

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 13 January 2025**, following the meeting of the Policy & Resources 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)
7 January 2025

Agenda

- 029/2425** **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.
- 030/2425** **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.
- 031/2425** **To approve the draft minutes of the Amenities Committee meeting held on 11 November 2024.**
- 032/2425** **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.

- 033/2425** **Report from the Amenities Chair:** to note the updated progress matrix.
- 034/2425** **Land at Easthams Lane:** to consider outline clearance plan and delegate to the Town Clerk to liaise with Taylor Wimpey to make arrangements to effect clearance.
- 035/2425** **Tennis Courts:** to consider report on access project and earmarked funds from the Town Clerk.
- 036/2425** **To receive Matters of Report** (verbal reports for information only).
- 037/2425** **Next meeting:** Monday 10 March 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 – Contractual matters.

Amenities Progress Report

January 2025

Town Hall / Victoria Hall	
Christmas Lighting Up	Condition of crib – needs review, will be assessed once down. Brace/collar for town tree – needs adjustment to account for angle of slope. New string of lights for Town Hall and new tree lights required. Lucombe Oak Lighting: bat survey and revised spec complete.
Town Hall exterior doors, windows and interior window frames and sills.	Ops Manager to arrange survey and quote for stabilising wood in first instance.
Council Chamber	Quotes required for a push bar mechanism on Council Chamber fire exit door.
Drainage at side of Town Hall (water accumulating against side of building)	Drain is not in TH curtilage, reported to Highways again on 7.1.24 as flooding. Consider Perspex to protect building? Longer term solution required.
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 rectifications.	Completed 12.09.24. Contractor being chased re rectifications.
Smashed lights (VH)	Final one to be replaced prior to panto Jan 2025.
Cracked slabs and steps at Town Hall	In 25/26 budget.
Plinth	Inspected November 2024 – minor remedial works recommended and quotes being sought.

George Reynolds Centre (GRC) NB Where possible GRC works to go into 25/26 due to VAT threshold.	
Solar Panels	Budget issue but quotes required. On hold while GRC management changes.
Landlord's inspection - (From 27 th Jun 2023)	New landlord inspection to be arranged for Jan/Feb 2025.
Lighting upgrade to LEDs	As the units fail, to replace with LEDs.
CCTV/Fire Alarm	Fire alarm now added to monitoring contract – when will extra unit be installed? Ops Manager to check (also check if this has been done at Town Hall).
Assembly signage	Sign has been purchased – location TBD.

Amenities Progress Report

Heating system 'zoning'	Needs plan to manage around users/seasons. Need to diarise key dates, ideally investigate better control technology in the future.
Intermittent light fault at rear of Beech Suite	To monitor – unsure if still presenting.
OHP Screen	Organise sign 'Please ensure screen is rolled up after use'.

Cemetery, Lodge and Chapel

Chapel Alarm	Quotes being sought to take over contract from 1.4.25
Cedar	Cedar removed. Agreed for a replacement beech to be planted. Town Clerk to chase.
Tomographic testing	Prioritise holm oaks – Agreed 8 priority trees including holm oaks to be tested.
Exterior Windows	Repair to two front window frames now complete – repaint.
Gates and railings (JBC)	Gates complete. JBC to consider railings? High cost.
Pointing & Guttering	Agreed – awaiting date (spring 2025).
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	To be installed once internal walls works complete.
Memorial inspection due (JBC)	One member of staff has completed training; inspection plan required by end of March at the latest.
Internal workshop chapel walls	Agreed and underway. First lime plaster coat is drying out.
Lodge outside toilet	Complete.

Playgrounds / Allotments / Open Spaces etc

Henhayes	Graffiti on some of the play equipment was removed by the Grounds Team– ONGOING AS IT APPEARS. Fence to Henhayes car park keeps getting broken due to people climbing it/cars bumping it – Grounds Team to monitor and repair as needed. Woodwork: bollards outstanding, rear Aquacentre fence outstanding for staining.
Happy Valley	Floodlights: fault fixed. Replacement LED quote has gone into budget, second quote will be required as above threshold. Possible question mark over future of sandpit – HVWG have confirmed they would like to keep sandpit but fencing is very expensive. A consultation is suggested.

