

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 July 2022, following the Planning & Highways Committee meeting, and not commencing before 19.00 in the Council Chamber, Town Hall, Market Square, Crewkerne.

Note:

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

K. Sheehan, Town Clerk (signed on original)
5 July 2022

Agenda

Open Forum: Questions may be put to the Committee 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.

1. To note apologies for absence.
2. Declarations of interest in items on the agenda.
3. To confirm the minutes of the Amenities Committee meeting held on 23 May 2022.
4. Report from the Amenities Chair: to receive an update report.
5. Severalls Tennis Courts
 - a. To receive a verbal update from the Town Clerk
 - b. To receive a verbal progress report on works agreed to enable the adjacent land to be open to the public.
6. Allotment provision: To receive an update on the current status of Crewkerne Town Council's allotments, allocation and waiting list and consider any future possibility of expanding provision to meet demand.
7. Telephone Kiosk: to consider whether to adopt the disconnected telephone kiosk outside Town Hall.
8. George Reynolds Centre:
 - a. To consider whether to proceed with a quote from SPARK for professional governance and budgeting support.
 - b. To consider a quotation to separate the gas connection to the George Reynolds Centre.

9. Happy Valley: to receive a report from a site visit regarding condition of perimeter fence near St Bartholomew's School.
10. To receive Matters of Report (for information only).
11. Next meeting: Monday 12 September 2022 following the Planning and Highways Committee meeting, Council Chamber, Town Hall.

This meeting will be followed by a short meeting of Full Council – please see separate agenda.

Amenities Committee: July 2022 Project and Works Report

Part 1: Projects

Project	Description	Budget	Status	Comments
Refurbishment of Falkland Square public toilets	Future use of former Gents toilets		Council to consider possible future use.	
Relocate town centre bus stops	ABCD proposal to relocate bus stops		<ul style="list-style-type: none"> SIS scheme removing bollards at the South Street/Market Street junction is now complete (April 22) ABCD planning a presentation to new councillors in summer. 	Bus stops relocation is a proposal from ABCD, rather than connected to the works at the junction.
War Commemoration Trust land	Tennis courts to be refurbished	Within Earmarked Reserves/ LTA SSDC proposal to refurb	<ul style="list-style-type: none"> Clerk chasing update 	Work expected to be carried out 2022
	Recreation area to side of tennis courts - proposal to reopen	£2600-2800 approx	Agreed June 2022	Orders for bins, benches etc being placed
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. 	SSDC lead
Henhayes: addition of path	Proposal from ABCD to install a section of pathway adjacent to playground	TBD	<ul style="list-style-type: none"> See above - ABCD planning presentation to councillors. Routing of path to avoid impacting turkey oak. ABCD want to seek grant funding. * Contractor needs definitive route of path agreed. 	Quote has arrived for part of path and fence and shared with ABCD.
Tree planting schemes across CTC sites	Trees to be planted in agreed areas on Barn St. rec. ground	Trees have been received via a grant.	<ul style="list-style-type: none"> Meetings at Barn St have been held. 	Ongoing. Proposals to come to full Council. Awaiting report from landscape architect.
	Trees to be planted across CTC sites	TBD	Trees have been planted in various locations	In progress
Southmead playground wall painting	Wall had been painted as a young people's project. Wall rendering has been repaired.		Arrange for wall to be painted as a young people's project. To be actioned through Youth Steering Group.	Agreed for Youth Group to proceed whenever they have capacity.
Environment initiatives	Air quality monitoring system	Purchased.	<ul style="list-style-type: none"> Grant application to SSDC successful. System installed. 	Working and data is being received. Q on how Council would like to receive this data?
	Create nature trail at Bincombe	TBD	Proposal to be worked up.	CLRs Wakeman and Samuel to catch up.
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: "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." 	2nd draft transfer for 'Tommy' received.
"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. 	June Full Council
Chatty bench proposal	Proposal to sign a TC owned bench as a 'chatty bench'	Outlay relatively low.		Signs received and installed at Henhayes, rest will be in shortly.
BT Kiosk	Possibility of adopting disconnected BT kiosk at Town Hall	£1 nominal transfer plus maintenance (paint etc)	For discussion by councillors. Possible planning advice as listed.	On July 2022 agenda.
Barn Street Recreation Area	Replace existing field gate with accessibility gate to enable wheelchair/buggy access.	Barn Street earmarked reserve	Gate ordered.	
Council Chamber at Town Hall	Proposal to revisit professional wiring of Chamber for sound/visuals, also to look at a hearing loop.	TBD.		

