

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 May 2024**, 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 May 2024

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.

- 53/2324** **To note apologies for absence.**
- 54/2324** **Declarations of interest** in items on the agenda.
- 55/2324** **To confirm the minutes of the Amenities Committee meeting** held on 12 February 2024.
- 56/2324** **Report from the Amenities Chair:** to receive an update report.
- 57/2324** **Chapel internal walls:** to consider quotes for repair of internal walls and porch.
- 58/2324** **Nature Trail at Bincombe Beeches:** to consider artwork for interpretation boards and leaflets at Bincombe Beeches.
- 59/2324** **To receive Matters of Report** (for information only).
- 60/2324** **Next meeting:** Monday 15 July 2024, following the Planning and Highways Committee meeting, Council Chamber, Town Hall.

Amenities Progress Report

May 2024

Town Hall / Victoria Hall	
Christmas Lighting Up	A string of the town Christmas lights need replacing – Deputy Clerk has ordered and these have been delivered. More suspension clips will be required for the additional light string – Deputy Clerk/Ops Manager. The nativity figures condition has deteriorated and they will need replacing – Deputy Clerk to cost. Brace/collar for town tree to be investigated – Deputy Clerk investigating.
Town Hall Boiler	Installation of the new Boiler and Heating system in the Town Hall COMPLETE. This included, a new wall mounted condensing boiler, fitting of a new flue, 13 replacement radiators and replacement pumps on the system. Quote for an auto fill unit will be supplied.
Town Hall Exterior Doors	To make good and re-paint all the exterior Town Hall doors and ground floor windows. Following existing colour scheme. One quote only received so far; contractor now withdrawn. Ops Manager chasing more quotes. In budget for current year.
Town Hall Alarm System	Replacement system has been agreed. Ops Manager to order/arrange dates for installation.
BT boxes	Telephone Boxes need repainting – Town Clerk has obtained confirmation from BT that they will be repainted in their 2024 work programme.
Hearing loop in Chamber	Agreed and on order. Training dates to be arranged.
Blinds in Council Chamber	Council Chamber measured 29/04/24, blinds on order, fitting dates tbc.
Victoria Hall Air Con/heating units	Require emptying and servicing – Ops Manager to action.
Victoria Hall ladies toilets	Heating and hot water – TMVs now replaced so hot water should improve. Ops Manager to arrange installation of an electric heater for the toilets.

Amenities Progress Report

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.
Grit bin	Installed and filled.
Victoria Hall kitchen	Towel rails (unused) behind door is catching peoples’ clothes. COMPLETE.
Victoria Hall landing	Window sill is flaking – Ops Manager to arrange for repainting.
Parking bay lines are faded/gone	To get quotes for repainting.
George Reynolds Centre (GRC)	
Solar Panels	Budget issue but quotes required. Clr. Steve Ashton has agreed to assess options, provide contacts.
Landlord’s inspection - (From 27 th Jun 2023)	Quotes required for moving sockets up. Dwarf wall repair COMPLETE.
Lighting upgrade to LEDs	Ops Manager to obtain quotes.
Air con units	Units need emptying (and servicing?) Ops Manager to action.
CCTV/Fire Alarm	CCTV password and access now reset. Fire alarm now added to monitoring contract – extra unit due for installation, dates tbc.
Assembly signage	Requires improvement – Ops Manager to action.
Heating system ‘zoning’	Query raised over whether alterations can be made to create heating zones – manual thermostat controls – needs plan to manage around users/seasons.
Intermittent light fault at rear of Beech Suite	Will be looked at when scaffold is in place (see below).
Flies	Quote has been received for pest treatment, will be required every year. Scaffold to be hired to clear light fittings after treatment (could also be used for fixing intermittent light while in situ). Treatment to be scheduled for autumn when temperatures drop.

