

Councillors are hereby summoned, and members of the public and press are invited, to attend a meeting of the **Planning and Highways Committee** to be held on **Monday 13 May 2024**, starting at 18.45 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)
Tuesday 7 May 2024

Agenda

- 117/2324** **To note apologies for absence.**
- 118/2324** **Declarations of interest** in items on the agenda.
- 119/2324** **To confirm the minutes of the previous meeting** held on Monday 22nd April 2024.
- 120/2324** **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.
- 121/2324** **To receive the Clerk's update report.**
- 122/2324** **To consider Planning Applications as per the list available on website or via Town Council office.** Please note that the Town Council is a Statutory Consultee for Planning Applications and as such does not make decisions on any application. Any recommendations and comments this Committee make will be fed into the planning process. Somerset Council is the Planning Authority and will issue the decision notices on all applications.
- 123/2324** **To receive planning decision notices from Somerset Council.**
- 124/2324** **To receive the updated Action Status Report.**
- 125/2324** **CIL Receipts:** to note existing CIL receipts have been used as agreed and to determine purpose for new tranche of receipts.
- 126/2324** **To receive a report from the Neighbourhood Plan Steering Group.**
- 127/2324** **Date of next meeting:** Monday 10th June 2024, 18.45, Council Chamber.

CREWKERNE TOWN COUNCIL
Planning and Highways Committee Meeting
Monday 13th May 2024

New Applications – Somerset Council

- 24/00735/OUT **Land Off Longstrings Lane Broadshard Road Crewkerne Somerset**
Outline application with some matters reserved for the erection of 2 No. dwellings with access and landscaping
- 24/01027/TCA **Speedwell House Abbey Street Crewkerne Somerset TA18 7HY**
Notification of intent to carry out tree surgery work to No. 1 tree within a Conservation Area
- 24/00639/FUL **Blacknell Lane Trading Estate Blacknell Lane Crewkerne Somerset TA18 7HE**
Demolish existing industrial building and erect 4 no. industrial buildings
- 24/00637/LBC **Ashlands Primary School North Street Crewkerne Somerset TA18 7AL**
Install secondary glazing to windows W001 – W004 in rooms A 004 and A 037 and amend the previously approved design for the external ramp/landing serving the approved new southern fire exit (approved in 23/00695/R13)

To receive planning decision notices from Somerset Council

- 23/02874/LBC **22 Church Path Crewkerne Somerset TA18 7HX**
Renovation and reinstatement to include some new windows, re-instated chimney stacks, repointing of stonework in lime mortar, replacement of flat roofs, cast iron gutters and downpipes to cottage.

APPROVED
- 23/02873/HOU **22 Church Path Crewkerne Somerset TA18 7HX**
Renovation and reinstatement to include some new windows, re-instated chimney stacks, repointing of stonework in lime mortar, replacement of flat roofs, cast iron gutters and downpipes to cottage.

APPROVED

Report subject	Community Infrastructure Levy (CIL) – to note levels of receipts and consider purpose.
Committee name	Planning & Highways Committee
Meeting date	13 th May 2024
Report author	Katharine Sheehan, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk

1. Purpose

- 1.1. To note levels of CIL receipts currently held and consider purpose.

2. Background information

- 2.1. Crewkerne Town Council periodically receives CIL contributions from local small-scale developments in the town.
- 2.2. These contributions must be spent within five years.
- 2.3. The Town Council must fill out annual returns to account for the receipts and whether they have been spent.

3. Detailed consideration

- 3.1. At February 2024 Planning & Highways Committee it was agreed that the existing CIL receipts held by Crewkerne Town Council be directed towards maintenance costs of the war memorial.
- 3.2. In March 2024 the conservation works to the war memorial were completed and the CIL funds used to pay the portion of the invoice not covered by grant funding.
- 3.3. This utilised all the CIL receipts held at the time.
- 3.4. Further CIL payments have now been received.
- 3.5. Crewkerne Town Council is currently holding £1072.50 in CIL receipts and an additional CIL payment is scheduled for July 2024.
- 3.6. They can be used to provide or maintain a wide range of infrastructure items. A non-exhaustive list of which is attached to this report.
- 3.7. The interpretation boards outside of Town Hall, in South Street and West Street car parks are significantly out of date and very weathered. (See photos). They refer to two websites which no longer exist.
- 3.8. Councillors may wish to direct future CIL funds to cover a refresh of the artwork, if continuity with Bincombe artwork is desired, the same artist could be used.

