

Councillors are hereby summoned, and members of the public and press are invited, to attend a meeting of the **Planning and Highways Committee** to be held on **Monday 16<sup>th</sup> September 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:**

- **Members of the public who wish to view the meeting proceedings afterwards, can access the meeting 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)  
10 September 2024

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## Agenda

**023/2425 Election of a Chair:** to elect the Chair of the Planning and Highways Committee.

**024/2425 Election of a Vice Chair:** to elect the Vice Chair of the Planning and Highways Committee.

**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.

**024/2425 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.

**025/2425 To confirm the minutes of the previous meeting held on 2 September 2024.**

- 026/2425**      **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.
- 027/2324**      **To receive the Clerk's update report.**
- 028/2324**      **To consider Planning Applications as per the list available on website or via Town Council office.** Please note that the Town Council is a Statutory Consultee for Planning Applications and as such does not make decisions on any application. Any recommendations and comments this Committee make will be fed into the planning process. Somerset Council is the Planning Authority and will issue the decision notices on all applications.
- 029/2324**      **To receive planning decision notices from Somerset Council.**
- 030/2324**      **To receive the updated Action Status Report.**
- 031/2324**      **To note the response to the request for an updated Traffic Survey**
- 032/2324**      **To note Enhanced Routine Maintenance proposals from Somerset Council, register interest and set up a small task and finish group to determine requirements.**
- 033/2324**      **To receive a report from the Neighbourhood Plan Steering Group.**
- 034/2324**      **Date of next meeting:** Monday 14<sup>th</sup> October 2024, 18.45, Council Chamber.

**CREWKERNE TOWN COUNCIL  
Planning and Highways Committee Meeting  
Monday 16<sup>th</sup> September 2024**

**New Applications – Somerset Council**

24/01987/TCA      **34 Henhayes Lane Crewkerne Somerset TA18 7JJ**  
Notification Only - Notification of intent to fell No. 1 tree within a Conservation Area.

**To receive planning decision notices from Somerset Council**

22/03032/FUL      **Press-Tige Print Services North Street Crewkerne Somerset TA18 7AW**  
Change of use from a mixed office/light industrial building formerly used as a printing works to a single dwelling including changing one window to a door and the addition of two velux style windows to a bathroom (retrospective application)

REFUSED

21/02066/DOC1      **Southern Phase Of Crewkerne Key Site Off Station Road Crewkerne Somerset**  
Discharge of condition No. 7 (tree and hedgerow protections) of planning application 20/00149/REM  
CONDITIONS DISCHARGED

24/00109/DOC1      **Land At Blacknell Lane Blacknell Lane Crewkerne Somerset TA18 7HE**  
Discharge of Conditions No. 14 (Landscape Management Plan) and No. 15 (Biodiversity Enhancement Plan) of Planning Application 21/00574/OUT

CLOSED

23/00265/LBC

**21A-23A Market Street Crewkerne Somerset TA18 7JU**

Proposed internal alterations for change of use from upper floors of dental practice into 2 No. Flats with retail unit retained at ground floor

APPROVED

23/00264/FUL

**21A-23A Market Street Crewkerne Somerset TA18 7JU**

Proposed internal alterations for change of use from upper floors of dental practice into 2 No. Flats with retail unit retained at ground floor

APPROVED

22/03585/DOC1

**Crewkerne Key Site 1 Land East Of Crewkerne Between A30 And A356 Yeovil Road Crewkerne Somerset TA18 7HE**

Discharge of Conditions No. 5 (Design Code), No. 7 (Planting Strategy), No. 8 (Waste Management Plan) and No. 12 (CEMP) of Planning Application 21/03005/S73

CLOSED

24/00892/DOC1

**Southern Phase Of Crewkerne Key Site Off Station Road Crewkerne Somerset**

Discharge of Conditions No. 2 (Materials), No. 4 (Footpaths), No. 5 (Fallow Land Management Plan) and No. 6 (Noise Attenuation) of Planning Application 20/00149/REM

CLOSED

23/01295/REM

**Land South Of Kithill Crewkerne Somerset**

Reserved Matters Application (appearance, landscaping, layout and scale) pursuant to outline permission 18/01737/OUT for 145 homes, public open space and local equipped area of play.