Amenities Progress Report

Bincombe Allotments	Walls in poor condition – possible patch repairs? Issues with conservation area and planning. May need earth to be cleared from behind. Rear wall in poor condition – report awaited.
Pithers Court	Clearance for allotments – quote awaited.
St. Bart’s Churchyard	Remaining tree works – some confusion with contractors, Town Clerk will chase up. Grit bins agreed for order, updated signage as well. Paths treated by Grounds Team 7.1.25.
Ground to rear of Public Toilets	Crewkerne in Bloom proposal for rainwater harvesting at rear of toilets: prep work complete, CiB to place order for butts etc
Public Toilets	Grounds Team to remove cubicles from old gents toilets to improve storage space. Possible issue with remaining deadlegs.
Bincombe Beeches	Last memorial tree to be properly staked. Woodchip needed – to be actioned asap. Consultants starting work late November to produce updated management plan – in progress, draft expected. Drone footage of boundaries organised for November. Amenities team to review. Boards now complete. Reptiles translocation – agreed but only subject to baseline receptor site surveys being carried out first. Decision now with ecologists on whether to proceed. Year 2 Ash Die Back works and other outstanding works in tree survey need scheduling – Ops Manager/Contractor.
Barn Street Recreation Ground	Additional trees agreed from Somerset Council’s tree fund – Deputy Clerk to action. Contractors quoting for watering, staking and planting.
Tennis Courts - Severalls	Funding application unsuccessful. Fencing around edge is loose. Ops Manager to seek quotes.
Land off Easthams Road	Site visit has taken place. Legal representation instructed. Transfer reports have been drafted and are under review.
Allotments	Inspections – concluded for 2024. Due summer 2025. Tap removal planned at Severalls.
Market Street bus shelter	With Highways – MB to chase.

Additional Items	
Fingerpost refurbishment	Funding awarded for Hewish Lane post. Town Clerk to submit paperwork to get works underway. Town Centre heritage fingerposts need realigning and painting.

Amenities Progress Report

Aqua Centre	Pavement outside Aquacentre needs urgent attention – quote approved.
Playground inspection reports follow up	ARC seeking 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	Difficulty contacting contractor – Ops Manager chasing.
Gritting	<p>Insurance advice on gritting CTC land: <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!</i> <i>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> <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> <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	Town centre benches need some attention/cleaning and clearance of surroundings in some cases – Ops Manager 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 badly. First meeting with artist due January 2025.
PAT Testing	Underway. To be completed January 2025. Due Dec 25.
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	<p>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.</p>

Report date: 8.1.25

Report subject	Land at Easthams Lane: to agree outline clearance plan and delegate arrangements to the Town Clerk to liaise with Taylor Wimpey to effect clearance.
Committee name	Amenities Committee.
Meeting date	13 th January 2025.
Report author	K. Sheehan FSLCC, Town Clerk.
Report contact details	townclerk@crewkerne-tc.gov.uk .
Consultees	N/A.
Decision required?	Yes.

1. Purpose

1.1 Land at Easthams Lane: to agree outline clearance plan and delegate arrangements to the Town Clerk to liaise with Taylor Wimpey to effect clearance.

2. Background information

2.1 Draft transfer documents are being drawn up to effect the transfer of the land at Easthams Lane from Taylor Wimpey to Crewkerne Town Council.

