

Councillors are hereby summoned, and members of the public and press are invited, to attend a meeting of the **Full Council** to be held on **Monday 8 December 2025**, starting at 18.45, in the Council Chamber, Town Hall, Market Square, Crewkerne for the purpose of transacting the business outlined on the agenda below.

Notes:

- The recording of the meeting will be uploaded for members of the public who wish to view it via the following link: <https://www.youtube.com/channel/UCTA9K-7L4Onjcli2Gtz7tCg>.
- Members of the public requiring assistance or reasonable adjustments to aid their attendance at council meetings are asked to contact the Council Offices in advance using the above contact details. Documents are available in large print by request.
- Recording of meetings is permitted under the Openness of Local Government Bodies Regulations 2014; please refer to the Council's Policy on Audio/Visual Recording & Photography at Meetings (<Recording-Meetings-policy-Feb-2022.pdf> (crewkerne-tc.gov.uk)).
- Public participation is welcome during the allocated Public Open Forum session, please refer to Section 3 of the Council's Standing Orders (<Standing-Orders-May-2024.pdf> (crewkerne-tc.gov.uk)).

Gemma Hughes, Town Clerk (signed on original)

2 December 2025

Agenda

082/2526 To receive and approve apologies for absence.
a. To record members present:
Schedule 12 of the Local Government Act 1972 requires:

- a record be kept of the members in attendance.
- this record forms part of the minutes of the meeting.
- Members who are unable attend a meeting should tender apologies in advance to the Town Clerk and the grounds for apologies tendered will also be recorded.

b. To approve any apologies for absence:
Section 85(1) of the Local Government Act 1972 requires:

- Members present to decide if the reason(s) for a member's absence are acceptable.

083/2526 To receive declarations of pecuniary or personal interests in items on the agenda and any dispensations.
The Localism Act 2011 and the Council's Code of Conduct requires:

- Members to declare any interests not currently recorded in the Member's Register of Interests or not notified to the Monitoring Officer of it.
- Requests for Dispensations should be made in writing to the Clerk in advance of the meeting.

084/2526 To approve the minutes of the Town Council meeting held on 27 October 2025.

085/2526 Public Open Forum: Questions may be put to the Council 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. The Mayor reserves the right to vary or extend these time limits.

086/2526 **To receive reports from:**
a) Somerset Council.
b) Crewkerne & Ilminster Local Community Network.
c) Crewkerne Neighbourhood Policing Team.

087/2526 **Clerk's progress report:** to receive a verbal update report (for information only).

088/2526 **Finance & Procedure:**
a) To approve the accounts for payment for October 2025 as listed.
b) To report the bank reconciliation for October 2025 have been completed.
c) To note the monthly accounts for the War Memorial Commemoration Trust have been checked.
d) To receive the internal audit report and note the recommendations.

089/2526 **To consider new Planning Applications.**
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.

090/2526 **To receive planning and appeal decision notices from Somerset Council.**

091/2526 **Yeovil Crime Reduction** – To consider a proposal for a Littoralis Disk platform subscription

092/2526 **Town Hall Roof and Gutters** – To consider quotations for works

093/2526 **Crewkerne Hospital** – To receive a verbal update from Councillor Head

094/2526 **Digital Newsletter** – To approve the first edition

095/2526 **Licensing Application** – To consider whether to submit a representation

096/2526 **Screen Somerset Filming Enquiry:** To consider a request to include the Town Hall in its directory of film-friendly locations.

097/2526 **Councillors Surgeries** – To note dates and identify councillor support for surgeries in 2026.

098/2526 **To receive the following minutes:**
a) Reports from Town Council representatives to outside bodies
b) Planning and Highways Committee: 13 October 2025
c) Joint Burial Committee: 3 June 2025
d) Youth Service Steering Group: 27 August 2025
e) Bincombe Beeches Working Group: 1 July 2025 and 26 August 2025
f) Happy Valley Working Group: 31 March 2025

099/2526 **To receive Matters of Report** (verbal reports for information only).

100/2526 **Next meeting:** Monday 26 January 2025, 18.45, Council Chamber, Town Hall.

CREWKERNE TOWN COUNCIL
Full Council Meeting
Monday 8th December 2025

New Applications – Somerset Council

25/02852/DOC1 **Southern Phase Of Crewkerne Key Site Off Station Road Crewkerne Somerset**
Discharge of Condition no 16 (Bat and Artificial Lighting) of planning application
24/02059/FUL

25/02870/TCA **Wyvern Court East Street Crewkerne Somerset TA18 7DE**
Application to re-pollard No. 3 Rowan trees back to previous cut points within a
Conservation Area.

To receive planning and appeal decision notices from Somerset Council

Appeal Decisions (see Appendix A):

Appeal Ref: APP/E3335/W/24/3357969
Land South of Kithill, Crewkerne, Somerset TA18 8HJ
Decision: The appeal is allowed and the reserved matters are approved, namely the Appearance, Landscaping, Layout and Scale details submitted in pursuance of condition No 1 attached to planning permission Ref 18/01737/OUT dated 17 June 2020 (Appeal Ref APP/R3325/W/19/3240967), in accordance with the terms of the application Ref 23/01295/REM, subject to the conditions in the attached schedule.

Planning Decisions:

25/02401/TPO **Merefield House 17 East Street Crewkerne Somerset TA18 7AG**
Application to carry out Tree Surgery Works to No. 1 Tree as shown within the South Somerset District Council (CREW 1) 1993 Tree Preservation Order.
AMENDED SPECIFICATION 02/10/25: T1 YEW - Reduce in garden side by up to 1-1.5M.
T1 - Yew - Reduce in garden side to allow more light into garden.
APPROVED

24/00639/FUL **Blacknell Lane Trading Estate Blacknell Lane Crewkerne Somerset TA18 7HE**
Demolition of existing building and erection of 3no. industrial buildings (Revised Plans)
APPROVED

25/02795/NMA **Land South Of Kithill Crewkerne Somerset**
Non-Material Amendment to approved Application 18/01737/OUT to make changes to the wording of Condition 19.
REFUSED

25/02521/TCA **The Old Bakery Bincombe Lane Crewkerne Somerset TA18 7LY**
Notification of intent to Fell No. 1 Tree and carry out Tree surgery works to No. 2 Trees within a Conservation Area. 1) Remove ONE ASH tree which has ASH DIEBACK and is dead. Tree approx. 30 feet tall. Spruce tree already planted (6 foot tall) to fill the gap. 2) Pollard several branches of second ASH which so far remains largely healthy. 3) Pollard ONE MAPLE at crown has squirrel damage and is dead. Remove approx. 15 foot of tree and pollard/shape remainder of the healthy tree.
DECIDED

