

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 11 November 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)  
5 November 2024

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# Agenda

- 017/2425**      **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.
- 018/2425**      **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.
- 019/2425**      **To approve the draft minutes of the Amenities Committee meeting held on 16 September 2024.**
- 020/2425**      **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  
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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.

- 021/2425**      **Report from the Amenities Chair:** to note the updated progress matrix.
- 022/2425**      **Town Bins:** to receive an update from the Town Clerk on Somerset Council’s approach to town bins, distribution and collection and consider the purchase of a co-mingle bin.
- 023/2425**      **Severalls Tennis Courts:** to receive a usage update following first year of operation.
- 024/2425**      **Key Site Land Transfer:** to receive a verbal update from the Town Clerk.
- 025/2425**      **Sonic Tomography:** to note results of recent sonic tomographic tests on the Lucombe and Turkey Oaks.
- 026/2425**      **To receive Matters of Report** (verbal reports for information only).
- 027/2425**      **Next meeting:** Monday 13 January 2025, following the Planning and Highways Committee, Council Chamber, Town Hall.

*In accordance with the Public Bodies (Admission to Meetings) Act 1960 s 1(2), to resolve that the press and members of the public be excluded from following items having regard to the confidential issues to be discussed.*

**Confidential Session:** Exclusion of the Press & Public – Legal matters.

# Amenities Progress Report

## November 2024

Town Hall / Victoria Hall	
Christmas Lighting Up	Brace/collar for town tree – on order. LUCOMBE OAK LIGHTING: awaiting results of bat survey, Discharge of Conditions required pending results of bat survey.
Town Hall exterior doors, windows and interior window frames and sills.	Ops Manager arranging survey and quote for stabilising wood in first instance.
Drainage at side of Town Hall (water accumulating against side of building)	Update – drain is not in TH curtilage, reported to Highways 22.01.24 and Highways cleared 23.01.24 – monitor. Grounds Team to scrape mud.
Town Hall/Vic Hall fire assembly point signage	Signage for apron due. A practice evacuation is due.
Town Hall fire risk assessment	Completed 05.09.24. Follow up actions tbc.
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 – Ops Manager to read reports and arrange quotes.
Smashed lights (VH)	The last to be replaced when scaffold is next up.
Cracked slabs and steps at Town Hall	Ops Manager organising quotes for repair.
Plinth	Assessed November 2024 – minor remedial works recommended and Ops Manager seeking quotes.

George Reynolds Centre (GRC)	
Solar Panels	Budget issue but quotes required. On hold while GRC management changes.
Landlord's inspection - (From 27 <sup>th</sup> Jun 2023)	Town Clerk to arrange landlord inspection for January.
CCTV/Fire Alarm	Fire alarm now added to monitoring contract – when will extra unit be installed? Ops Manager to check.
Assembly signage	Requires improvement – Ops Manager to action.
Heating system 'zoning'	Query raised over whether alterations can be made to create heating zones – needs plan to manage around users/seasons.
Intermittent light fault at rear of Beech Suite	To monitor – unsure if still presenting.

### Cemetery, Lodge and Chapel

# Amenities Progress Report

Chapel Alarm fobs	
Chapel Alarm fobs	Fobs received. Will look to move to another provider (scheduled now for 2025). Provider has recommended surge protection units.
Cedar	Cedar removed. Agreed for a replacement beech to be planted November.
Replacement gate at side of Lodge	Deferred until Lodge decision complete.
Exterior Windows	Repair to two front window frames now complete – to repaint.
Gates and railings (JBC)	Gates complete. JBC to consider railings? High cost.
Pointing & Guttering	Agreed – awaiting start date.
Paths (JBC)	New paths complete June 2024. Quote for remaining paths in new section agreed by JBC – works likely in January. Trial sections in old section underway – to be monitored over winter.
Rear internal workshop chapel wall	Install break glass to monitor movement once internal walls 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	December 2024.