4. Financial implications

- 4.1. Somerset Council may recover CIL payments which remain unspent at the end of the five years.

5. Equalities considerations

- 5.1. N/A.

6. Council Action Plan objectives supported

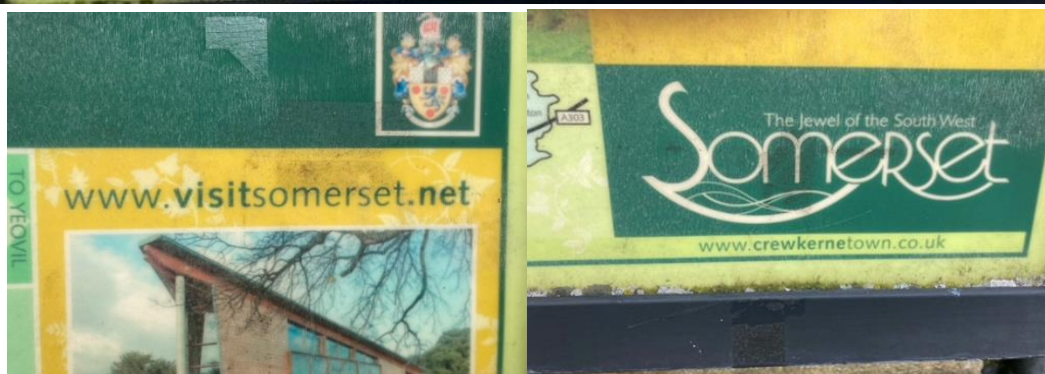
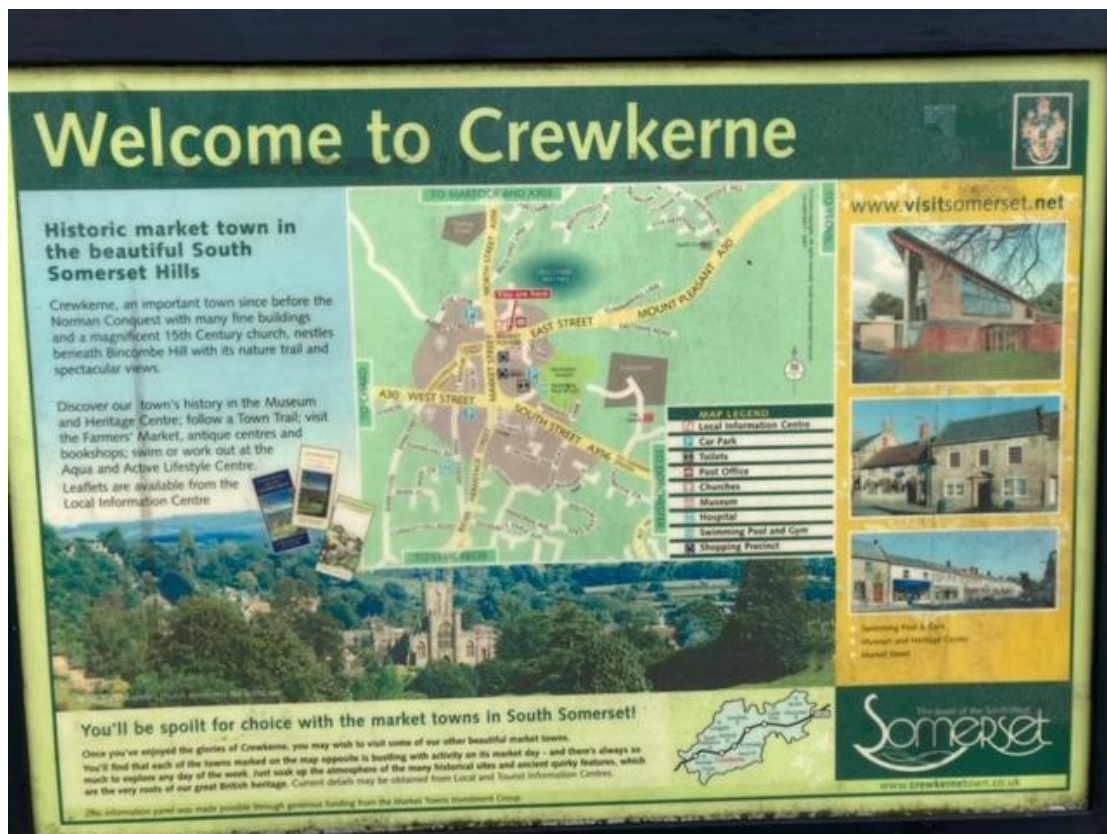
3.1 Refresh town centre interpretation boards.