Category	Number of offences										
	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Violence against the person	21	35	18	31	23	17	15	25	37	24	39
Thefts	8	12	3	16	17	19	13	10	16	25	9
Arson and Criminal Damage	4	7	4	4	5	11	5	5	9	4	8
Public Order Offences	7	7	10	8	9	7	8	8	5	8	6
Burglary	2	1	4	2	2	1	6	1	2	4	2
Sexual offences	1	4	3	5	5	2	4	2	2	3	4
Vehicle offences	1	0	2	3	0	0	0	3	1	1	3
Antisocial Behaviour	34	37	38	38	31	38	39	43	38	36	46
Misc. Crimes against Society	0	2	1	2	2	5	4	1	0	4	2
Fraud	0	1	0	0	0	0	0	0	2	1	0
Robbery	0	0	1	2	1	0	1	0	0	2	1
Possession of weapons	0	0	1	0	0	1	0	0	0	1	0
Drug offences	0	0	0	0	1	0	2	1	0	1	0

ACCOUNTS FOR PAYMENT - 31st October 2025

Checked by:

Date:

Payment Ref	Gross	Vat	Net	Payee	Description
DD31	£21.60	£3.60	£18.00	Iris Business Software Ltd	Staffology - September 25
DD20	£309.00	£0.00	£309.00	Somerset Council	Rates - Cemetery Chapel & Workshop - Oct 25
DD55	£511.00	£0.00	£511.00	Somerset Council	Rates - Lodge Office - Oct 25
DD59	£649.00	£0.00	£649.00	Somerset Council	Rates - GRC - Oct 25
DD2	£1,360.00	£0.00	£1,360.00	Somerset Council	Rates - Town Hall & Victoria Hall - Oct 25
OP Oct 32	£1,500.00	£0.00	£1,500.00	Gutta Sucka South West	Gutter Cleaning - Town Hall/Victoria Hall/Lodge/Chapel & Workshop/GRC & Public Toilets
DD21	£19.49	£0.93	£18.56	British Gas Business	Streetlights and Floodlights - Happy Valley. 22/08-22/09/25
DD 17a	£25.64	£1.22	£24.42	Edf Energy 1 Ltd	Happy Valley Streetlighting 01/07-31/07/25
DD 17a	£25.64	£1.22	£24.42	Edf Energy 1 Ltd	Happy Valley Streetlighting - 01/08-31/08/25
DD46	£159.60	£26.60	£133.00	Somerset Web Services Ltd	Email hosting - October 25
DD49	£138.31	£23.05	£115.26	The Business	Fuel Charges - Sept 25
DD23	£239.76	£11.42	£228.34	British Gas Business	Town Hall. Electricity - 20/08 - 20/09/2025
DD6	£74.33	£12.39	£61.94	Phs Group Plc	Sanitary Disposal - Cemetery Lodge - 13/10/25 - 12/04/26
DD6	£241.56	£40.26	£201.30	Phs Group Plc	Sanitary Disposal - Town Hall - 13/10/25 - 12/04/26
DD6	£466.20	£77.70	£388.50	Phs Group Plc	Public Toilets - Hygiene/Sanitary/Sharps Disposal - 13/10/25 - 12/04/26
DD6	£1,207.84	£201.31	£1,006.53	Phs Group Plc	GRC - Sanitary Disposal - 13/10/25 - 12/04/26
OP Oct 31	-£40.52	£0.00	-£40.52	James Hallam Ltd	Refund of Insurance Premium - CREDIT
OP Oct 05	£145.84	£24.31	£121.53	Boilerman Ltd	Repair to toilet in Town Hall
OP Oct 06	£177.48	£29.58	£147.90	Elswoods	Refuse Sacks and Nitrile Gloves
OP Oct 07	£438.00	£0.00	£438.00	Footprintz	Summer 25 Newsletter
OP Oct 08	£1,328.00	£0.00	£1,328.00	M C Commercial Cleaning	Cleaning September 2025
OP Oct 08	£547.50	£0.00	£547.50	M C Commercial Cleaning	GRC Cleaning September 2025
OP Oct 09	£34.31	£0.00	£34.31	Martin-Hamblin, Pamela	Expenses
OP Oct 10	£174.00	£29.00	£145.00	S L C C - CILCA Management	Cemetery Legal Compliance Training - GH (Feb 2026)
OP Oct 11	£3,186.14	£531.02	£2,655.12	Somerset Council	Collection & disposal of street cleaning waste 01/07-30/09/25
OP Oct 12	£2,205.20	£367.53	£1,837.67	Sovereign Fire & Security	CCTV - Replacement Camera
OP Oct 13	£557.28	£92.88	£464.40	Festive Lighting Company	Christmas Lights
Op Oct 14	£140.00	£0.00	£140.00	We Clean Windows Ltd	GRC Window Cleaning - September 25
OP Oct 15	£3,225.40	£0.00	£3,225.40	HM Revenue & Customs	Tax & NI Contributions - Sept 25
OP Oct 16	£3,586.03	£0.00	£3,586.03	SCC Pension Fund	Pension Contributions - Sept 25
OP Oct 33	£1,791.25	£0.00	£1,791.25	Active Learning & Skills	Provision of Youth Service - Sept 25
DD42	£15.06	£0.72	£14.34	British Gas Business	Electricity Cemetery Chapel & Workshop 30/8 - 28/9/25
DD13	£1,853.23	£0.00	£1,853.23	Aviva Credit Services UK Ltd	Insurance - Oct 25
OP Oct 25	£12.85	£0.00	£12.85	Goddard, A	Expenses
OP Oct 23	£1,116.00	£186.00	£930.00	Fern Garden Tree Services	Cemetery Grass Cutting - Sept 25
OP Oct 23	£1,800.00	£300.00	£1,500.00	Fern Garden Tree Services	Bincome - Bailing
OP Oct 29	£240.00	£40.00	£200.00	Heatwave Mechanical Services	Boiler Service
OP Oct 26	£84.18	£0.00	£84.18	James Hardware	Sundries
OP Oct 03	£40.00	£6.67	£33.33	M&J Bowers	Document Destruction
OP Oct 22	£15.00	£0.00	£15.00	Clarke, A M	Refund of Xmas Market Fee
OP Oct 20	£48.24	£0.00	£48.24	Hewitt, P	Provision of advice
OP Oct 19	£5,574.40	£929.07	£4,645.33	Relay Electrical Services	Happy Valley Floodlight works
OP Oct 04	£1,800.00	£300.00	£1,500.00	Rubicon Industries Ltd	Skate Jam Coaching
OP Oct 24	£39.40	£6.59	£32.81	Wynnstay	Bungee Straps / dustpan & Spare Wheel
DD57	£269.75	£44.96	£224.79	British Telecom	Telephone & broadband GRC/Lodge office Oct 25
DD33 C.Card	£165.00	£27.50	£137.50	Somerset Council	Car Park Season Ticket
DD33 C Card	£17.92	£2.99	£14.93	Mailchimp	Digital Newsletter - Sept 25
DD33 C.Card	£89.13	£14.86	£74.27	Amazon Marketplace	Ink Cartridges
DD33 C.Card	£4.49	£0.75	£3.74	Amazon Marketplace	Parcel Tape
DD33 C.Card	£38.98	£6.50	£32.48	Amazon Marketplace	Ink Cartridge
DD33 C.Card	£34.84	£5.81	£29.03	Etsy.Com	Halloween Flag
DD33 C.Card	£36.77	£6.13	£30.64	Amazon Marketplace	Ink Cartridge
DD33 C.Card	£40.00	£0.00	£40.00	Lloyds Bank	Credit Card Annual Charge (GH)
DD33 C.Card	£29.43	£0.89	£28.54	Lidl	Civic Event Refreshments
DD33 C.Card	-£13.92	£0.00	-£13.92	Amazon Marketplace	Refund of items not delivered
DD27	£619.22	£103.20	£516.02	E. O N	Electricity - Victoria Hall - Sept 25
CHQ	£55.00	£0.00	£55.00	DVLA	New Vehicle Registration Fee (Ferris IS2600Z)
OP Oct 21	£500.00	£0.00	£500.00	Craner, D	Provision of Town Crier Services
DD9	£71.33	£11.89	£59.44	Southern Communications	Mobile Phone Charges - Oct 25