Amenities Progress Report

EICR due	Booked for last week of May.
Thermostatic Mixer Valves (TMVs)	Complete.
Beech Suite door	Door is difficult to operate and must be replaced as is fire exit. Agreed to look at replacing with a steel frame unit – Quotes have been provided.
External lights vandalised	Quote obtained – awaiting approval.
Cemetery, Lodge and Chapel	
Holm Oak large split	Urgent works authorised and now complete.
Replacement gate at side of Lodge	To be reviewed pending additional vehicle decision.
Exterior Windows	Repair to two front window frames now complete. Grounds Team will repaint ground floor windows as weather improves.
Gates and railings (JBC)	Gates complete. JBC to consider railings?
Lodge roof	Tiles have slipped, contractor has been booked to come out to fix and clear vegetation at the same time.
Pointing & Guttering	Quotes need to be assessed and approval given – need refreshing as time has passed, delivered via underspend.
Turning Circle Bollards and Chains (JBC)	Complete. QE sign to be moved closer to memorial tree – Grounds Team.
Paths (JBC)	2 quotes have been received for installation of tarmac paths around the new ashes plot section and into the new burial plot section. Third quote being sought. Work has started, hopefully finished in May.
Adjacent footpath wall (JBC)	JBC has agreed a quote – Ops Manager to arrange date with contractor. Footpath closure to be arranged once dates are known.

Amenities Progress Report

Internal workshop chapel walls	<p>In budget for 24/25. Quotes deferred at April Full Council to allow contractor to include porch works, this has now been clarified and will be on May Amenities agenda.</p> <p>Priority project 2024.</p>
--------------------------------	---

Playgrounds / Allotments etc	
-------------------------------------	--

Henhayes	<p>Disabled swing and damaged wetpour now replaced. COMPLETE.</p> <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.</p> <p>Lucombe Oak fence and parking posts outside GRC: need staining, Grounds Team to action.</p>
----------	---

Happy Valley	<p>Tunnel section between towers on climbing frame COMPLETE.</p> <p>Safety matting under swings needs replacing – Ops Manager to seek quotes.</p> <p>Floodlights – New timer unit was installed and 3 out of 4 are now working. 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> <p>Timer box has been repaired and secured COMPLETE.</p> <p>Possible question mark over future of sandpit – question for Council/Amenities Committee. HV working group have asked for costs for fencing, matting and replacement play unit.</p>
--------------	--

Bincombe Allotments	<p>Wall in poor condition – possible patch repairs? Issues with conservation area and planning. May need earth to be cleared from behind. Site visit required.</p>
---------------------	---

Amenities Progress Report

Pithers Court	Clear area for fruit trees. Ops Manager/Grounds Team/Cllr. Nathan.
Bincombe Beeches	ARC to contact Somerset Wildlife Trust about future management plans. Artwork/interpretation boards pending funding application submitted January 2024 – Funding awarded, artwork for consideration on agenda. Year 2 Ash Die Back works and other outstanding works in tree survey need scheduling – OPS MANAGER PRIORITY ONGOING.
Barn Street Recreation Ground	Updated signage COMPLETE. Additional trees agreed from Somerset Council’s tree fund – Deputy Clerk to action.
Tennis Courts - Severalls	Path quotes obtained – more than earmarked reserves. How to proceed? Query over gate width for DDA compliance – Town Clerk to obtain quotes for widening gate.
Allotments	Water trough system at Severalls – all equipment purchased and trenches are being dug. Inspections – to resume following update of Allotments Policy – Deputy Clerk
Air Quality Monitor	ARC to investigate alternative locations. Renewal subscription has come through and is very high. Town Clerk to query why.

Additional Items	
Gutter Clearance	Was completed in November at the GRC, Town Hall and Cemetery Lodge. Ops Manager to schedule annually, Lodge may need more frequent cleaning.

Amenities Progress Report

<p>Tree work at all open spaces including specialist testing</p>	<p>To schedule O/S tree works.</p> <p>Agreed at February Amenities that a second opinion on the three veteran trees be sought as opposed to specialist testing – COMPLETED.</p> <p>Quote received for Sonic Topography to Barn St beech AGREED.</p>
<p>Town benches</p>	<p>Town centre benches need some attention/cleaning and clearance of surroundings in some cases –Falkland Square benches COMPLETE. Next priority benches have been identified – Grounds Team.</p>
<p>Town interpretation boards</p>	<p>Very out of date, need updating. Suggestion from Town Clerk to use incoming CIL receipts to fund refresh, possibly using same designer as for the Bincombe Boards, to give some sort of continuity.</p>
<p>PAT Testing</p>	<p>Due December 2024.</p>

Report date: 07.05.24