<b>Playgrounds / Allotments / Open Spaces etc</b>	
Henhayes	<p>Graffiti on some of the 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. Fence now stained.</p> <p>Lucombe Oak fence and parking posts outside GRC: fence staining complete, bollards outstanding, Henhayes fence outstanding. Rear Aquacentre fence outstanding.</p>
Happy Valley	<p>Floodlights – New fault with lights coming on at 2am and 4am reported – Ops Manager to investigate. Poss battery back up?</p> <p>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>

# Amenities Progress Report

	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. Second quote received. Somerset Council has confirmed S106 funds not applicable to this project. Report back to HVWG in December.
Bincombe Allotments	Wall to side in poor condition – possible patch repairs? Issues with conservation area and planning. May need earth to be cleared from behind. To seek quotes for patch repairs.
Pithers Court	Seeking quotes to clear for two (?) allotments.
St. Bart’s Churchyard	Magnolia tree encroaching on path – reduction required. Application in. Lilac – application in. Crumbling Wall – quotes for patch repairs – budget 25/26 consideration.
Ground to rear of Public Toilets	Crewkerne in Bloom proposal for rainwater harvesting at rear of toilets –Wessex Water grant successful. CiB liaising with CTC over sleepers and pads to support barrels.
Public Toilets	Grounds Team to remove cubicles from old gents toilets to improve storage space (by September ideally).
Bincombe Beeches	Last memorial tree to be properly staked.  Consultants starting work late November to produce updated management plan.  Drone footage of boundaries organised for November. Amenities team to review.  Artwork/interpretation boards due for delivery imminently.  Year 2 Ash Die Back works and other outstanding works in tree survey need scheduling – Ops Manager to chase status.
Barn Street Recreation Ground	Additional trees agreed from Somerset Council’s tree fund – <b>Deputy Clerk to action.</b> Initial reduction to Beech completed November 2024.
Tennis Courts - Severalls	Accessible path and gate – Town Clerk has applied for funding. Decision due January 2025.  Bowls Club have removed spoil heap, have asked if Grounds Team could cordon off while ground recovers.  Town Clerk to produce a usage report for Amenities Committee after one year of operation (October 2024).  Fencing around edge is loose, gate contractors to be asked to quote when widening gate.
Land off Easthams Road	Site visit – report back to Council with findings Dec/Jan (latest).

# Amenities Progress Report

Allotments	Inspections – concluded for 2024.
<b>Additional Items</b>	
Fingerpost refurbishment	To go to P&H for approval.
Aqua Centre	Pavement outside Aquacentre needs urgent attention – Ops Manager to chase contractor.
Playground inspection reports follow up	Quotes for rectification work following annual report. Second quote required. KH and MB would like to do one playground per year. Ops Manager to recirculate quotes.
Gutter Cleaning Clearance	Rebooking for November 2024.
Tree work at all open spaces including specialist testing	To schedule O/S tree works URGENT. Lucombe Oak and Turkey Oak now complete. Walkaround at Cemetery booked to identify any trees which might benefit from sonic testing.
Gritting	<p>Where should we be gritting? KS to check insurance situation: answer as follows</p> <p><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.</i></p> <p><i>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.</i></p> <p><i>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></p> <p>High priority areas AGREED by MB: Front of Town Hall (ski slope), LIC steps, path at side of Town Hall, Lucombe Oak and Aquacentre paths, also cemetery where required.</p>
Town benches	<p>Installation of new bench in Falkland Square due Thursday.</p> <p>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.</p>

# Amenities Progress Report

Town interpretation boards	Very out of date, need updating badly. Agreed to use CIL funds to refresh artwork once they have accrued. Town Clerk to ask artist who did Bincombe Boards to quote in first instance.
PAT Testing	Due December 2024.
SID poles and additional SID.	Deputy Clerk has asked Somerset Council about getting additional poles on Ashlands Road and Kithill. If agreed, an additional SID will be sourced. Additional SID has gone into draft budget.
Legionella Risk Assessments	Town Hall/Band Hall/Toilets – several follow up recommendations including removal of deadlegs GRC – calorifiers not reaching temp. Seeking quotes for these works. Issues with water temps in Vic Hall reported by CUDOS – Ops Manager to investigate.