Signed:..... Date:.....

ACCOUNTS FOR PAYMENT - 31st October 2025

Checked by:

Date:

DD52	£318.58	£53.10	£265.48	Gamma Business Communications Ltd	Telephone & Broadband - Oct 25
DD59	£1,073.94	£178.99	£894.95	British Gas Business	Electricity - GRC - Sept 25
DD44	£546.13	£0.00	£546.13	Everflow Ltd	Water Rates - Oct 25
DD17c	£21.83	£1.04	£20.79	Edf Energy 1 Ltd	Electricity - Middle Path - Sept 25
DD17a	£39.21	£1.87	£37.34	Edf Energy 1 Ltd	Happy Valley Streetlights - Sept 25
DD17b	£21.85	£1.04	£20.81	Edf Energy 1 Ltd	Electricity - Henhayes Streetlights - Sept 25
DD8	£31.63	£1.51	£30.12	British Gas Business	Electricity Lodge Office - 11/8-11/10/25
DD60	£173.71	£8.27	£165.44	British Gas Business	Gas Lodge Office 11/8-11/10/25
DD43	£19.11	£0.00	£19.11	Lloyds Bank	Bank Charges 10.08.25 to 09.09.25
OP Oct 30	£88.80	£14.80	£74.00	Parker Bell	Calibration of PAT Tester
OP Oct 27	£114.00	£19.00	£95.00	Sovereign Fire & Security	GRC Intruder/Fire alarm/CCTV maintenance Nov 25
OP Oct 02	£432.00	£72.00	£360.00	Elliott Environmental Services Ltd	Victoria Hall AC Unit Service
OP Oct 28	£195.95	£32.65	£163.30	Bradfords	Building Sundries
OP Oct 34	£508.06	£84.68	£423.38	Sovereign Fire & Security	Replacement Fire Extinguishers - Town Hall
OP Oct 35	£27.60	£4.60	£23.00	Bobs Tyres Ltd	Puncture Repair - Ride on Mower
OP Oct 01	£144.00	£24.00	£120.00	Paperchase Recycling	GRC/Cemetery Waste Collection 01/09-28/09/25
OP OCT 36	£18.20	£0.00	£18.20	Crewkerne Heritage Centre	Museum Items for LIC
OP Oct 48	£21.50	£0.00	£21.50	Scrivens, Roy	Expenses Reimbursement
OP Oct 49	£31.86	£5.31	£26.55	Elswoods	Blue Ceterfeed Rolls & Disinfectant for Grounds Van
OP Oct 47	£180.00	£0.00	£180.00	Somerset Council	GRC Annual Premises Licence
OP Oct 42	£5.00	£0.00	£5.00	Strawson, Michelah	Refund of Xmas Market Fee
OP Oct 41	£22.98	£3.83	£19.15	Tayplay Ltd	T Connectors for repairs to Henhayes Playground
OP Oct 18	£284.50	£37.90	£246.60	The Business Supplies Group	Postage Stamps and Office Supplies
OP Oct 40	£53.91	£0.00	£53.91	Martin-Hamblin, Pamela	Expenses
OP Oct 38	£177.52	£0.00	£177.52	Cross, A	Expenses
OP Oct 39	£222.95	£0.00	£222.95	Hughes, G	Expenses
OP Oct 50	£1,300.00	£0.00	£1,300.00	Last, KJ	Refund of burial plot fee
OP Oct 17	£148.80	£24.80	£124.00	Yarcombe Woodland Products Ltd	Shovel, Sleeper (4) and Postmix
DD22	£8.60	£0.41	£8.19	British Gas Business	Victoria Hall. Gas - 16/09-16/10/25
	£14,550.33		£14,550.33	Salaries	45931
Total	£59,823.73	£4,038.35	£55,785.38		

Signed:..... Date:.....

	CREWKERNE TOWN COUNCIL BANK RECONCILIATION AS AT 31/10/2025		
	Cash in Hand 01/04/2025		£451,622.97
	ADD		£753,288.91
	Receipts 01/04/2025 - 31/10/2025		
	SUBTRACT		£417,398.11
	Payments 01/04/2025 - 31/10/2025		
A	CASH IN HAND 31/10/2025 (per Cash Book)		£787,513.77
	Cash in Hand per Bank Statements 31/10/2025		
	LLOYDS - Business Call Account	£546,337.79	
	LLOYDS - Current Account	£50,000.00	
	LLOYDS - Burial Account	£91,175.98	
	CCLA - Public Sector Deposit Fund	£100,000.00	
			£787,513.77
	Less unpresented cheques		
			£0.00
	Plus unpresented receipts		
B	ADJUSTED BANK BALANCE		£787,513.77
	A = B Checks out OK		
	Town Clerk:		
	Date:		
	Checked by:		
	Date:		

	CREWKERNE TOWN COUNCIL WAR MEMORIAL COMMEMORATION TRUST RECREATION GROUND BANK RECONCILIATION AS AT 31/10/2025		
	Cash in Hand 01/04/2025		£2,079.23
	ADD		£4,715.64
	Receipts 01/04/2025 - 31/10/2025		
	SUBTRACT		£59.50
	Payments 01/04/2025 - 31/10/2025		
A	CASH IN HAND 31/10/2025 (per Cash Book)		£6,735.37
	Cash in Hand per Bank Statements 31/10/2025		
	LLOYDS - Instant Access Account	£2,690.37	
	LLOYDS - Current Account	£4,045.00	
	Less unpresented cheques		£6,735.37
			£0.00
	Plus unpresented receipts		
B	ADJUSTED BANK BALANCE		£6,735.37
	A = B Checks out OK		
	Town Clerk:		
	Date:		
	Checked by:		
	Date:		

FINAL

Internal audit report 2025/26

Visit 1 of 2

CREWKERNE TOWN COUNCIL

Date: 20th November 2025

Report author: R Darkin-Miller
Email: r.darkin@darkinmiller.co.uk

Introduction

This report contains a note of the audit recommendations made to Crewkerne Town Council following the carrying out of internal audit testing on site on the 18th November 2025.