REFUSED

24/01650/NMA

**51 Hermitage Street Crewkerne Somerset TA18 8ET**

Non Material Amendment to approved application 24/00099/HOU to amend the style of windows.

DECIDED

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.

DECIDED

24/01683/TPO

**Land Adjacent To Barn Street Recreation Ground Crewkerne Somerset TA18 8BJ**

Application to carry out Tree Surgery Works to No. 1 tree as shown within the Yeovil District Council (CREW 1) 1985 Tree Preservation Order

APPROVED

24/01434/TCA

**St. Bartholomew's Churchyard Abbey Street Crewkerne Somerset TA18 7HY**

Notification of intent to carry out tree surgery works to No. 1 tree within a Conservation Area

DECIDED

24/01439/DOC1

**22 Church Path Crewkerne Somerset TA18 7HX**

Discharge of condition No. 4 (Windows) of planning application 23/02873/HOU

CONDITIONS DISCHARGED

24/01440/DOC1

**22 Church Path Crewkerne Somerset TA18 7HX**

Discharge of condition No. 3 (Windows) of planning application 23/02874/LBC

CONDITIONS DISCHARGED

24/01853/TCA

**Bincombe Allotments Bincombe Lane Crewkerne Somerset TA18 7BH**

Notification of intent to carry out tree surgery works to No. 2 Trees within a Conservation Area.

DECIDED

<b>Report subject</b>	Traffic Survey Request
<b>Committee name</b>	Planning & Highways Committee
<b>Meeting date</b>	Monday 16 <sup>th</sup> September 2024
<b>Report author</b>	G. Hughes, Deputy Clerk
<b>Report contact details</b>	deputyclerk@crewkerne-tc.gov.uk

### 1. Purpose

To note the response to the request for an updated Traffic Survey.

### 2. Background information

The data urgently requires refreshing to reflect the increase in vehicle movements which have incurred due to the increased development within the town. Furthermore, the request is in light of the forthcoming link road obligations and how this will impact on the town. CTC first wrote to Highways in August 2023 and Councillors asked the Deputy Clerk to write again with the addition of revisiting the one-way system.

### 3. Detailed consideration

The response from Highways was as follows:

‘As you acknowledge the Highway Authority wrote to the Town Council on this matter and set out our reasoning on our position that the surveys should be undertaken once the link road is open. I appreciate that the Town Council want to undertake this work now, however we believe that any results would provide a distorted reading of the current traffic movement situation in Crewkerne. I note you refer to Taylor Wimpey having consent to access to the north and south, although this is the case it is only for construction access and does not act as a through route. As such traffic will still need to go through the town centre.

Notwithstanding the above an interim study could be carried out to understand what the current picture and potentially any new schemes. However, before any such study is commissioned the Highway Authority would need to understand how this will be funded. As you can appreciate the council does not have the ability to fund this piece of work, as such the costs would need to be met by the Town Council.

In terms of your final point and the introduction of the one-way system, I believe this matter has been covered previously but I will reiterate the point that this cannot be commissioned until the link road has been completed and is open to traffic. The reasoning behind this is that the link road would remove a high proportion of movements from the town centre which would then in turn allow the one-way system to work more efficiently.’

#### 4. Recommendation

‘So, to conclude at present the Highway Authority would maintain our recommendation that the traffic surveys are not undertaken until the link road has been delivered. That being said if the Town Council were minded to undertake an interim study to capture the current position and any new schemes then you are welcome to commission these works. Although please be aware that the authority would not be able to fund these works, and this would need to be covered by the Town Council. Finally in terms of the one-way system. Again, we would recommend that this is not brought forward until the spine road is delivered.’

