

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 November 2023, following the Planning and Highways Committee meeting, and not commencing before 19.00 in the Council Chamber, 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)  
7 November 2023

## 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 11 September 2023.
4. Report from the Amenities Chair: to receive an update report.
5. Happy Valley Access Audit and Design Out Crime reports: to note these reports have been received and receive a verbal update from the Chair.
6. Shipping container refurbishment: to receive an update from the Clerk and consider a proposal from Crewkerne Rugby Club to refurbish and utilise an empty shipping container.
7. Terms of Reference: to review the Committee's terms of reference.
8. To receive Matters of Report (for information only).
9. Next meeting: Monday 8 January 2024, following the Planning and Highways Committee meeting, Council Chamber, Town Hall.

**Amenities Committee: November 2023 Project and Works Report**

**Part 1: Projects**

<b>Project</b>	<b>Description</b>	<b>Budget</b>	<b>Status</b>	<b>Comments</b>
<b>Tennis Courts</b>	Tennis courts to be refurbished	100% funded by LTA and Somerset Council	Completed October 2023.	Tennis courts complete and operational. Improved signage to be delivered by the LTA. Additional CTC signage to be updated. Clerk to organise for tennis racket storage container to be stocked by volunteer.
	Access path to tennis courts - muddy steep bank could be improved.	EMR	Ops Manager to get quotes for path from Lang Road to courts entrance of appropriate width and gradient.	
<b>Long stay car parking</b>	New car park on former Millers Garage site	N/A	Somerset Council project.	SC awaiting submission of planning application.
<b>Tree planting schemes across CTC sites</b>	Trees to be planted in agreed areas on Barn St. rec. ground	Trees have been received via a grant.	Meetings at Barn St have been held.	Consultation complete. Works on hold until budget identified.
	Replanting at Bincombe following ash removal	Grant from Woodland Trust/donations.	Bincombe Beeches activity day successfully planted mature trees, whips have been received 6/11/23.	Whips will be planted on a BB volunteer morning.
<b>Environment initiatives</b>	Air quality monitoring system	Purchased.	<ul style="list-style-type: none"> <li>Grant application to SSDC successful.</li> <li>System installed.</li> </ul>	Working and data is being received. Q on how Council would like to receive this data? Possible new locations for the unit? Ops Manager to investigate locations.
	Create nature trail at Bincombe	Town Clerk seeking funding for trail artwork, leaflets and board.	Additional three sculptures now created. Grounds Team to install.	Town Clerk to seek funding for artwork for up to date nature trail leaflets and boards.
<b>Tommy</b>	Proposal to obtain funding for professional conservator cleaning	WMT part funded	Application in progress	Application submitted - awaiting outcome.
<b>Town Hall</b>	Proposal to revisit professional wiring of Chamber for sound/visuals, also to look at a hearing loop.	TBD. Outlay likely to be quite high - budget consideration.	Owl purchased. Hearing loop still required.	Budget consideration 24/25
	Boiler replacement	EMR	Likely to be more expensive than anticipated due to commercial nature of job	Two quotes obtained; Ops manager following up on queries raised by Chair and Vice Chair of Amenities.
	BT boxes need repainting	External - BT responsible	Town Clerk has received confirmation BT will repaint in the 24/25 maintenance programme	
	Exterior woodwork	Budget 24/25?	Doors and windows need repainting	Quotes being sought - budget consideration 24/25
<b>Henhayes</b>	Fence broken	In house	Grounds team to fix and treat.	Ongoing as people climb it and cars park against it.
<b>Allotments water provision</b>	Non compliant tap must be removed		Need to provide alternative water solution	Kit has been acquired in part, Ops Manager liaising with allotment holders over installation
<b>GRC</b>	Hot water heater needs replacing		Quotes being sought	Will come to next available meeting once quotes available.
	Lights replacement with LEDs		Second quote needed	Ops manager pursuing additional quote.

Amenities Committee: November 2023 Project and Works Report

Part 2: Maintenance

Amenity	Description	Status	End date/Comments
GRC	Kitchen storage	Needs improving. Clerk and Ops Manager to discuss.	
	Assembly point signage	Needs improving, Ops Manager actioning.	
Town Hall/Victoria Hall	Ground floor issues of damp, lack of ventilation and poor heating	Initial report received from consultant. Way forward to be considered based upon this report.	Ops Manager to assess intake from existing air handling system. Drainage along eastern wall is a concern and needs rectifying before internal works take place. To be reviewed once heating system upgraded. Review after boiler upgrade.
Severalls allotment wall and pillars	Wall and pillars need repointing	Quotation obtained for repointing.	Works underway.
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	Year one ash works now complete. Ops Manager to cost Year 2 ash works.
Aqua Centre	Broken lamp post	Town Clerk identifying ownership in conjunction with Somerset Council/National Grid	Somerset Council have confirmed they own the post and will replace - works are with an external contractor, no date given but Clerk has chased.