The audit work has been carried out in accordance with Appendix 9 of the 2014 'Governance and Accountability for Local Councils: A Practitioners', as supplemented by the requirements of later AGARs.

An internal audit covers the review of the operation of the Council's internal control environment. It is not designed to review and give full assurance over every transaction carried out by the Council. Instead it enables the auditor, following the sample testing of a number of different types of transaction, to give an opinion as to whether or not the control objectives are being achieved across a range of financial and governance systems.

Audit Opinion

As this audit report is an interim one, no audit opinion is offered at this stage.

The report issued after the final visit for 2025/26 (which will be in May or June 2026) will contain the audit opinion.

The following areas were reviewed during this audit visit:

1. Proper Book-keeping
2. Payments
3. Risk Management
4. Petty Cash (confirmed n/a)
5. Payroll
6. Exemption (confirmed not covered)
7. Public Rights
8. Publication

Audit Recommendations

Recommendations made during the audit are shown in appendix one to this report. Recommendations are graded as follows:

Rating	Significance
High	Either a critical business risk is not being adequately addressed or there is substantial non-conformity with regulations and accepted standards.
Medium	Either a key business risk is not being adequately addressed or there is a degree of non-conformity with regulations and accepted standards.
Low	Either minor non-conformity with procedure or opportunity to improve working practices further.

The number of recommendations made at this audit visit and their priority are summarised in the following table:

Rating	Number
High	0
Medium	4
Low	3
TOTAL	7

I would like to thank Gemma Hughes, Town Clerk and Responsible Finance Officer; and Pamela Martin-Hamblin, Finance Officer for their assistance during this audit.

Darkin Miller ~ Chartered Accountants
2025/26 INTERNAL AUDIT OF CREWERNE TOWN COUNCIL
FINAL REPORT VISIT 1 OF 2: 20th NOVEMBER 2025

Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Priority (Low/ Medium/ High)	Management Response	Responsible Officer	Due Date
2.1 – Ensure correct tax point used for invoices and receipts	<p>I checked to see that a sample of payments was correctly coded. I found that all were correctly coded in terms of the expenditure heading, but noted that 1/10 (relating to Lodge repairs) was dated 31/03/25. The related invoice was dated 04/04/25. This meant the expenditure was shown as part of the closing creditors for 24/25 instead of accruals and was included in the VAT return with the wrong tax point. As the related VAT was reclaimed as part of the April 2025 VAT return this is a technical error.</p> <p>I recommend that the correct tax point is used when expenditure is entered onto the finance system. Where expenditure has been incurred but not invoiced during the financial year, the net due should be accrued in the accounts at the year-end. This will ensure that the Council matches expenditure to the correct period but does not end up reclaiming VAT in advance of the tax point.</p>	M	The Council will reinforce the requirement to use the invoice tax point when entering expenditure. Year-end procedures will be updated to ensure that uninvited expenditure is accrued correctly and VAT is not reclaimed in advance of the tax point.	Finance Officer	31 January 2026
2.2 – Ensure RFO in place	I checked to see that a Responsible Finance Office had been appointed with specific duties. I noted that the new Town Clerk was appointed on 08/09/25 as Clerk and RFO, and that the related job description notes the specific duties. However, the previous Clerk left in June	M	A formal arrangement will be considered to ensure continuous RFO cover. The scheme of delegation and	Town Clerk/RFO	31 March 2026

	<p>2025 and in the interim period the Deputy Town Clerk was acting as Clerk and RFO but on an informal basis.</p> <p>I recommend that the Council ensures that the RFO is covered in the event of the Clerk's retirement or resignation and that it considers whether to appoint a Deputy RFO to provide cover in the event of the RFO's unexpected absence.</p>		staff structure will be updated accordingly.		
3.1 – Ensure all minutes online and make amendments where required	<p>I checked to see that there was no unusual financial activity in the minutes. I found no such activity but did note:</p> <ol style="list-style-type: none"> 1. The minutes of the Amenities Committee of 12/05/25 and the Trust of 23/06/25 were not online. 2. The signed minutes of the Planning & Highways Committee meeting of 13/10/25 were headed up 13th September 2025. 3. The header of minute 4 of the Staffing Sub-Committee of 20/06/25 refers to the minutes of 15/04/25 but the body text appears to refer to the minutes of 12th April and September. 4. Minute 179d of the Council meeting of 28/04/25 notes that grant funding was agreed but does not set out the value. Minutes should clearly record the amount of funding agreed by Council. 5. Minute 26 of the Council meeting of 28/07/25 dealt with the approval of the minutes of the prior meeting. The header refers incorrectly to 19/05/25 but the minute body refers to 23/06/25. <p>I recommend that the missing minutes are placed</p>	L	<p>All missing minutes have already been uploaded. The listed minutes will be checked and corrected where required, including amendments to headings, date references and the grant amount at minute 179d. A full internal review of minute publication procedures will be completed to prevent any reoccurrence.</p>	Town Clerk	28 February 2026

	online, that an amendment is made to the P&H minutes of 13/10/25 and Council minutes of 28/07/25, that minute 4 of the Staffing Sub-Committee of 20/06/25 is reviewed and amended if required and that minute 179d of the Council meeting of 28/04/25 is amended to note the value of the grant agreed in order to ensure that the Council has a complete record of approved business and decisions.				
3.2 – Check insurance cover remains appropriate	<p>I checked to see that insurance cover year on year was appropriate and adequate. I noted that the Council does not have cover for personal accident/travel in its 25/26 policy. My working papers indicate that such cover was held in previous years.</p> <p>I recommend that the Council checks that the cover remains appropriate.</p>	L	The Council will review its current insurance schedule to confirm whether personal accident/travel cover is required, and obtain quotes if reinstatement is appropriate. Any changes will be reported to the relevant committee.	Town Clerk	31 March 2026
7.1 – Check pro-rata pay calculations for two employees	<p>I checked to see that the salaries for a sample month agreed with those approved by Council. I found that during the sample month, one member of staff left part way through the month and another was appointed to a new role with a change in salary and hours. I was not able to prove the calculations to support the pro-rata payments, and the member of staff who prepared the payments has since left the Council.</p> <p>I recommend that the Finance Officer retrospectively</p>	M	Retrospective calculations will be completed to confirm the accuracy of pro-rata payments for the relevant month. Any discrepancy identified will be corrected through payroll.	Finance Officer	31 January 2026

	proves that the amounts paid for the month were correct.				
7.2 – Ensure staff costs excludes non-staff payments	<p>I checked to see that payments and deductions were correctly coded and suspense accounts promptly cleared. I found that the Council does not use suspense accounts. The payments for the sample month were correctly coded, but I noted that a payment made to the Town Crier had been included in the salaries code in error. The Practitioners' Guide requires that only payments made to employees are included in the salaries line.</p> <p>I recommend that the Town Crier payment is recoded in order to ensure that staff costs complies with the Practitioners' Guide.</p>	M	The Town Crier payment will be recoded to the appropriate non-staff expenditure code	Finance Officer	31 December 2025
7.3 – Check employee pension contribution rate and confirm if holiday pay is pensionable	<p>I checked to see that pension contributions had been correctly calculated and paid over. I found that the majority of rates appeared to be correct, but noted that one employee appeared to be on too low a rate following a change in pay and hours. I found that the contribution for a member of staff who left in the sample month did not include the payment for annual leave.</p> <p>I recommend that the Council checks whether the remaining employee's contribution rate should be updated in the year to reflect the new salary, and checks with the pension scheme provider to confirm whether or not holiday pay is pensionable and, if so, how the matter could be rectified if appropriate.</p>	L	Pension contribution rates will be reviewed for the relevant employee and adjusted if necessary. The pension fund will be contacted to confirm whether holiday pay for the leaver should have been pensionable, and corrective action will be taken if required.	Finance Officer	31 March 2026