2.2 Section 2.3 of the S106 agreement states that the following must be take place prior to the transfer of the land:

- Cut and clear the grassland
- Create an access point wide enough for maintenance vehicles to drive through
- Treat the land so that the ragwort is effectively removed and the treatment is long lasting
- Erect suitable fencing on boundaries
- Carry out dormouse investigation/assessment and provide results to the District Council and the Town Council
- Clear access points made through each existing hedge line (one access per boundary)
- Mow the pathways to link to the accesses
- Install 6 litter and dog bins (3 of each, 1 per field)
- Install 3 benches (1 per field)

2.3 A small working group conducted a site visit in the late autumn 2024 with a representative of Taylor Wimpey to assess the scope of the clearance works and to understand the potential future uses of the site.

2.4. Following the site visit, a drone survey of the site was commissioned to get an aerial perspective of the site, particularly the wooded area and surrounding fields. Councillors have reviewed this footage.

2.5 It was noted that the wooded area immediately to the Easthams Lane side of the site presented challenges as it is difficult to see what trees are within it, and there are also small streams/water courses draining through it towards the lowest part of the site.

2.6 Following discussion with the Councillors present on the site visit and receipt of the drone footage, the Town Clerk was asked to draw up an outline clearance plan for the Amenities Committee to review.

2.7 The draft plan is attached at Appendix A and represents a staged approach to clearance whereby the wooded area is left at present, bar an entrance and perimeter maintenance path. The larger portion of the site is bramble and lower lying scrub which is easier to clear and maintain.

2.8 Possible future uses of the site are delineated in the plan (not to scale). The Council reserves the right to alter this depending on what is found during clearance works and hopes to obtain professional input from consultants to inform this.

2.9 The proposed works to be prioritised as follows: reinstate fence, create access point and path, remove structures, undertake clearance works. Bins and bench locations to be identified at a later point.

3. Financial implications

3.1 Clearance works identified prior to transfer are to take place at cost to Taylor Wimpey.

3.2 An index linked sum will also be transferred to the Town Council which can be used to fund additional works after the transfer takes place.

4. Equalities considerations

Creating an accessible open space for all.

5. Council Action Plan objectives supported

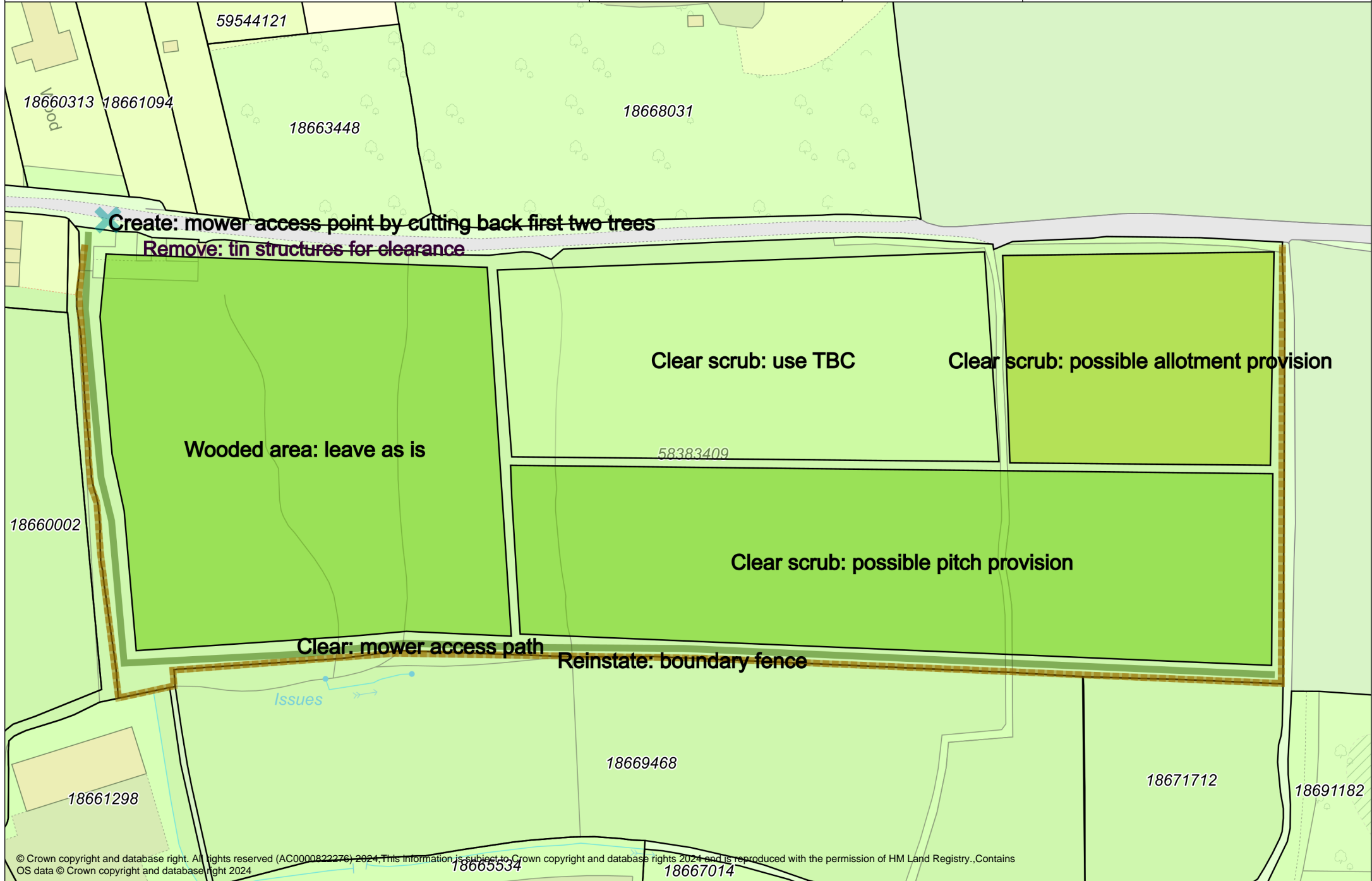
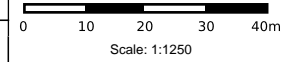
Depending on future use of the site various objectives listed at section 1.9 of the Council's Action Plan may be met.