4.1. It is recommended that the Council **notes** that:

- No further action is required at this stage

<b>Report subject</b>	Enhanced Routine Maintenance Proposal
<b>Committee name</b>	Planning & Highways Committee
<b>Meeting date</b>	Monday 16 <sup>th</sup> September 2024
<b>Report author</b>	G. Hughes, Deputy Clerk
<b>Report contact details</b>	deputyclerk@crewkerne-tc.gov.uk

### 1. Purpose

To note Enhanced Routine Maintenance proposals.

### 2. Background information

Somerset Council have now launched The Parish Enhanced Highway Maintenance (EHM) Pilot, enabling Town and Parish Councils to purchase highway maintenance services direct from the Councils' contractor Kier Transportation.

### 3. Detailed consideration

- Somerset Council will continue to fulfil its statutory and planned maintenance obligations.
- The EHM pilot will offer parishes and towns the chance to get Kier to carry out maintenance at a set day rate.
- Enhanced Routine Maintenance services could include sign cleaning, pothole repairs, localised grass cutting and specialist services such as gully emptying, surface water drainage jetting.

### 4. Financial implications

- Monday to Friday £684.71
- Saturday £778.41
- Sunday £935.72

This would be based on two operatives working eight-hour days and a vehicle up to 7t (including fuel) and small tools.

### 5. Recommendation

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

- a) whether they wish to register interest in the EHM pilot
- b) to set up a working group to determine requirements

	<b>Subject</b>	<b>Action</b>	<b>Status</b>	<b>Responsibility</b>	<b>Status</b>
<b>Jul-20</b>	Millers Garage	To keep on matrix with regular updates	To keep on matrix with regular updates. Jul 23: Awaiting information from Commercial Property Land Development Manager at Somerset Council. Aug 23: awaiting planning application to be submitted Feb 24: Application expected end of Feb	Clerk/Deputy Clerk	Ongoing
<b>Nov-20</b>	Ongoing issues with many gullies in the town	Deputy Clerk is putting together a spreadsheet of problems.	Nov 22: Ongoing contact with Highways. Budget spent, however clearance can be organised for urgent jobs. May23. To be readdressed in upcoming site meeting with Somerset Council in June. Yearly jet washing will take place, awaiting schedule Dec 23: Jet washing completed in May and October	Deputy Clerk/Highways	Ongoing
<b>Dec-20</b>	Diversion of Henley footpath railway crossing proposed by Network Rail and associated with the planning approval for a development on land at the top of Kithill.	Following a presentation from Network Rail, it was agreed to organise a site meeting to allow NR representatives to understand the Town Council's concerns.	Sept 22: Contact made with SSDC Planning regarding this pre condition and request for update. Apr23: Noted, correspondence received from Network Rail regarding a proposed diversion application. Further information due from Network Rail. May23: update received with 2 diversion potential routes. Somerset Council to do site visit. Crossing lies within West Crewkerne Parish so only comment from neighbouring Parish	Network Rail/SCC Footpaths officer. NMA refused Jan 23.	Ongoing
<b>Feb-21</b>	Pavement Survey	Cllr. Kathy Head to work with Cllr. Woodland to organise a survey of the town's pavements	May 23: Cllr Head to prepare and report later in 2023 April 24: Cllr. Head advises this is delayed until the roadworks on South Street/Station Road have been completed	Kathy Head	Ongoing