<p>14.1 – Ensure evidence taken to prove unaudited AGAR remained published during public rights period</p>	<p>I checked to see that the Council had complied with the publication requirements. I found evidence that all publications required had been properly published within deadlines, but was unable to prove that the unaudited AGAR had remained published until at least one day after the end of the public rights period. All of the evidence indicates that the Council complied, but as I cannot prove it I have noted that compliance with this test is 'not covered.'</p> <p>I recommend that a screenshot is taken of the unaudited AGAR in situ on the Council's website on the day that it is removed, in order to prove that it remained published for the duration of the public rights period. Note that this recommendation was also made in the 24/25 audit.</p>	<p>M</p>	<p>A procedure will be implemented requiring a screenshot to be taken on the day the unaudited AGAR is removed, evidencing that it remained published for the full public rights period. This will be embedded in the Council's annual AGAR timetable.</p>	<p>Town Clerk/RFO</p>	<p>Next AGAR cycle (June 2026)</p>
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Appeal Decision

Site visit made on 24 September 2025

by M Bale BA (Hons) MA MRTPI

an Inspector appointed by the Secretary of State

Decision date: 21st November 2025

Appeal Ref: APP/E3335/W/24/3357969

Land South of Kithill, Crewkerne, Somerset TA18 8HJ

- The appeal is made under section 78 of the Town and Country Planning Act 1990 (as amended) against a refusal to grant consent, agreement or approval to details required by a condition of an outline planning permission.
- The appeal is made by Tilia Homes Limited against the decision of Somerset Council.
- The application Ref 23/01295/REM sought approval of details pursuant to condition No 1 of planning permission Ref 18/01737/OUT, granted on 17 June 2020 (Appeal Ref APP/R3325/W/19/3240967).
- The application was refused by notice dated 10 July 2024.
- The development proposed is the residential development of up to 150 dwellings, public open space, landscaping and associated works with access from Lang Road.
- The details for which approval is sought are: Appearance, Landscaping, Layout and Scale.

Decision

1. The appeal is allowed and the reserved matters are approved, namely the Appearance, Landscaping, Layout and Scale details submitted in pursuance of condition No 1 attached to planning permission Ref 18/01737/OUT dated 17 June 2020 (Appeal Ref APP/R3325/W/19/3240967), in accordance with the terms of the application Ref 23/01295/REM, subject to the conditions in the attached schedule.

Preliminary Matters

2. The application was amended multiple times while under the Council's consideration. A fourth version was presented to the Council before it made its decision, but it was not considered or consulted upon. Further adjustments were made in a fifth version presented with the appeal documents.
3. While there has been no formal consultation on the latest two revisions, the Council has confirmed in its appeal statement that there is not a great deal of difference between the third and fifth versions. The Council has commented on the fifth version as part of its appeal statement and members of the public have had the opportunity to comment to me. Therefore, I am satisfied that the amendments are not substantive, nor would there be any procedural injustice caused if I were to consider them. I have determined the appeal on the basis of the fifth version.
4. In addition to that, at my suggestion, further revisions were made to some of the detailed house-type drawings to correct some drafting errors identified by the Council at appeal statement stage. As these are largely technical, were noted by the Council as needing correcting for the avoidance of doubt, and do not alter the layout or positioning of the individual houses, no injustice would arise from this and it is those corrected plans that are listed in my decision.

Main Issues

5. Planning permission for this development has been granted by the outline planning permission. The appeal relates to an approval of the reserved matters only. Those matters are layout, scale, appearance and landscaping. Thus, while I note continuing concern of many local residents about matters such as effects on highway safety and the general local road network, off-site highway improvements, construction traffic management, access to and capacity of existing services and facilities, land stability and contamination, and the effects of construction activities on neighbouring property, these matters are of little relevance to the case before me.
6. I note several concerns about the adequacy of on-site ecological information provided with the outline application. Those details have been updated, alongside the detailed proposals before me now, and I have considered them insofar as they are relevant to the reserved matters. There were a number of conditions attached to the outline planning permission. Those will continue to apply.
7. Within the last few weeks, the Supreme Court has handed down a judgment in the case of *CG Fry & Son Ltd v SSHCLG* [2025] UKSC 35. This clarifies that the protection afforded to the habitats of the Somerset Levels and Moors Ramsar Site, that may be affected by this development, is a matter of national policy rather than law. While the potential for adverse impacts had arisen since the grant of outline planning permission, national policy could not automatically impose new requirements after outline permission has been granted.
8. Here, there are strong parallels to the current case. The condition seeking approval of the reserved matters does not concern issues associated with impacts on the Somerset Levels and Moors Ramsar Site. Those effects have nothing to do with its layout, appearance, scale or landscaping, and the condition was not imposed to control matters relating to effects on the Ramsar Site.
9. Thus, while the appellant has made arrangements to secure off-site mitigation, and was previously happy to provide on-site measures, these are not matters that can be legitimately considered or secured via conditions or planning obligations attached to this appeal decision.
10. With regard to the above, the main issues for this appeal are:
 - (a) Whether the proposal represents good design and placemaking that integrates with the character and appearance of the area;
 - (b) The effect of the proposal on the living conditions of adjoining residents; and
 - (c) The effect of the development on off-site flood risk.

Reasons

Character, appearance and placemaking

11. The site spans a number of fields at the edge of Crewkerne. Vehicular access from Lang Road at one end of the site was approved at outline stage which would, of necessity, lead to a cul-de-sac layout. Pedestrian links are shown to the adjoining residential areas in the eastern parts of the site. A connection suggested on the outline masterplan to Henley Road, is not proposed, but I have no reason to find

that it would provide a significantly beneficial connection to surrounding services and facilities, above and beyond those that are proposed. While Kithill Lane might not be suitable for all users, these were the connection points suggested in the outline masterplan, and it is not possible, as part of this application to seek improvements to it. The proposal would, therefore, be sufficiently connected to the surrounding area.

