Amazon Marketplace	Office fan
DD48	£31.75	£1.51	£30.24	British Gas Business	Electricity Lodge office 11/6 - 11/7/24
DD60	£56.20	£2.68	£53.52	British Gas Business	Gas Lodge office 11/6 - 11/7/24
DD44	£1,201.80		£1,201.80	Everfow Ltd	Water rates Aug 24
	£11,639.71		£11,639.71	Salaries	Jul-24
Total	£71,271.08	£5,188.91	£66,082.17		

CREWKERNE TOWN COUNCIL BANK RECONCILIATION AS AT 30/06/2024			
	Cash in Hand 01/04/2024 ADD Receipts 01/04/2024 - 30/06/2024 SUBTRACT Payments 01/04/2024 - 30/06/2024		£382,829.46 £676,263.14 £202,223.98
A	CASH IN HAND 30/06/24 (per Cash Book)		£856,868.62
	Cash in Hand per Bank Statements 30th June 2024 LLOYDS - Business Call Account LLOYDS - Current Account LLOYDS - Burial Account Less unrepresented cheques Plus unrepresented receipts	£694,418.42 £50,000.00 £112,450.20 £0.00	£856,868.62
B	ADJUSTED BANK BALANCE A = B Checks out OK Town Clerk: Date: Checked by: Date:		£856,868.62

CREWKERNE TOWN COUNCIL WAR MEMORIAL COMMEMORATION TRUST RECREATION GROUND BANK RECONCILIATION AS AT 30/06/2024			
	Cash in Hand 01/04/2024		£197.17
	ADD		
	Receipts 01/04/2024 - 30/06/2024		£4,183.90
	SUBTRACT		
	Payments 01/04/2024 - 30/06/2024		£60.00
A	CASH IN HAND 30/06/2024		£4,321.07
	(per Cash Book)		
	Cash in Hand per Bank Statements 30th June 2024		
	LLOYDS - Instant Access Account	£2,944.29	
	LLOYDS - Current Account	£1,376.78	
			£4,321.07
	Less unpresented cheques		
			£0.00
	Plus unpresented receipts		
B	ADJUSTED BANK BALANCE		£4,321.07
	A = B Checks out OK		
	Town Clerk:		
	Date:		
	Checked by:		
	Date:		

**Quarterly Report: 1st Quarter 2024/25
Overall Summary**

	Actual 2023/24			Budget 2024/25			Income/Expend to date 30/06/24			Yr. End Forecast 2024/25			Net expenditure comparison of year end f'cast to budget	Prime reason(s) for variance	ER Used	% +/-
	Expend	Income	Net	Expend	Income	Net	Expend	Income	Net	Expend	Income	Net				
Staff Costs	238525	0	238525	308729	0	308729	55979	0	55979	308729	0	308729	0			0%
Admin and bank interest/charges	66350	4936	61414	74238	2500	71738	21834	2589	19245	74288	3573	70715	-1000			-1%
Town Hall & Victoria Hall	37006	9884	27122	47247	9629	37618	30589	4824	25765	66019	9630	56389	18800	Town Hall heating system replacement £18.1k from ER	18125	2%
Grounds Maintenance & Open Spaces	75368	16074	59294	97541	6067	91474	14624	2997	11627	96612	8520	88092	-3400			-4%
War Memorial Grounds	16513	6000	10513	7077	6182	895	908	0	908	7077	6182	895	0			0%
Cemetery	36215	29441	6774	41,908	32,818	9090	25478	6861	18616	44640	32895	11745	2700	New paths/trees/ £2.8k from ER	2800	-1%
Aqua Centre	0	1000	-1000	500	1000	-500	0	250	-250	500	1000	-500	0			0%
George Reynolds Centre	55980	26363	29617	51085	19000	32085	9846	5508	4338	50631	19000	31631	-500			-2%
Grants	9786	0	9786	10000	0	10000	9779	0	9779	10279	0	10279	300			3%
Youth service	21542	0	21542	20185	0	20185	3156	0	3156	20185	0	20185	0			0%
Public toilets	11505	0	11505	13550	0	13550	2241	0	2241	13550	0	13550	0			0%
Projects	4254	2938	1316	26000	0	26000	6396	0	6396	26396	0	26396	400	Hearing Loop		2%
Events	18813	7754	11060	18350	1500	16850	1218	820	399	23335	3940	19395	2500	Awe & Wonder £4.1k from ER	4116	-10%
TOTAL	591858	104390	487469	716410	78696	637714	182048	23849	158199	742241	84740	657501	19800		25041	-1%

Within or On Budget	
Over Budget but fully covered by Earmarked Reserves	
Over Budget by < 10% or over budget and partly covered by Earmarked Reserves	
Over budget by > 10%	

Report subject	To consider a request from Crewkerne Community Kitchen (CCK) for a formal letter of support for the proposed Community Hub.
Committee name	Full Council
Meeting date	29 th July 2024
Report author	K Sheehan FSLCC, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk

1. Purpose

- 1.1. To consider a request from Crewkerne Community Kitchen (CCK) for a formal letter of support for the proposal to acquire town centre premises for a Community Hub.

