



CREWKERNE TOWN COUNCIL

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Town Clerk:
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Councillors are hereby summoned and members of the press and public are invited to attend a meeting of the **Amenities Committee** of Crewkerne Town Council to be held at the Council Chamber, Town Hall, Crewkerne on **Monday 13 September 2021** *after the Planning & Highways Committee meeting* and commencing not before **7pm**.

Note:

- **Members of the public who wish to view the meeting proceedings, either in real time or afterwards, can access the meeting video through the following link:**
<https://www.youtube.com/channel/UCTA9K-7L4Onjcli2Gtz7tCg>

Peter Davidson, Town Clerk
7 September 2021

AGENDA

1. **To note apologies for absence**
2. **Open Forum:** questions may be put to the Committee during this Public Participation Session of up to 15 minutes and a maximum of 3 minutes per person.
3. **To approve the minutes of the previous meeting** on 12 July 2021.
4. **Declarations of interest** in items on the agenda.
5. **Report from the Amenities Chairman:** to receive an update report from the Amenities Chairman.
6. **Rents and hire charges:** to consider the draft proposal for rents and hire charges in readiness for the forthcoming budget deliberations.
7. **To receive any Matters of Report** (for information only).
8. **Next meeting:** 8 November 2021.

RECONVENE AS FULL COUNCIL

1. **To note apologies for absence.**
2. **Open Forum**
3. **Declarations of interest** in the items on the agenda.
4. **Future Parish elections:** to consider the Council's position regarding the 2023 town/parish council elections and whether they should be moved forward to May 2022.
5. **New website:** Cllr. Roberts to provide a progress report on the development of the new website.

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 - Staffing matters

- 6. Staff recruitment:** to receive a progress report on recruitment of a GRC Bar Manager and of an Admin Officer.

Amenities Committee: Sept 2021 Project and Works Report
Part 1: Projects

Project	Description	Budget	Status	Comments
Refurbishment of Falkland Square public toilets	Public toilets are in a very poor state of repair	Fully budgetted for	<ul style="list-style-type: none"> • Planning application approved. • License agreed with landlord. • Commencement of refurb anticipated for end October. • 6 -8 weeks build time. 	
Relocate town centre bus stops	ABCD proposal to relocate bus stops		<ul style="list-style-type: none"> • Awaiting completion of SIS removing bollards at the South Street/Market Street junction, to allow safety audit to be undertaken. • Highways awaiting action from BT. 	Work to be carried out Spring 2022
War Commemoration Trust land	Tennis courts to be refurbished	Within Earmarked Reserves	<ul style="list-style-type: none"> • Awaiting refreshed quotes. 	SSDC lead
Additional town centre long stay parking	New car park on former Millers Garage site	N/A	<ul style="list-style-type: none"> • SSDC to engage contractors and confirm start date. • Awaiting draft legal agreement from SSDC to permit use of CTC land. 	
Henhayes: addition of benches	Proposal from Henhayes playground wkg grp for more benches on Henhayes	With existing budget	<ul style="list-style-type: none"> • Additional seat installed on far side of Henhayes. • Two picnic benches installed: one near Henhayes car park and the other near entrance to industrial estate. • Replacement bench ordered for spot adjacent to turkey oak. 	
Henhayes: addition of path	Proposal from ABCD to install a section of pathway adjacent to playground	TBD	<ul style="list-style-type: none"> • Meeting held with ABCD. Agreed to cost up: <ul style="list-style-type: none"> - pathway running from playground entrance to far side of recreation ground, joining up with existing concrete pathway on far side of Henhayes. - additional section of pathway running to GRC. • Routing of path to avoid impacting turkey oak. • Awaiting costings to allow ABCD to seek grant funding. 	
Planting of trees on Barn Street recreation ground	Trees to be planted in agreed areas on Barn St. rec. ground	£1,000 funding available from National Lottery (via Mr.Fox)	<ul style="list-style-type: none"> • Cllrs. Samuel and Wakeman have had site meeting with Mr. Fox. Agreed that Mr. Fox should utilise funding opportunity to purchase trees, to be planted at various sites. 	
Southmead playground wall painting	Wall had been painted as a young people's project. Wall rendering has come away causing loss of painting.		<ul style="list-style-type: none"> • Arrange for wall to be painted as a young people's project. To be actioned through Youth Steering Group 	
Environment initiatives	<ul style="list-style-type: none"> • Air quality monitoring system • Create nature trail at Bincombe • Plant trees at CTC sites 	<ul style="list-style-type: none"> • SSDC grant funding being sought • TBD • TBD 	<ul style="list-style-type: none"> • Grant application to SSDC successful. • System ordered. • Proposal to be worked up • See item above 	Cllr. Samuel leading
Severalls oval land and war memorial	Propose to transfer oval garden area and "Tommy" war memorial to CTC ownership		<ul style="list-style-type: none"> • Meeting with SSDC: transfer of "Tommy" to CTC ownership agreed. • SSDC wished to retain ownership of oval garden area. CTC agreed, subject to caveat that, if SSDC ceases to exist, land should be transferred to CTC. • CTC have written to SSDC regarding forthcoming change to unitary authority and suggesting that oval garden area of land is therefore transferred to CTC. SSDC response: <i>"the answer is currently no as SSDC does not know what shape the new authority will be and suspect that many things will be the same post-unification."</i> 	
"Ski slope" land in front of Town Hall	Propose to transfer "ski slope" land and car parking spaces from SSDC to CTC ownership		<ul style="list-style-type: none"> • SSDC have agreed to transfer of land. • Awaiting SSDC to draft legal agreement. 	