12. The houses would be taller than those that currently form the edge of the settlement, with steeper pitched roofs. However, the boundary hedges and trees would be retained, as proposed at outline stage. This would help to assimilate the development into the surrounding landscape, so far as is possible. There is no reason to find that it would be significantly more present in views from outside Crewkerne and the North Dorset National Landscape than a similar quantum of development with roof forms more closely resembling the existing nearby dwellings.
13. A first version of the layout, submitted at the beginning of the application process, showed a significantly different landscape structure to that proposed on the outline masterplan. It related poorly to some existing landscape features and would have left the western part of the site distant from play areas.
14. There have, however, been significant revisions and overall, the layout determined by the Council, and slightly amended since, closely follows the suggested outline masterplan in terms of roads, nodes of open space and the relationship of buildings to these. The open spaces would have clear functions, such as an orchard, allotments, formal play, or to contain surface water infrastructure. These would be in locations broadly consistent with the outline masterplan.
15. A number of 'spur' cul-de-sacs are proposed from the main estate road, but other than in the narrowest western field, these would be connected pedestrian loops, providing visual and functional permeability. That also follows the principles of the outline masterplan, which the Council has indicated received a generally positive response from design specialists.
16. The proposed buildings would mostly follow and front the roads and footpaths. However, there are a lack of focal points, and key corners and junctions would not be well defined. While some buildings would be off-set to provide some visual termination, the so-called 'squares' and 'gateways' are little more than deviations in road alignment and would not be convincing, memorable townscape. There would not be a strong urban form and the use of raised tables in these locations could lead to some dominance of the roads over buildings. The open spaces and play areas are confined to the edges of the development, and not well related to the houses around them in a way that might encourage incidental, more lightly supervised play around peoples' homes, or encourage ad-hoc social interaction at a variety of levels.
17. That said, this is a rural fringe site, with a connection to the open countryside. The layout, while not giving a strong townscape, would provide connection with the existing landscape features, as well incidental and designed views towards new open spaces and landscaping. Even if the attenuation areas are not designed as usable public open space, and trees would take time to establish, they would provide relief from, and a landscape setting to, the built form. Further green infrastructure would be incorporated into the streets, through street trees and

amongst the parking areas, with additional planting around the open spaces and attenuation basins.

18. This development would not provide large gardens. Most would be smaller than the more generous ones in the existing, surrounding areas. The Council suggests that a greenfield site should be providing a more spacious layout, but doing so would result in a compromise over the amount of housing provision, open space, or landscape setting of the development. There is no local policy on garden sizes and no substantive evidence that those proposed would be inadequate to meet future residents' needs. Some of the gardens for flats would be separated from the building and its door. However, upper floor accommodation will seldom provide direct access to garden. As, other than the main block of flats, each unit is provided with its own private space, I find the arrangement acceptable.
19. It is clear that the detailed design has resulted in a greater amount of surface water drainage infrastructure to that suggested in the outline masterplan. This has compressed the residential development area, particularly in the central part of the site. The greatest consequence would be to reduce the garden sizes, but this is also alongside a reduction of 6 dwellings from that envisaged by the outline. I have already found the resulting gardens to be acceptable.
20. The need for more drainage infrastructure could also result in a more functional appearance to the incidental spaces around the edges of the development but, subject to final design, there is no obvious reason why these should appear to be overly engineered features that could not be well integrated into their open space contexts, or provide biodiversity benefits. Further landscaping details, required by condition, can clarify the proposals for these areas as well as the remainder of the development.
21. The final details presented include a mix of house-types finished in varying materials. While there may be little variation in fenestration, there would be sufficient design variation to avoid a monotonous townscape. A striking design could have been proposed for the prominently located block of apartments, but the Council has not identified that any harm would arise from the proposed design of this block, which would echo the style of the other proposed dwellings.
22. There would be a number of parking courts and areas of frontage parking. Some of these, particularly the most dominant examples towards the western end of the site and around the flats, were anticipated by the outline masterplan. There would be a long stretch of frontage parking between the flats and plot 80, but they would be broken up with street trees.
23. Overall, there would be a significant amount of parking within the public realm. This appears to be a product of a very high parking standard required by the Council in this location, that stipulates up to 3 spaces per dwelling. A number of the dwellings with 3 spaces include garages, which would reduce the dominance of hard surface. The resulting increase in built form would be largely set behind the dwelling frontages and would have a limited effect on the general appearance of the development.
24. While each site should create an identity in response to its own context, this is similar to a nearby development off Station Road where there is also extensive parking provision. At that site, while presenting a different urban form to that proposed here, I observed that the parking arrangements were not dissimilar, but

the overall result, as built so far, was providing a satisfactory balance between buildings and cars in the streetscape. There is no obvious reason why routes for electric vehicle charging cables cannot be carefully integrated into any footways they must cross. This solution is indicated on the drawings and can be secured by condition.

25. The provision of garages would further diminish garden sizes, but could avoid the need for additional sheds to store cycles, that would also diminish the available garden size. The parking layout at some plots might not be the most convenient layout for future users, but there is no objection from the Local Highway Authority, suggesting that there is sufficient parking provision to meet the future needs of the development, including for the allotment and community orchard areas.
26. The majority of bicycle parking would be provided in rear gardens. This is not so convenient as storage to the front and may reduce the incentive to cycle. However, the houses appear to have rear gardens that are accessible without passing through the building and it has not been shown that any disincentive would likely be a significant one.
27. Most dwellings would have space to store refuse bins within the gardens. Designated collection points would also be provided and, while it would be difficult to enforce bins being taken away from these locations after collection day, it would be preferable to providing no such spaces, that could result in bins being left on footways or verges. I have no reason to find that such arrangements would be more unsightly than a scenario where none were provided. Where communal storage facilities are shown, these appear to be gated, which would discourage fly-tipping and the like. However full details can be secured by condition.
28. With regard to the above, I find that the development would provide sufficient, purposeful green infrastructure to meet the aims of Policy EQ5 of the South Somerset Local Plan 2015 (LP) that seeks to deliver a network of connected and multifunctional open spaces.
29. As I have noted, there are areas, particularly around key junctions and open spaces, that could provide a more robust townscape. It would be desirable, for example, to provide a greater sense of place by framing these locations with buildings and reducing the presence of the highway. There is some tension here with the Council's placemaking principles which seek to deliver high quality environments.
30. Overall, I, therefore, find that the proposal would result in satisfactory placemaking that respects the rural-fringe context and integrates with the character and appearance of the existing area. However, the policy expects more than a lack of harm: While most criteria would be met, the noted shortcomings result in some conflict with LP Policy EQ2, which seeks to ensure that development is designed to achieve a high quality that promotes local distinctiveness, the creation of quality places with regard to the Council's published advice and guidance.

Living conditions

31. The small size of the proposed gardens means that the new dwellings would be close to existing ones. This is particularly apparent along the boundary with Henley View, where houses are located on the site boundary and there is also an

appreciable change in levels across the site boundary. Nos 36 and 37 have side windows facing towards the site.