2. Background information

- 2.1. Representatives of CCK attended a previous Council meeting, requesting that the Council offers formal support to the intended Community Hub project.
- 2.2. As this item was not on the agenda of that meeting, it was listed for consideration at a later date.
- 2.3. Following efforts to crowd fund, a valuation has been made of the former Natwest premises and approaches made to landowners of both this building, and of London House.
- 2.4. No agreement has yet been reached between CCK and either owner.

3. Detailed consideration

- 3.1. The original project scope was:

“I want you to be among the first to learn about a new project the Crewkerne Community Kitchen (CCK) is planning. We hope that you find it as exciting as we do – and will want to join us and help make a real difference to the whole town. We would like to take over the old NatWest Bank in Market St and transform it into a thriving community centre serving as many local people as possible.

As you may know, CCK gives away food that shops can't sell, to people who would like to eat it. Since we started in July 2020, we have stopped more than 30 tonnes of food being thrown away. We've also set up the Chop & Chat weekly cooking group which provides a friendly place for people to prepare and share a delicious, healthy, good value meal.

Picture the old bank building with a welcoming community-run cafe serving good value food, made using good ingredients, including some saved from landfill. The ground floor would also display local art and include areas for groups to hold workshops, meetings, activity studios, and offer somewhere for youth groups (and others) to meet. We could design a secure area and make it available as a high street presence for banks, building

societies and others to offer regular services. (There is level access at the back of the building.)

On the upper floors there are a number of large rooms. Some could be used as workshops, while others could be rented out as offices or artists' studios to provide income to help support the community activities on the ground floor. CCK has spoken to the building's current owner and he is willing to sell to us. We can apply to a central government fund to buy community assets such as this and to pay part of the renovation and conversion. We can apply to other funds for the rest of the renovation, and we would also like to raise money and support from the community.

But in order to apply for such grants, we have to submit an independent professional valuation. This will cost around £1,000. So we are asking friends and supporters to contribute £20 or more. We will be shortly launching a crowdfunding page, but in the meantime you can make a direct bank transfer to Crewkerne Community Kitchen CIC - Starling Bank a/c 32375798, sort code 60-83-71. (Use reference "NatWest CC".) Crowdfunding in this way will demonstrate that the community is behind the scheme. As soon as we receive the valuation, we will share it first with our supporters. And when the building opens, your contribution will be acknowledged on a supporters wall.

The impressive building is one of the first purpose-built banks in the country, dating from 1838. In the next stage of its life, it could be serving our community better than it ever has. CCK has a small group of people willing to push this project forward, but we always welcome more support; if that could include you please get in touch. I'm pleased to say that the organiser of Carousel is among those already involved, and believes their artists and makers will be keen to back the project.

4. Financial implications

No request for funding at present.

5. Equalities considerations

N/a.

6. Council Action Plan objectives supported

3.10: Work with partners to prevent empty shops becoming an eyesore.

8.6: Continue to support the Community Fridge.

7. Recommendation

7.1. It is recommended that the Council **RESOLVES** that:

- a) It supports the proposal to develop a Community Hub for the town and delegates to the Town Clerk to draft an official letter of support from the Mayor.

Report subject	To consider a request from the Crewkerne Neighbourhood Plan Steering Group for support for designating open spaces in the Neighbourhood Plan process.
Committee name	Full Council
Meeting date	29 th July 2024
Report author	Katharine Sheehan FSLCC, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk

1. Purpose

- 1.1. To consider a request from the Crewkerne Neighbourhood Plan Steering Group for support for designating open spaces in the Neighbourhood Plan process.

