

Councillors are hereby summoned, and members of the public and press are invited, to attend a meeting of the **Amenities Committee** to be held on **Monday 16 September 2024**, following the meeting of the Planning & Highways Committee, and not commencing before 19.00, in the Council Chamber, Town Hall, Market Square, Crewkerne for the purpose of transacting the business outlined on the agenda below.

Notes:

- **Members of the public can access the meeting which will be uploaded 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.**
- **Assistive listening devices are available at public meetings – please see a member of staff prior to the start of the meeting.**
- **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)
10 September 2024

Agenda

- 001/2425** **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.
- 002/2425** **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.
- 003/2425** **To approve the draft minutes of the Amenities Committee meeting held on 13 May 2024.**
- 004/2425** **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
www.crewkerne-tc.gov.uk

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 Chair reserves the right to vary or extend these time limits.

- 005/2425** **Report from the Amenities Chair:** to note the updated progress matrix.
- 006/2425** **Barn Street Beech:** to note the updated reports on the Barn Street Beech and planned works for new management approach.
- 007/2425** **Sonic Tomography:** to consider quotations for sonic tomography on the Lucombe Oak and Turkey Oak.
- 008/2425** **Key Site Land Transfer:** to note planned transfer of land off Easthams Lane and form a working group to assess options for future use/agree public consultation.
- 009/2425** **Falkland Square bench:** to receive a progress update from the Town Clerk and select a bench.
- 010/2425** **Bincombe Beeches nature trail:** to review final artwork and sign off for printing and production.
- 011/2425** **Henhayes car park:** to consider a request to close the car park for flu vaccinations 5-6 October.
- 012/2425** **Happy Valley:** to consider a recommendation from the Happy Valley Working Group regarding holding a 2025 summer play day at Happy Valley.
- 013/2425** **George Reynolds Centre management:** to receive a verbal update from Cllr. Best.
- 014/2425** **Weekly Market:** to consider a report from the Deputy Clerk following the six months trial of the Wednesday market.
- 015/2425** **To receive Matters of Report** (verbal reports for information only).
- 016/2425** **Next meeting:** Monday 11 November 2024, following the Planning and Highways Committee, Council Chamber, Town Hall.

Amenities Progress Report

September 2024

Town Hall / Victoria Hall	
Christmas Lighting Up	<p>Nativity figures on order. Old figures have been removed.</p> <p>Lighting on crib – to test asap.</p> <p>Brace/collar for town tree to be investigated – Clerk to investigate alternative engineering solutions.</p> <p>LUCOMBE OAK LIGHTING: there is now an underspend on lighting due to cheaper Xmas installation quote. Lighting the Lucombe Oak is on the Council’s action plan (and the previous action plan) – quotes being sought.</p>
Town Hall exterior doors, windows and interior window frames and sills.	<p>To make good and re-paint all the exterior Town Hall doors and ground floor windows. Following Existing Colour scheme. One quote only received so far; contractor now withdrawn. It was noted that one of the 1st floor external sills was degrading rapidly and would need urgent attention. Ground floor and this additional sill to be prioritised.</p> <p>Additional contractors now suggested – Ops Manager to try again to obtain quotes.</p>
Town Hall Alarm System	Contractor has agreed to match original quote, awaiting date.
Victoria Hall Air Con/heating units	Require emptying and servicing. Contractor unresponsive, agreed to move to the second contractor if no response by the end of the week.
Victoria Hall ladies toilets	Hot water and heating complete.
Drainage at side of Town Hall (water accumulating against side of building)	Drain is not in TH curtilage, reported to Highways 22.01.24 and Highways cleared 23.01.24 – monitor.
Town Hall/Vic Hall fire assembly point signage	Ops Manager to action, also a practice evacuation is due.
Town Hall fire risk assessment	Completed 05.09.24. Follow up actions tba.
Parking bay lines are faded/gone	Complete, July 24. (Side bay outstanding, to ask contractor when next in the area).
EICR overdue.	Completed 12.09.24. Rectifications?
Smashed lights (VH)	Replaced two, the last to be replaced when scaffold is next up.
Cracked slabs and steps at Town Hall	Ops Manager organising quotes for repair.