Amenities Committee: July 2022 Project and Works Report

Part 2: Maintenance

Amenity	Description	Status	End date/Comments
GRC	Separate gas supply required for GRC.	<ul style="list-style-type: none"> Gas: gas pipe installed. Awaiting gas supplier to complete connection. 	Gas meter now installed (May 2022) Quote received for new connection on July agenda
	Fob system installed.	<ul style="list-style-type: none"> Fobs being formatted and coded for users. 	Fob system to be switched on asap. All fobs coded and issued.
	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. 	Ongoing.
	Zoning of heating/electricity usage	Consulting with electrician to see how usage can be managed more efficiently.	
	Solar panels	Need to reassess feasibility. Mark to seek professional advice.	
	Key pads	Changing room security an issue during matches.	Installed.
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. 	Ongoing.
	Planned boiler replacement.	Repaired but age and limited parts entail that this will still need replacing.	
Bincombe allotments	Wall bordering allotments and path is in a very poor state of repair		Agreed to proceed with patch repair on safety grounds. Awaiting contractor availability.
Severalls allotment wall	Wall and pillars need repointing	Quotation obtained for repointing.	Budget mostly in place, grant application made for part of overall cost. Awaiting decision September.
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	Wall is not in TC ownership. Quotes for patch repairs to path being sought.
Severalls hall	Flashing along parapet	Slippage on roof - will need replacement in due course, rendering needs attention.	Two quotes now obtained. TBD.
Bincombe Beeches Nature Reserve	Ash die back - potential threat	TC's arboricultural consultant will be asked to assess and produce a plan for ash management at all CTC's sites	Quote received.
	Stock fencing along entrance post and rail fence	Complaints re dogs getting out under fence -possible fence or hedging required?	
Happy Valley Skate Park	Request for possible path to skate park	High cost of path likely. Grounds team to look at extending mesh to stabilise a wider area of ground around skate park.	
Henhayes play area	Yellow gate needs replacing and wetpour coming away from edges		Order placed for works. Spring rider TBD.

Amenities Committee: July 2022 Project and Works Report
Part 3: Maintenance "watch list"

Amenity	Description	Status
Henhayes playground	Instances of vandalism to playground equipment	Damaged spring rider.
Bincombe Beeches	Walkabout	•Mountain bike tracks being built. Groundstaff removing where possible. Monitoring.
Happy Valley & Severalls.	Walkabout	• Antisocial behaviour and motorbikes on Happy Valley being monitored. * Recent graffiti to teen shelter. Monitoring in conjunction with PCSOs.
Henhayes	Compound for sports club's containers	Ongoing.
George Reynolds Centre	Drainage - historical issues	Contractor has assessed and considers that historical issues with drains could be due to an air pressure issue. To monitor. Management issue.
Happy Valley play area	Problem with edge of sand pit area causing sand to be washed away	To monitor over summer months. Weigh up cost of sleepers against replacement sand.
Falkland Square toilets	Smoke alarm	Quotes being obtained.



SUPPORTING REPORTS TO AMENITIES COMMITTEE – 11 JULY 2022

Agenda Item 6: Allotment provision: to receive an update on the current status of Crewkerne Town Council's allotments, allocation and waiting list and consider any future possibility of expanding provision to meet demand.

Supporting information:

Crewkerne Town Council has 25 allotments, all of which are currently allocated. Some of these are split.

There are 10 people on the waiting list for an allotment in Crewkerne. Two of these people have been offered an allotment but have specified a different location and opted to stay on the waiting list instead.

Previously the Deputy Clerk had been asked to investigate the possibility of using land at Clammer Hill Lane for this purpose, but has been unable to obtain a response from the landowners in order for this to progress. The land in question is now very overgrown.

Funding to support the development of new allotment spaces is available, however this depends on having land available.



Agenda Item 7: Telephone Kiosk – to consider whether to adopt the disconnected telephone kiosk outside Town Hall.

Introduction:

There are currently two telephone kiosks outside of the Town Hall in Market Square. One is disconnected and not in use, the other still is used and connected. This report concerns the disconnected kiosk and whether Crewkerne Town Council wants to apply to BT to adopt it under the BT Adopt a Kiosk scheme: [The Adopt a Kiosk scheme | BT Business](#).

Planning implications:

As the kiosk is listed, BT suggested obtaining advice on planning implications. The advice given by South Somerset District Council states that generally the scale of the kiosks such as this are too small (de minimis) to warrant a change of use application. Once a future purpose of the kiosk has been decided, more specific advice can be sought.

Financial implications:

The kiosk will cost £1 to adopt. It would need to be added to the Council's asset register and insured. Further discussions on its future use and related costs will be required.

Agenda Item 8b: to consider a quotation to separate the gas connection to the George Reynolds Centre.

Introduction:

The GRC currently has a gas supply that comes from an adjacent building. There has recently been a new dedicated gas main laid direct to the building and there is now a meter installed.

The old supply needs to be shut off and capped and the new supply bringing in through the outside wall into the plant room and then connecting up with the existing gas infrastructure.

Financial implications:

Quotes were sought in accordance with Financial Regulations. One company did not wish to quote for the works but the following quotation has been received:

TO DISCONNECT, PURGE AND CAP OFF ORIGINAL GAS SUPPLY PIPELINE AT EXTERNAL POINT OF ENTRY TO PLANT ROOM.

MAKE NEW GAS CONNECTION FROM NEW EXTERNAL G10/MDK16 GAS METER OUTLET CONNECTING INTO EXISTING PLANT ROOM GAS SUPPLY PIPELINE TO BOILERS.

REMOVE INTERNAL SECONDARY GAS METER AND ALTER PIPEWORK FROM INLET/OUTLET CONNECTIONS.

THE NEW GAS PIPELINE WILL BE PURGED AND TESTED INCORPORATING INTERNAL GAS ECV AND TEST POINT.

£1,984.83 plus VAT.

Recommendation:

1. That Councillors agree a dispensation to proceed with one quote in order to progress the work.
2. That Councillors consider whether to proceed with the above works at the cost outlined, with the money to come from the GRC project budget.

K Sheehan, Town Clerk, 5th July 2022.