7. Recommendation

7.1. It is recommended that the Committee:

- a) NOTES the level of CIL receipts, and
- b) CONSIDERS whether it wishes to update the town interpretation boards and if so, to DELEGATE necessary arrangements to the Town/Deputy Clerk.

CURRENT BOARDS:



Examples of Infrastructure items which can be provided or maintained by Parish Councils (not exhaustive)

Infrastructure Type	CIL Uses
Allotments	Provision of allotments
Burial Grounds; cemeteries and crematoria	Maintain monuments and memorials
Bins	Provision of litter bins
Bus Shelters	Provision of bus shelters
Clock	Provide public clock
Commons and Common Pastures	Inclosure, regulation and management and provision of common pasture
Conference Facilities	Provision of conference facilities
Community Centres	Provide and equip building for use of clubs (sport/social/educational); Acquire, provide and furnish community building
Crime Prevention	Spend money on crime prevention
Drainage	Deal with ponds and ditches
Highways	Repair and maintain public footpaths and bridleways Lighting for roads and public places Provide parking places for vehicles, bikes, and motorbikes Provide roadside seats and shelters Provide certain traffic signs and other notices Plant trees and maintain roadside verges Traffic calming – powers to contribute financially to such schemes
Open Space	Acquire and maintain land for open spaces
Public Buildings and Village Hall	Acquire and provide buildings for public meetings and assemblies
Public Toilets	Provide public toilets (does not include employee wages)
Recreation	Acquire land for recreation grounds; public walks; pleasure grounds, manage and control them. Provision of boating pools
War Memorials	Maintain, repair, protect and adopt war memorials

	Subject	Action	Status	Responsibility	Status
Jul-20	Millers Garage	To keep on matrix with regular updates	To keep on matrix with regular updates. Jul 23: Awaiting information from Commercial Property Land Development Manager at Somerset Council. Aug 23: awaiting planning application to be submitted Feb 24: Application expected end of Feb	Clerk/Deputy Clerk	Ongoing
Nov-20	Ongoing issues with many gullies in the town	Deputy Clerk is putting together a spreadsheet of problems.	Nov 22: Ongoing contact with Highways. Budget spent, however clearance can be organised for urgent jobs. May23. To be readdressed in upcoming site meeting with Somerset Council in June. Yearly jet washing will take place, awaiting schedule Dec 23: Jet washing completed in May and October	Deputy Clerk/Highways	Ongoing
Dec-20	Diversion of Henley footpath railway crossing proposed by Network Rail and associated with the planning approval for a development on land at the top of Kithill.	Following a presentation from Network Rail, it was agreed to organise a site meeting to allow NR representatives to understand the Town Council's concerns.	Sept 22: Contact made with SSDC Planning regarding this pre condition and request for update. Apr23: Noted, correspondence received from Network Rail regarding a proposed diversion application. Further information due from Network Rail. May23: update received with 2 diversion potential routes. Somerset Council to do site visit. Crossing lies within West Crewkerne Parish so only comment from neighbouring Parish	Network Rail/SCC Footpaths officer. NMA refused Jan 23.	Ongoing
Feb-21	Pavement Survey	Cllr. Kathy Head to work with Cllr. Woodland to organise a survey of the town's pavements	May23. Cllr Head to prepare and report later in 2023 April 24: Cllr. Head advises this is delayed until Sept due to the roadworks on South Street	Kathy Head	Ongoing
Aug-21	Wall adjacent to Gouldsbrook Terrace crumbled leaving debris on the pavement.	The Deputy Clerk was asked to investigate ownership of the wall and send a letter to the owner to request that the wall was made safe	Feb 23: Highways confirm they have had difficulty communicating with landowner about the repairs needed. June 23: Highways confirm no progress made as landowner not responding. Nov 23: Discussed with Highways – no more they	Highways	Ongoing