Amenities Progress Report

George Reynolds Centre (GRC)	
Solar Panels	Budget issue but quotes required. On hold while GRC management changes.
Landlord's inspection - (From 27 th Jun 2023)	Ops Manager to refresh quote for moving sockets up.
Lighting upgrade to LEDs	As the units fail, to replace with LEDs.
Air con units	As above with Victoria Hall.
CCTV/Fire Alarm	Fire alarm now added to monitoring contract – when will extra unit be installed? Ops Manager chasing date.
Assembly signage	Requires improvement – Ops Manager to action.
Heating system 'zoning'	Query raised over whether alterations can be made to create heating zones – Ops Manager has investigated and found thermostat controls – needs plan to manage around users/seasons; to trial winter 2024.
Intermittent light fault at rear of Beech Suite	To monitor – unsure if still presenting.
Flies	Quote has been received for pest treatment, will be required every year. Scaffold to be hired to clear light fittings after treatment (could also be used for fixing intermittent light while in situ). Ops Manager to schedule treatment for Oct/Nov. CUDOS have kindly agreed loan of scaffold.
EICR due	Complete – remedial works quote has been supplied – Clr Best to approve quote ASAP.
Beech Suite door	Replacement unit on order – awaiting installation date.

Cemetery, Lodge and Chapel	
Cedar – dead x 1, possibly infected x 2	Cedar removed, test results pending. Agreed for a replacement beech to be planted in November.
Replacement gate at side of Lodge	Deferred until Lodge works complete.
Exterior Windows	Repair to two front window frames now complete.
Gates and railings (JBC)	Gates complete. JBC to consider railings? High cost.
Pointing & Guttering	Agreed – awaiting date from Luke Grafton.
Paths (JBC)	Contractors to be asked to quote for existing path upgrades. Cannot get second quote. Proceed to JBC and request dispensation to proceed on one.
Rear internal workshop chapel wall	Install break glass to monitor movement – Break glass obtained, to be installed once internal walls works complete.
Memorial inspection due (JBC)	One member of staff has completed training; inspection plan required.
Internal workshop chapel walls	Agreed and underway.
Lodge outside toilet	Difficult to obtain quotes – Ops Manager approaching smaller contractors.

Amenities Progress Report



Playgrounds / Allotments / Open Spaces etc	
Henhayes	<p>Graffiti on play equipment was removed by the Grounds Team– ONGOING AS IT APPEARS.</p> <p>Fence to Henhayes car park keeps getting broken due to people climbing it/cars bumping it – Grounds Team to monitor and repair as needed. Staining complete.</p> <p>Lucombe Oak fence and parking posts outside GRC: fence staining complete, bollards outstanding, Henhayes fence outstanding. Rear Aquacentre fence outstanding.</p> <p>Bike shelter outside Aquacentre needs cleaning.</p>
Happy Valley	<p>Safety matting under swings replaced September 2024.</p> <p>Floodlights - to monitor in winter 2024. 4th light is showing a fault that will require further investigation. May need a cherry picker, if so use to replace bulbs at the same time.</p> <p>Possible question mark over future of sandpit – HVWG have confirmed they would like to keep sandpit but protect with fence - HV working group have asked for costs for fencing. Ops Manager is getting a second quote.</p>
Bincombe Allotments	<p>Wall to side in poor condition – possible patch repairs? Issues with conservation area and planning. May need earth to be cleared from behind. No budget at present.</p>
Pithers Court	<p>Clearance quotes being sought for two (?) allotments.</p>
St. Bart's Churchyard	<p>Magnolia tree encroaching on path – reduction required. Quote agreed, pending permission.</p>
Ground to rear of Public Toilets	<p>Crewkerne in Bloom proposal for rainwater harvesting at rear of toilets –Wessex Water grant successful. CiB liaising with Ops Manager over sleepers and pads to support barrels.</p>
Public Toilets	<p>Grounds Team to remove cubicles from old gents toilets to improve storage space.</p>
Bincombe Beeches	<p>Clerk to chase SWT for a response on an updated Management Plan.</p> <p>Artwork/interpretation boards pending funding application submitted January 2024 – Artwork to be signed off at Amenities Committee 16/9 for production and printing.</p>

Amenities Progress Report

	Year 2 Ash Die Back works and other outstanding works in tree survey need scheduling – dates tbc.
Barn Street Recreation Ground	Additional trees agreed from Somerset Council’s tree fund – Deputy Clerk to action. Sonic tomography report on the fire damaged beech has identified structural issues – recommendation is to start reducing it to an ecological feature and pre-plant new trees. Planning permission granted and works scheduled.
Tennis Courts - Severalls	Path quotes obtained – more than earmarked reserves. How to proceed? MB and SW conducting site visit, following which gate widening to be undertaken if needed, and KS to apply for path funding. Action MB/SW. Town Clerk to produce a usage report for Amenities Committee after one year of operation (October 2024).
Land off Easthams Road	No current action but inserted to keep on radar whilst transfer goes through.
Allotments	2024 Inspections completed.