<b>Aug-21</b>	Wall adjacent to Gouldsbrook Terrace crumbled leaving debris on the pavement.	The Deputy Clerk was asked to investigate ownership of the wall and send a letter to the owner to request that the wall was made safe	Feb 23: Highways confirm they have had difficulty communicating with landowner about the repairs needed. June 23: Highways confirm no progress made as landowner not responding. Nov 23: Discussed with Highways – no more they can do as privately owned Jan 24: Deputy Clerk to investigate if the wall can be repaired and recharged to the homeowner Feb 24: SC do not have the money or resources to do this March 24: More of the wall has fallen	Highways	Remove?
<b>Oct 22</b>	Diseased tree on Market Street	Agreed to replace it but queried £300 licence fee	Town Clerk has submitted planting proposal to Highways but not yet received confirmation. Sept 23: chased. Oct 23: Trees could do with pruning	Town Clerk	Ongoing
<b>Dec 22</b>	Faded road markings – zebra crossing outside Waitrose/Library also junction of Wynnstay with North Street.	Responsibility – SC? Responsibility – Private ownership?	SC to refurbish car park markings South Street – date to be confirmed. Mark ups in car park Sept 23 – Somerset Council seeking quotations for lines Oct 23. March 24: Deputy Clerk to chase Sept 24: Road markings are being scheduled on a reactive basis	Town Clerk	Ongoing
<b>Mar 23</b>	Overflowing bins	Clerk to contact Streetscene about collection schedule.	Deputy Clerk has requested a collection schedule be confirmed. July 23: further request for schedule. Sept 23 request for schedule requested again. Nov 23 No schedule provided, Deputy Clerk to report all overflowing bins to Streetscene Dec 23 SC have installed a new co mingle bin on Kithill Jan 24: Deputy Clerk to compile a spreadsheet of complaints Jan-March 24: No complaints April 24: x5 complaints received – all within a few days Sept 24: Several overflowing dog bins recently	Town/Deputy Clerk	Ongoing
<b>Apr 23</b>	Loose/uneven paving slabs Church Steps	Reported to Somerset Council via email	Dangerous uneven slabs, damage to stone. May23: chased again, no	Deputy Clerk	Remove?

			response. Add to Highways meeting June 23. June 23: Highways investigating who is responsible for works. Responsibility for broken step also being investigated. July 23: ongoing investigation by Highways and RoW on responsibility. Oct 23: Outer path around the church needs sweeping. Nov 23: With SC's Conservation Manager March 24: They will inspect in the new financial year and will repair budget depending <b>Sept 24: Steps have been repaired</b>		
<b>Jun 23</b>	Dropped Kerbs	Report sent to Highways for consideration	Report submitted by Space4Crewkerne about dropped kerbs in town. Discussed at Highways meeting. July 23: report sent to Highways. Aug 23: response received stating it has been passed to the SIS team for assessment. Nov 23: Highways have been asked for a cost, they suggested to get quotes from external contractors	Deputy Clerk	Ongoing
<b>Jun 23</b>	Mobility Scooter Access	Request for steps to be changed to allow mobility scooter area in Severalls/Southmead Crescent area passed to Highways	July 23: Information sent to Highways to consider. Aug 23: response received stating it has been passed to the SIS team for assessment	Deputy Clerk	Ongoing
<b>Jul 23</b>	State of the pavements in Middle Path – near surgery raised ironwork caused a resident to trip and fall.	Reported to Councillor Surgery July 2023	Reported to Highways, add to next Highways Meeting <b>Sept 24: Visited as part of a Highways meeting – no issues noted</b>	Deputy Clerk	Remove?
<b>Jul 23</b>	Possibility of a pedestrian crossing on South Street near the Methodist Church.	Reported to Councillor Surgery July 2023	Oct 23: Monitor all pedestrian crossings for condition and yellow box junctions on South Street to be refreshed. Nov 23 road markings will be refreshed in April, no budget for any additional crossings	Deputy Clerk	Remove?
<b>Sept 23</b>	High walls around Rose Lane deteriorating – debris over road	Reported to Highways	Nov 23 This has been reported to Ian at Streetscene April 24: With the service	Deputy Clerk	Ongoing

			provider to survey and repair <b>Sept 24: No update</b>		
<b>Nov 23</b>	Missing 'No Entry' sign at the junction of Market Street, West Street and Hermitage Street after some recent work	Reported to Highways Nov 23	Nov 23: Lines will be repainted <b>Sept 24: Reported again at Highways visit</b>	Deputy Clerk	Ongoing