**Report date: 6.11.24**

<b>Report subject</b>	Town Bins: to consider the purchase of a town centre co-mingle bin.
<b>Committee name</b>	Amenities Committee.
<b>Meeting date</b>	11 <sup>th</sup> November 2024.
<b>Report author</b>	Katharine Sheehan FSLCC, Town Clerk.
<b>Report contact details</b>	<a href="mailto:townclerk@crewkerne-tc.gov.uk">townclerk@crewkerne-tc.gov.uk</a>
<b>Consultees</b>	Somerset Council.
<b>Decision required?</b>	Yes.

## 1. Purpose

1.1 To consider a request from Somerset Council to purchase a trial co-mingle bin to assist with the streamlining of town bin collection arrangements.

## 2. Background information

2.1 Somerset Council is looking to move to mechanical bin emptying where possible to do so.

2.2 This would entail the replacement of bins in locations where the emptying vehicle can get access with a different type of bin.

2.3 Somerset Council's street scene team has requested CTC considers the purchase of one co-mingle bin for a town centre location to trial this. SC has no budget for bins.

2.4 Somerset Council has suggested either the bin at the front of Town Hall or in front of Fox and Sons estate agent be replaced with the co-mingle in the first instance.

2.5 Details from Somerset Council:

*"We are looking at all bins on Somerset Council land to see how we can effectively manage the waste collection from these. This will include location and type of bins and how these serve the public. Bin which are not fit for purpose will be changed or removed by us.*

*We have now for a number of years removed and replaced smaller bins dog and litter and replaced these with larger co mingle bin which increases the capacity for the waste but removes the number of bins and this directly reduces the costs as well we then have a mechanical operation that reduces the manual handing down.*

*On our trial round this saved 1.5 days in a week which we then put back in the street cleaning in this area.*



*We are however limited with our budgets so when we have to remove bins there is a chance that we will not replace these or with the style and type as before. By working with the Towns and Parishes we are hoping to improve this operation.*

*It would be identified by the town whether the trial is a success; we will not be able to increase the number of bins in the town but we can this way increase the capacity”.*

### 3. Detailed consideration

3.1 Somerset Council would like the following bin to be purchased:



### 4. Financial implications

4.1 The 240l bin is £629 +VAT.

4.2 Somerset Council has indicated that the smaller 120l version would also work, priced at £549 +VAT.

4.3 There are sufficient funds in the current year Bins budget to cover either option.

### 5. Equalities considerations

5.1 N/A.

### 6. Council Action Plan objectives supported

6.1 N/A.

### 7. Recommendation

7.1. It is recommended that the Committee **CONSIDERS**:

- a) Whether it wishes to support the trial proposed by Somerset Council and if so,
- b) Approves the purchase of the bin, delegating arrangements to the Town Clerk in conjunction with Street Scene to purchase and install.

<b>Report subject</b>	Severalls Tennis Courts: to receive an update report following the first year of opening.
<b>Committee name</b>	Amenities Committee.
<b>Meeting date</b>	11 <sup>th</sup> November 2024.
<b>Report author</b>	Katharine Sheehan FSLCC, Town Clerk.
<b>Report contact details</b>	<a href="mailto:townclerk@crewkerne-tc.gov.uk">townclerk@crewkerne-tc.gov.uk</a> .
<b>Consultees</b>	N/a.
<b>Decision required?</b>	No; report is for information only.

### **1. Purpose**

1.1 Following the first year of operation the Chair and Vice Chair of Amenities have requested a usage update report be prepared and presented to the Amenities Committee.

### **2. Background information**

2.1 In the first year of use 552 bookings were made. The software does not differentiate between one hour and two-hour bookings in counting 'sessions', so this does not quite reflect the true number of hours the courts have been in use for.

2.2 There are currently 154 registered tennis courts users.

2.3 The courts have generated £1,904 in the first year.

2.4 There has been one free of charge open day which attracted 43 attendees who participated in free coaching sessions for both adults and children.

2.5. Tennis coaching has taken place over three half terms, providing lessons for two child age groups and one adult session each week. This has now halted for the winter due to the lack of lighting.

### **3. Detailed consideration**

3.1 N/A

### **4. Financial implications**

4.1 N/A

### **5. Equalities considerations**

5.1 N/A

**6. Council Action Plan objectives supported**

6.1 N/A

**7. Recommendation**

7.1. It is recommended that the Council **NOTES** this information.