Additional Items	
Playground inspection reports follow up	Ops Manager seeking quotes for rectification work following annual report. Second quote required. KH and MB would like to do one playground per year.
Gutter Cleaning Clearance	ARC rebooking for November 2024.
Tree work at all open spaces including specialist testing	To schedule O/S tree works URGENT.
Gritting	Where should we be gritting? KS to check insurance situation: answer as follows <i>Essentially it is a question of what is reasonable for an organisation with your responsibilities and resources – if manpower/budget was limitless I’m sure you would grit everything every day during the colder months! Seeing as resources are limited the best course of action would be to risk assess and identify the areas which present the largest risk and grit those as frequently as reasonably possible. This could be the areas with the highest footfall or if you have a set of steep steps where a slip could be more dangerous than a flat footpath then these should be prioritised. If you are being contracted to grit a third-party pathway you’ll just need to also risk assess and ensure you have adequate resources to fulfil the requirements.</i>

Amenities Progress Report

	High priority areas AGREED by MB: Front of Town Hall (ski slope), LIC steps, path at side of Town Hall, Lucombe Oak and Aqua Centre paths, also cemetery where required.
Town benches	Town centre benches need some attention/cleaning and clearance of surroundings in some cases – ARC to discuss with Grounds Team. Falkland Square benches have been done. Next priority benches are those on the Chard Road, Hinton Road, and Mount Pleasant. Query over ownership of the bench at the bottom of Furland Road – Somerset Highways own this.
Town interpretation boards	Very out of date, need updating. Agreed to use CIL funds to refresh artwork once they have accrued.
PAT Testing	Due December 2024 although the relevant member of staff needs to do his refresher course before then – ARC to book.
SID poles and additional SID.	GH has asked Somerset Council about getting additional poles on Ashlands Road and Kithill. If agreed, an additional SID will be sourced.
Legionella Risk Assessments	Town Hall/Band Hall/Toilets – several follow up recommendations including removal of deadlegs GRC – calorifiers not reaching temp ARC to get quotes for these works.

Report date: 12.09.24

Report subject	Barn Street Beech: to note updated specialist reports and revised management approach.
Committee name	Amenities Committee.
Meeting date	Monday 16 th September 2024.
Report author	Katharine Sheehan FSLCC, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk

1. Purpose

1.1 To note the updated position on the Barn Street Beech tree, following specialist testing.

2. Background information

2.1 The mature beech on the perimeter of Barn Street Recreation Ground suffered considerable damage following a vehicle fire some years ago. Since then, it has been regularly assessed by the Town Council's arborist to monitor its health and any emerging safety issues it might present.

3. Detailed consideration

3.1 The tree has, until recently, been in reasonable health. A routine inspection report produced by the Council's arborist suggested that further specialist tests be carried out to gather better information on what is going on internally. With this in mind, the Town Council contracted a specialist company to carry out sonic tomography tests on the tree earlier in the summer.

The sonic tomography results were reviewed by the arborist and the key points to note are:

- The tree is showing reduced vigour and signs of decline.
- The testing has shown approximately 65% strength loss in the stem.
- Precautionary action is recommended; the tree's high amenity, heritage and ecological value justify retention but a different management approach is required to ensure public safety.

Therefore, it is recommended that the management plan for the tree will change from the current strategy of maintaining its visual amenity value, instead creating an ecological habitat.

A phased crown reduction programme is therefore planned, whereby the overall size of the tree will reduce by 50%. An initial 20% reduction will take place this autumn and winter. If the situation changes, the management plan will be proactively adjusted. The Town Council will 'pre-plant' two additional beech trees in the area and regular inspections will continue.

Planning permission has now been granted for the first stage works, and these are scheduled for the autumn.