Amenities Committee: Sept 2021 Project and Works Report

Part 2: Maintenance

Amenity	Description	Status	End date/Comments
	Separate gas and water supplies required for GRC.	<ul style="list-style-type: none"> Gas: gas pipe installed. Awaiting gas supplier to complete connection. Water: installation was thought to be complete, but utility company not invoicing. Under investigation. 	Ongoing.
	Drainage issues	<ul style="list-style-type: none"> Contractor has assessed and considers that historical issues with drains could be due to an air pressure issue. Proposed to install a soil vent pipe. Awaiting quotation. 	Long term issue
	Emergency Lighting		Complete
	New locks required	<ul style="list-style-type: none"> Investigating the installation of a swipe access system, to allow greater control over who is accessing the building. Awaiting quotations. 	Ongoing.
	Aircon in upstairs rooms	<ul style="list-style-type: none"> Quotations received but costs and proposed solutions were inconsistent. Short term solutions investigated: <ul style="list-style-type: none"> - install solar reflective film on outside of windows - install a mechanism to allow windows to open automatically. Quotation obtained: costs are significant. Further work to be undertaken to investigate options. 	Recent experience of running the bar highlighted need for aircon
	Insufficient storage for youth service equipment	<ul style="list-style-type: none"> Additional storage area to be created. Quotation being sought. 	Ongoing.
Town Hall/Victoria Hall	Ground floor issues of damp, lack of ventilation and poor heating	<ul style="list-style-type: none"> Initial report received from consultant. Way forward to be considered based upon this report. 	
Bincombe allotments	Wall bordering allotments and path is in a very poor state of repair	<ul style="list-style-type: none"> Meeting held with SSDC Planning. Awaiting feedback. 	Ongoing.
Land at the rear of Pithers Court	Vegetation overgrown	Quotation obtained to cut back vegetation. Costs are significant. Second quotation being sought	Winter task
Severalls allotment wall	Wall and pillars need repointing	Quotation obtained for repointing. Costs are significant. Needs budgetting for next year	
Henhayes concrete path	Concrete path on far side of Henhayes is in a poor state. Trip hazard.	Quotation being sought to lay tarmac dressing on path	
Happy Valley play area	Problem with edge of sand pit area causing sand to be washed away	Wooden sleepers to be layed down to contain sand.	To be carried out over winter months
Redecoration of Severalls hall	Hall exterior in need of redecoration	Work underway	

GRC

Amenities Committee: Sept 2021 Project and Works Report
Part 3: Maintenance "watch list"

Amenity	Description	Status
Henhayes playground	Instances of vandalism to playground equipment	No recent issues
Waste bins	Additional waste bins required to tackle litter "hot spots"	<ul style="list-style-type: none"> • Additional waste bin ordered for Henhayes.
Bincombe Beeches	Walkabout	<ul style="list-style-type: none"> • Mountain bike tracks being built. Groundstaff removing where possible. Monitoring.
Happy Valley & Severalls.	Walkabout	<ul style="list-style-type: none"> • Replacement bench installed on triangle at Happy Valley. Complete. • Antisocial behaviour and motorbikes on Happy Valley being monitored.
Henhayes	Compound for sports club's containers	<ul style="list-style-type: none"> • Investigation ongoing to install a secure compound around sports club's containers. Meeting to be arranged with sports clubs

Full Council agenda item 4

Future Parish Elections

Somerset County Council and the One Somerset team have asked SALC to seek parish/town council views on when the next parish and town council ordinary elections should be held.

The SALC requests to parish/town councils reads:

“Our next ordinary elections are due to take place in May 2023. Normally, these would have coincided with the next district council elections, thus reducing the cost to the parish of holding an election. However, the creation of a new unitary authority means that elections to the shadow authority will now be held in May 2022 and there will be no principal authority elections in 2023. For those parishes and towns that have contested elections, this could lead to a significant increase in election costs, especially for smaller parishes with limited resources.

I would, therefore, be keen to know your views on whether the 2023 town and parish council elections should be moved forward to 2022 so that we can remain in sync with principal authority elections going forward. As time is limited, I would be grateful for your ideas asap and certainly before the end of September at the very latest.

The county council has clearly stated that the choice is ours so I look forward to receiving your thoughts.”