			can do as privately owned Jan 24: Deputy Clerk to investigate if the wall can be repaired and recharged to the homeowner Feb 24: SC do not have the money or resources to do this March 24: More of the wall has fallen		
Oct 22	Diseased tree on Market Street	Agreed to replace it but queried £300 licence fee	Town Clerk has submitted planting proposal to Highways but not yet received confirmation. Sept 23: chased. Oct 23: Trees could do with pruning	Town Clerk	Ongoing
Dec 22	Faded road markings – zebra crossing outside Waitrose/Library also junction of Wynnstay with North Street.	Responsibility – SC? Responsibility – Private ownership?	SC to refurbish car park markings South Street – date to be confirmed. Mark ups in car park Sept 23 – Somerset Council seeking quotations for lines Oct 23. March 24: Deputy Clerk to chase	Town Clerk	Ongoing
Mar 23	Overflowing bins	Clerk to contact Streetscene about collection schedule.	Deputy Clerk has requested a collection schedule be confirmed. July 23: further request for schedule. Sept 23 request for schedule requested again. Nov 23 No schedule provided, Deputy Clerk to report all overflowing bins to Streetscene Dec 23 SC have installed a new co mingle bin on Kithill Jan 24: Deputy Clerk to compile a spreadsheet of complaints Jan-March 24: No complaints April 24: x5 complaints received – all within a few days	Town/Deputy Clerk	Ongoing
Apr 23	Loose/uneven paving slabs Church Steps	Reported to Somerset Council via email	Dangerous uneven slabs, damage to stone. May23: chased again, no response. Add to Highways meeting June 23. June 23: Highways investigating who is responsible for works. Responsibility for broken step also being investigated. July 23: ongoing investigation by Highways and RoW on responsibility. Oct 23: Outer path around the church needs sweeping. Nov 23: With SC's Conservation Manager March 24: They	Deputy Clerk	Ongoing

			will inspect in the new financial year and will repair budget depending		
Jun 23	Dropped Kerbs	Report sent to Highways for consideration	Report submitted by Space4Crewkerne about dropped kerbs in town. Discussed at Highways meeting. July 23: report sent to Highways. Aug 23: response received stating it has been passed to the SIS team for assessment. Nov 23: Highways have been asked for a cost, they suggested to get quotes from external contractors	Deputy Clerk	Ongoing
Jun 23	Mobility Scooter Access	Request for steps to be changed to allow mobility scooter area in Severalls/Southmead Crescent area passed to Highways	July 23: Information sent to Highways to consider. Aug 23: response received stating it has been passed to the SIS team for assessment	Deputy Clerk	Ongoing
Jul 23	State of the pavements in Middle Path – near surgery raised ironwork caused a resident to trip and fall.	Reported to Councillor Surgery July 2023	Reported to Highways, add to next Highways Meeting	Deputy Clerk	Ongoing
Jul 23	Possibility of a pedestrian crossing on South Street near the Methodist Church.	Reported to Councillor Surgery July 2023	Oct 23: Monitor all pedestrian crossings for condition and yellow box junctions on South Street to be refreshed. Nov 23 road markings will be refreshed in April, no budget for any additional crossings	Deputy Clerk	Ongoing
Sept 23	High walls around Rose Lane deteriorating – debris over road	Reported to Highways	Nov 23 This has been reported to Ian at Streetscene April 24: With the service provider to survey and repair	Deputy Clerk	Ongoing
Nov 23	Missing 'No Entry' sign at the junction of Market Street, West Street and Hermitage Street after some recent work	Reported to Highways Nov 23	Nov 23: Lines will be repainted	Deputy Clerk	Ongoing