32. The Council has confirmed in its appeal statement that the amended layout has satisfactorily addressed this. While there would be a significant and appreciable change for those closest residents, given the relationships now proposed, I am also content that there would be no significant adverse harm to living conditions, through effects on overlooking or outlook.
33. There is a sliver of land shown on the plans between some of the Henley View houses and the proposed new boundary fence. There is an existing area between the walls of the houses and boundary fence. In the event that the gap is not correctly shown, any intervening area is likely to become somewhat overgrown over time. However, there is no obvious reason that such should have a significant adverse effect on the living conditions of those either side.
34. Therefore, I find no conflict with those aims of LP Policy EQ2 which seeks to ensure that development respects local context.

Flood Risk and drainage

35. The Lead Local Flood Authority (“LLFA”), having reviewed the appeal submissions are content that a satisfactory drainage solution can be provided for the proposed layout that will properly manage surface water at the site. It does not set out any objection to the development, including about land stability or the proximity of the proposed basins to the top of the steep slope just beyond the site boundary. There is no reason why the on-site solution should not also adequately prevent any increase in potential for surface water to discharge towards dwellings on Henley View. Nevertheless, Network Rail have objected to the proposal. Their concern has been about pond lining detail and the potential for exceedance flow to route towards the railway line, which is lower than the site.
36. In response to the appeal, Network Rail have confirmed that they still have concerns about the drainage strategy but have not said why. Given that the LLFA are content that the ponds would have sufficient capacity, I am satisfied that fine design details, such as lining methods, can be adequately dealt with through planning conditions and have little to do with the site layout or other reserved matters before me. In respect of overland flow, the drainage information clearly shows exceedance routes towards an area where the railway is elevated above intervening lower ground between it and the site. There is, therefore, no clear reason why Network Rail should still be concerned.
37. The Council have recommended a condition to secure the final details of the scheme. However, it is already a condition of the outline permission that drainage details are approved and implemented. Details pursuant to the approval of that condition are not before me in the context of this application, which is concerned only with the reserved matters. That is also the appropriate time to fully consider the relationship to of new drainage to existing Wessex Water infrastructure, and matters such as routes for connections to off-site infrastructure, that have little to do with the matters before me now. Where it is necessary to pass through hedgerows on the site, that can be managed through a condition dealing with a scheme for hedgerow protection. While future repairs to sewerage infrastructure might necessitate digging up estate roads and hindering access to dwellings at

that time, the frequency with which it might occur would not give rise to any material harm to the living conditions of future occupiers.

38. On the basis of the evidence before me, it has been shown that the proposed layout can be adequately drained without resulting in an increase in off-site flood risk. Finer engineering details can be agreed through the approval of conditions on the outline planning permission, and any practical or legal difficulties that the developer may face in connecting to existing infrastructure are for them to resolve outside the planning process. A pumping station is required to deal with foul water discharge, but as it is proposed to be sited closer to new dwellings than existing ones, there is no obvious reason why existing residents should be disturbed by any noise that it might generate. Accordingly, I find no conflict with those aims of LP Policy EQ1 that seek to ensure that development reduces and manages flood risk.

Planning balance

39. The proposal would integrate satisfactorily into the surrounding area, respecting its rural-fringe context and maintaining appropriate living conditions for adjoining occupiers. It would provide appropriately designed dwellings and communal areas to meet the needs of future residents. Nevertheless, there are design shortcomings that fall short of the expectations of the development plan and lead to some conflict with it. The development would not be unattractive, or unsympathetic to local character, but it would not, of itself, establish a strong sense of place.
40. Weighed against that, there are benefits associated with the delivery of new homes, including a significant number of affordable homes. This is of substantial weight in the context of the Council's inability to demonstrate a sufficient supply of deliverable housing land. As the development would facilitate the provision of much needed homes now, and the resulting environment would be an acceptable one, the adverse impacts would not significantly and demonstrably outweigh the benefits when considered against the policies of the Framework taken as a whole, with particular regard to policies for directing development to sustainable locations, making effective use of land, securing well-designed places and providing affordable homes.
41. The proposal would, therefore, benefit from the presumption in favour of sustainable development outlined at paragraph 11 of the Framework. As Government policy, that is a weighty material consideration. There is only a small conflict with part of the development plan. Therefore, material considerations in this case indicate that a decision should be taken other than in complete accordance with it. The reserved matters should be approved.

Conditions

42. In addition to the conditions referred to within the main part of my decision, a plans condition is required in the interests of certainty. In the interests of the existing and future character and appearance of the area details of facing materials and landscaping should be agreed. The Council's suggested landscaping condition included some vague additional requirements, and it is not clear what details are envisaged to be necessary. Therefore, I have simply required the submission of a scheme, which will necessarily have to integrate with and be based upon the approved layout.

43. Boundary treatments to the various residential plots should be implemented prior to the occupation of the dwellings to which they relate in order to provide suitable living conditions for future occupiers and to protect existing ecological features. It is important that lighting is designed in order to avoid harm to biodiversity interests, so details should be submitted for approval. Measures to protect badger setts and nesting birds should be submitted and measures set out in the Ecological Mitigation and Enhancement Strategy and Landscape and Ecology Management Plan must be implemented. It is unnecessary to submit confirmation that a dormouse licence has been obtained or is not required as that duplicates other legislative controls.
44. The Council has suggested that the arboricultural surveys are updated, but it is not clear why this is required. However, in the interests of the character and appearance of the area and biodiversity interests, a scheme for the protection of trees and hedgerows should be approved and implemented. While there were some ecological measures considered at outline stage and mitigated through planning obligations, updated information indicates that there is potential for other species and interests to be affected from the proposed layout and landscaping before me. It is, therefore, reasonable and necessary to impose additional conditions relating to these biodiversity matters.
45. To encourage travel by non-car means, a condition is required to ensure that the pedestrian and cycle links are delivered. Conditions were imposed on the outline planning permission to require certain highway works to be approved, with roads completed to base-course level. It is unreasonable to impose a further condition at this stage that introduces triggers for the completion of those works, as has been suggested by the Council. However, to ensure that sufficient parking is provided, I have imposed a condition that the approved parking spaces are delivered prior to the occupation of the dwelling to which they relate and that garages must remain in a parking-related use.
46. Cycle parking spaces should also be provided prior to the occupation of the plot that they serve. Like the Council's suggested condition, these details should be approved, so it is not necessary to set out circumstances in which garages may be used, or the relevant guidance documents, as that can be dealt with through the approval process.
47. The Council has recommended a condition removing permitted development rights for extensions and alterations to the buildings. However, it has not been shown why the existing controls, enshrined in the legislation, would not satisfactorily prevent harm to the area, or prevent overdevelopment of the various plots. Permitted development rights should only be removed in exceptional circumstances and a blanket removal has not been justified. Even if roof windows were to be included in the closest dwellings to Henley View, the distances to existing gardens and dwellings would be comparable to those frequently accepted, thereby avoiding any harmful overlooking impacts.
48. A further condition has been recommended requiring dwellings to comply with the nationally described space standards and for work areas to be provided for home working. However, the details of the individual dwellings are hereby approved and it is unreasonable to impose conditions that would result in deviation from that. Conditions relating to construction management and water efficiency are not related to the reserved matters before me.