2. Background information

- 2.1. In February 2021 the Crewkerne Neighbourhood Plan area was officially designated by the then South Somerset District Council.
- 2.2. At the request of Crewkerne Town Council, a Neighbourhood Plan Steering Group was formed and they began work on a Neighbourhood Plan for Crewkerne in November 2024.
- 2.3. The Steering Group has met most months since November 2021, and has made good progress with the Plan, which is now starting to take shape at the draft stage.
- 2.4. Crewkerne Town Councillors have been involved throughout, represented initially by Cllrs Robin Pailthorpe, Rob Cottle, Paul Maxwell and Mike Best and latterly by Cllrs Jan Nathan, Kathy Head and Simon Woodland. The other members of the Steering Group have been from Space4Crewkerne and ABCD; there is currently a vacant space for a member of the local business community.
- 2.5. A draft Housing Needs Assessment has been prepared by consultants and the Steering Group awaits the draft Design Code which has been commenced.
- 2.6. There is a piece of work around the inclusion of certain open spaces in the plan, full details are outlined in the letter from the Chair of the Neighbourhood Plan Steering Group below.

3. Detailed consideration

- 3.1. Letter from Chair of the Neighbourhood Plan Steering Group:

12th July 2024

Dear Councillor Samuel,

Crewkerne Neighbourhood Plan: an update and next steps

I am writing to you as chair of the Steering Group preparing the Neighbourhood Plan for Crewkerne. The Steering Group of volunteers has been working for two and a half years

on behalf of the Town Council and we are now at the stage of preparing a draft of the plan and finalising papers to supplement our written evidence base. A Housing Needs Assessment has been carried out on our behalf and a Design Code is in the process of production.

This letter concerns the treatment of open spaces within the Neighbourhood Plan. The responses to two town-wide consultations clearly indicated that residents wished to see two types of existing local open spaces protected. One type of open space was existing community spaces (for example Henhayes Recreation ground) which over 95% of respondents expressed a desire to see protected. The other type of open space was that which was felt to be important for biodiversity through providing such things as wildlife habitats and as part of mitigation of the effects of climate change. Over 97% of respondents wanted to see such spaces protected.

The open spaces in and around the town fall into two categories. Some already benefit from a degree of protection, for example, Bincombe Hill is a Local Nature Reserve designated by Natural England. Other open spaces have no such protection partly because they are privately-owned.

Creating a Neighbourhood Plan presents one of only two opportunities to designate Local Green Space. This designation would protect these spaces for current and future generations. Any such designation would be about ensuring proper green space provision to allow for the sustainable development of the town. The designation does not affect the ownership of the land but obviously limits what can happen to that land.

The Steering Group feels that seeking Local Green Space designation for currently unprotected spaces is the best way to meet the wishes of residents regarding open space as expressed in their consultation responses. The first of two areas being considered is the 'Green Lung' finger of land that runs from the edge of the old Miller's Garage site eastwards to the boundary of the new Taylor Wimpey estate. This is made up of several fields in the ownership of different people. Several of these fields are owned by Taylor Wimpey and are to be gifted to the Town Council on the understanding that they will remain as open space in perpetuity. These may not need LGS designation but could be included for completeness. Another possible area is land below the site of the proposed Tilia development adjacent to Kithill. There has already been some talk of this area being classed as a Local Nature Reserve. If this were the case then LGS designation would not be required for protection but it could still be part of the Neighbourhood Plan's proposals.

The initial stage of the process of Local Green Space designation is gathering evidence on or conducting an audit of existing green spaces and the use that is made of them. This stage has been partially completed. Another part of the process is to engage with those who control or own the land. This brings me to the main point of this letter.

The Steering Group, on behalf of the Town Council, needs to engage with the owners of a number of plots of land that we would seek to designate as Local Green Space, informing them of this intention. The Steering group is seeking a formal approval for this approach so that we can be confident that the Town Council is on board with the direction of travel of its Neighbourhood Plan in this regard. Can I therefore, on behalf of the Steering Group, request that this matter be an item on the agenda for the Full Council meeting set for 29th July 2024.

Once this matter is confirmed the Steering Group will continue the process alongside the preparation of the rest of the draft plan and supporting evidence.

By way of keeping you informed, we are currently awaiting the latest (and possibly last) tranche of funding from Locality which will allow us to engage the planning consultant to assist in finalising the plan for the submission stages. We are still hopeful of reaching the point at which the plan is subject to a referendum in early 2025.

The Steering Group looks forward to receiving confirmation of your support in this matter.

Yours sincerely,

*Pat Lunt
Chair, Crewkerne Neighbourhood Plan Steering Group*

4. Financial implications

None.

5. Equalities considerations

None.

6. Council Action Plan objectives supported

1.9.4 Support the creation of a green travel corridor between the town centre and satellite development.

6.3 Continue to support the Neighbourhood Plan process and engage the public through consultation and referendum.

7. Recommendation

7.1. It is recommended that the Council **RESOLVES** that:

- a) Council supports the proposal of the Neighbourhood Plan Steering Group to begin the process of designating open spaces, as outlined in the letter above.