A bat survey has been carried out on the tree prior to these works.

4. Financial implications

4.1 Works covered by current year budget, under thresholds.

5. Equalities considerations

5.1 N/A.

6. Council Action Plan objectives supported

1.9.7 Plant more trees.

7. Recommendation

7.1. It is recommended that the Committee:

a) NOTES this for information report.

Report subject	Key site land transfer: to note planned transfer of land off Easthams Lane and form a working group to assess options for use/agree public consultation.
Committee name	Amenities Committee
Meeting date	16 th September 2024
Report author	Katharine Sheehan FSLCC, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk

1. Purpose

1.1 As part of the Key Site development between the A356 and A30, three fields located off Easthams Lane will be transferred to the Town Council to hold as open space for the benefit of the town.

2. Background information

2.1 The legal transfer documents are being prepared for formal agreement at a future Council meeting.

2.2 Councillors have now had opportunity to visit the site and understand the scale and possibilities for its future use.

3. Detailed consideration

3.1 While the legal side is being concluded the future management and use of the land needs to be considered.

3.2 It has been suggested that a small working group be formed to undertake public consultation to help inform this decision.

4. Financial implications

4.1 None at present.

5. Equalities considerations

5.1 Provision of accessible open spaces.

6. Council Action Plan objectives supported

1.9.4 Supports the (potential) creation of a green travel corridor between the town centre and satellite developments.

7. Recommendation

7.1. It is recommended that the Committee:

- a) Notes the planned transfer of this land parcel, and
- b) Identifies up to four members to look at public consultation and future usage options and report back to Full Council.

Report subject	Falkland Square Bench
Committee name	Amenities Committee
Meeting date	Monday 16 th September 2024
Report author	Katharine Sheehan FSLCC, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk

1. Purpose

- 1.1. To consider the purchase of an additional bench for Falkland Square.



2. Background information

- 2.1. Following representations from the public about the potential to add an additional bench to Falkland Square, the Town Clerk was asked to ascertain feasibility with the management company and research options.

3. Detailed consideration

- 3.1. Permission has been granted by the management company for the Town Council to purchase and install an additional bench in line with the two existing benches.
 3.2. The following options have been identified as best matches for the existing benches which are no longer available:

Existing bench			Seat length: 2450mm
Bench option 1		£991.20 + VAT	Seat length: 1800 mm. Delivered assembled. Ground fixings included.

Bench option 2			£1232.41 + VAT	Length: 1875mm. Depth: 715mm. Seat Height: 439mm. Overall Height: 864mm. Concrete surface fixing bolts (tamper proof)
Bench option 3			£631.77 + VAT	Length: 1895mm Depth: 584mm Seat Height: 429mm Overall Height: 830mm Concrete surface fixing bolts.

4. Financial implications

Money available in Open Spaces budget.

5. Equalities considerations

Provides additional seating in a popular setting accessible to residents.

6. Council Action Plan objectives supported

Supports 3.3; the refurbishment of town centre benches.

7. Recommendation

- 7.1. It is recommended that the Committee:
- a) Identifies its preferred bench and resolves to delegate purchase and installation arrangements to the Town Clerk and Operations Management.

Report subject	Weekly Market
Committee name	Amenities Committee
Meeting date	Monday 16 th September 2024
Report author	G. Hughes, Deputy Clerk
Report contact details	deputyclerk@crewkerne-tc.gov.uk

1. Purpose

To review the Wednesday market and the plans going forward.

2. Background information

The market began on 8th May 2024 on a six-month trial basis.

3. Detailed consideration

There have been 12 different market traders attend with varying size pitches. Some chose to attend on a monthly/fortnightly basis and others every week. The largest market we had nine traders attend and we closed the road alongside the Town Hall. At the smallest we have had four. As the trial is nearing its end it has been much harder to attract new stallholders recently as its future is uncertain.

Of the current traders, approximately half had said that they would continue through the Winter if permitted.

4. Financial implications

Although it is a small income generator, the money raised has been used for advertising and this is far outweighed by the staffing costs to run it.

5. Equalities considerations

None.

6. Council Action Plan objectives supported

9.6

7. Recommendation

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

- a) The market continues on a weekly basis OR
- b) The market ceases to continue OR
- c) The market is revisited again in the Spring