6. Recommendation

6.1. It is recommended that the Committee:

a) AGREES the outline clearance plan and delegates arrangements to the Town Clerk to liaise with Taylor Wimpey to effect such clearances as required before the formal transfer of the land takes place.

APPENDIX A: proposed clearance plan attached.



Report subject	Tennis Courts: to consider report on access project and earmarked funds from the Town Clerk.
Committee name	Amenities Committee.
Meeting date	13 th January 2025.
Report author	K. Sheehan FSLCC.
Report contact details	townclerk@crewkerne-tc.gov.uk .
Consultees	
Decision required?	Yes.

1. Purpose

1.1 To receive an update report regarding access proposals for the tennis courts and consider future of the tennis court earmarked reserves.

2. Background information

2.1 In 2024 Councillors considered improvements to access for Severalls Tennis Courts; widening the court access gate and installing a wheelchair accessible path.

2.2 A funding application to Awards for All was made to assist with the works due to the high level of cost which exceeded the funds held in earmarked reserves and court receipts.

2.3 Due to oversubscription this application was unsuccessful.

2.4 Councillors are now asked to consider the future of the earmarked reserves currently totalling £9356.43, originally created for the refurbishment of the courts but not needed due to LTA/Somerset Council funding for the project.

3. Financial implications

3.1 Councillors may wish to keep the fund allocated to the tennis courts to assist with future maintenance costs, lighting, or accessibility projects should future funding opportunities arise.

3.2 Alternatively, Councillors may wish to reallocate the EMR for different purposes, or return to the general reserves.

4. Equalities considerations

Accessibility implications.

5. Council Action Plan objectives supported

1.5.2 of the Council's Action Plan commits to improving accessibility at the courts.

6. Recommendation

6.1. It is recommended that the Committee:

- a) Considers how it wishes to proceed and agrees the future of the currently earmarked reserves for the courts.