**Amenities Committee: November 2023 Project and Works Report  
Part 3: Maintenance "watch list"**

<b>Amenity</b>	<b>Description</b>	<b>Status</b>
<b>Bincombe Beeches</b>	Walkabout	Mountain bike tracks being built. Groundstaff removing where possible. Monitoring.
<b>Happy Valley &amp; Severalls.</b>	Walkabout	Antisocial behaviour and motorbikes on Happy Valley being monitored. Recent graffiti to teen shelter. Monitoring in conjunction with PCSOs. Ops Manager to assess safety matting.
<b>Henhayes</b>	Compound for sports club's containers	Ongoing. Discussion with Rugby Club about refurbishing an unused container.
<b>George Reynolds Centre</b>	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. Drain down at Aquacentre not due until 2024. Recent blockage cleared.
<b>Happy Valley play area</b>	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. Grounds team monitoring sand loss. To consider future of sandpit at January Amenities.
<b>Falkland Square toilets</b>	Defective floor in pods	Ops Manager contacting Danfo for recommendations of an alternative flooring type. Maintenance contract quotes being sought.
<b>Henhayes concrete path</b>	Concrete path on far side of Henhayes is in a poor state. Trip hazard.	Wall is not in TC ownership. Path will continue to be damaged by wall debris. Would be preferable if wall was stabilised first, then patch repairs carried out to path.
<b>Tree surveys</b>	5 yearly tree surveys at open spaces	<ul style="list-style-type: none"> <li>1. Bincombe Beeches: due 2023 - actioned</li> <li>2. Townsend cemetery: due 2023 - actioned</li> <li>3. Happy Valley: due 2026</li> <li>4. Henhayes Rec Park: due 2026</li> <li>5. Barn street Rec: due 2026 - pull test agreed September Amenities - Ops Manager to arrange.</li> <li>6. St Barts Churchyard: due 2026</li> <li>7. Annual inspections of high-risk area trees: • Henhayes Lucombe oak • Henhayes Turkey oak • Barn street rec beech - actioned for 2023</li> <li>8. Severalls Gardens - actioned for 2023</li> <li>9. Bincombe allotments - actioned for 2023</li> </ul>
<b>Bincombe allotments</b>	Wall bordering allotments and path is in a poor state of repair	Back wall repairs complete. Possible patch repairs to wall adjoining slope.
<b>Henhayes play area</b>	Rubber mulch surfacing deteriorating	Possible binding solutions to slow down deterioration? Quotes prohibitively expensive. To monitor.

**Amenities Committee: November 2023 Project and Works Report**

**Part 4: Future Projects list**

<b>Amenity</b>	<b>Description</b>	<b>Comments</b>
<b>Falkland Square toilets</b>	Future use of gents toilets	Former gents toilets currently unused - possible future use needs to be identified by Councillors. Quotes being sought to level ground at rear to improve storage.
<b>Allotment sites</b>	Shortage of allotment land	Awareness of any possible opportunities which may arise to provide additional allotments. Wayford PC have capacity which is being signposted to waiting list and new applicants.
<b>GRC</b>	Solar Panels	To improve energy efficiency if budget can be found.

# TERMS OF REFERENCE AMENITIES COMMITTEE

## Composition

All twelve Town Councillors

## Authority

The Committee shall have delegated powers with the exception that it cannot override a decision previously made by the full Council. The Amenities Committee is empowered to incur expenditure where there is allocated budget provision (Standing orders).

## Frequency of Meetings

Every second month (January, March, May, July, September, November) on the first Monday except on Bank Holidays. **These meetings may be subject to change but alterations to frequency or dates will be published in advance.**

## Purpose

The Amenities Committee has the following areas of responsibility:

1. Overseeing the management and administration of all Council-owned and managed buildings, recreation grounds, open spaces, allotments, street fixtures, war memorials and the closed churchyard of St. Bartholomew's Church.
2. To monitor the condition of the children's play areas under Town Council control, in conjunction with the independent quarterly and annual inspections, and to respond accordingly to actions required in conjunction with the day-to-day management of the sites covered by the Council grounds staff.
3. To review ~~rents and other charges in the autumn of each year, to include~~ approved improvement works, planned programmed maintenance and capital expenditure for recommendation of the Policy and Resources Committee for the purpose of collating the annual budget.
4. To consider future play area provision around the town and seek support (in terms of both advice and financial assistance) from ~~SSDC~~ **Somerset Council** and other agencies.
5. To receive reports and updates from organisations leasing and maintaining Council owned property.
6. To receive reports and/or minutes from sub-committees and working parties that are developing and maintaining facilities.
7. The provision and maintenance of lighting to serve land owned by the Town Council.
8. Promoting the provision of new or expanded leisure and visitor facilities consistent with the Council's Vision Action Plan.
9. Making representations to the appropriate authority in respect of the provision and maintenance of litter bins, street cleaning, waste recycling and other related initiatives.
10. Participating in and supporting appropriate marketing initiative and economic development of the town. Making representations to the appropriate authorities in respect of visitor and tourism strategies for the **District and** County where those strategies have an impact on the town.

Last reviewed:

Amenities Committee meeting held on 20 May 2019, Minute No. 19/20 05

Amenities Committee meeting held on 13 November 2023, Minute No. XXXXX