49. I have made some revisions to the suggested conditions to ensure that they meet the tests for conditions and in the interests of clarity. I have removed a number of lists of requirements, the precise details of what is required can be agreed between the parties at the relevant time. I have also not included additional measures or conditions to submit confirmation of compliance, as that is not required in order to make the condition enforceable.

Conclusion

50. The appeal is allowed.

M Bale

INSPECTOR

Schedule

- 1) The development hereby permitted shall be carried out in accordance with the drawings listed in Annex A to this decision.
- 2) Before any above ground works commence, details including specifications and samples of the materials and finishes to be used in the construction of the external surfaces, windows and doors of the development hereby permitted, including the garages, boundary/enclosure walls, bin stores and cycle stores, shall be submitted to and approved in writing by the Local Planning Authority. Development shall be carried out and thereafter retained in accordance with the approved details.
- 3) Prior to the commencement of the development hereby approved, a scheme for the protection of existing trees and hedgerows during construction including a timetable for the erection and removal of any measures shall be submitted to and approved in writing by the Local Planning Authority. The approved details shall be implemented and maintained in accordance with the approved scheme.
- 4) Before any above ground works take place, details of a landscaping scheme, including a schedule for its implementation shall be submitted to and approved in writing by the Local Planning Authority, including planting of native trees, shrubs, herbaceous plants and areas to be grassed.
The landscaping scheme shall be implemented in accordance with the approved details and shall be maintained for a period of 10 years from its implementation. If any trees or shrubs which within that period die, are removed, or become seriously damaged or diseased, they must be replaced within the next planting season with trees/shrubs of the same approved specification, in the same location.
- 5) Prior to the commencement of the development hereby approved, a Lighting Strategy for Biodiversity shall be submitted to and approved in writing by the Local Planning Authority. No external lighting shall be installed other than in accordance with the specifications and locations set out in the strategy and thereafter shall be maintained as such.
- 6) Prior to the commencement of the development hereby approved, a 30 metre buffer exclusion zone starting from any active badger sett entrances shall be demarcated. No construction activities shall be undertaken within the exclusion zone. The exclusion zone shall be maintained throughout the development process unless otherwise agreed in writing by the Local Planning Authority.
- 7) No building work or vegetation clearance shall take place between 1st March and 31st August inclusive, unless a competent ecologist has undertaken a careful, detailed check of the buildings, trees, shrubs and scrub and tall ruderal vegetation to be cleared for active birds' nests immediately before works proceed and written confirmation that no birds will be harmed and/or that there are appropriate measures in place to protect nesting birds on site has been submitted to and approved in writing by the Local Planning Authority. In no circumstances should netting be used to exclude nesting birds.
- 8) The boundary treatments set out on the Enclosures Plans hereby approved shall be implemented prior to the first occupation of the dwelling to which they relate and shall thereafter be maintained as such.

- 9) Prior to the occupation of the development hereby approved, a timetable for the provision of the 2 no pedestrian/cycle paths on the northern boundary connecting to Kithill Lane shall be submitted to and approved in writing by the Local Planning Authority. The paths shall be constructed up to the boundary of the site and made available for public use in accordance with the approved timetable and thereafter maintained as such.
- 10) Prior to the occupation of each dwelling, the parking spaces serving that dwelling shall be provided in accordance with the details hereby approved and thereafter maintained as such. Visitor spaces shall be provided and made available for public use at the time that the highway from which they are accessed is provided and capable of use and shall thereafter be maintained as such.
- 11) Prior to the occupation of each dwelling, secure and weatherproof cycle parking for that dwelling at a minimum of 1 no. space per bedroom shall be provided in accordance with details which shall first have been submitted to and approved in writing by the Local Planning Authority. The cycle parking facilities shall thereafter be maintained as such.
- 12) Prior to the occupation of each dwelling, facilities for the storage (and placement for collection) of refuse and recycling receptacles, and electric vehicle charging, shall be provided for each dwelling in accordance with the approved plans. The communal bin stores shall be provided in accordance with further details that shall have been previously submitted to and approved in writing by the Local Planning Authority. All vehicle charging, bin storage and collection facilities shall thereafter be maintained and kept clear of obstruction. Bins and recycling receptacles shall be kept in the specified locations at all times, except on the day of collection when they shall be placed out adjacent to the highway or at an identified muster point for collection.
- 13) All ecological measures and/or works shall be implemented in full as set out in the reports titled Ecological Mitigation and Enhancement Strategy and Landscape and Ecology Management Plan, both provided by GE consulting in May 2023.
- 14) Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 2015 (as amended), the garages hereby permitted shall be used for parking purposes only and shall not be converted to any other use.

Annex A

Plan Ref	Plan Ref.	Revision
1644_P120	Site Location Plan	-
1644_P122	Proposed Site -Total Site	Rev N
1644_P123_1	Proposed Site Inc Roof Plan West	Rev M
1644_P123_2	Proposed Site Inc Roof Plan - East	Rev L
1644_P124_1	Proposed Materials Plan West	Rev L
1644_P124_2	Proposed Materials Plan - East	Rev L
1644_P125_1	Enclosures Plan - West	Rev M
1644_P125_2	Enclosures Plan - East	Rev L
1644_P126_1	Surfaces Plan - West	Rev L
1644_P126_2	Surfaces Plan - East	Rev K
1644_P127	Parking Plan	Rev L
1644_P128	Refuse Collection Plan	Rev L
1644_P221	Proposed Streetscenes 1	Rev E
1644_P222 Rev D	Proposed Streetscenes 2	Rev D
1644_P223	Proposed Streetscenes 3	Rev D
1644_P224	Proposed Sections 1	Rev A
1644_P225	Proposed Sections 2	
1644_PL500	Dalston - Plans	Rev A
1644_PL501	Dals 1 – Elevations & Section	Rev B
1644_PL502	Dals 2 – Elevations & Section	Rev B
1644_PL503	Dals 3 – Elevations & Section	Rev B
1644_PL504	Dals 4 – Elevations & Section	Rev A
1644_PL506	Dals 6 – Elevations & Section	Rev B
1644_PL507	Dals 7 – Elevations & Section	Rev B
1644_PL650	Dals 9 – Elevations & Section	Rev A
1644_PL651	Dals 10 – Elevations & Section	Rev A
1644_PL652	Dals 11 – Elevations & Section	Rev A
1644_PL510	Tanton – Plans	Rev /
1644_PL511	Tant 1 – Elevations & Section	Rev A
1644_PL512	Tant 2 – Elevations & Section	Rev B
1644_PL520	Cornwood – Plans	Rev B
1644_PL521	Corn 1 – Elevations & Section	Rev A
1644_PL522	Corn 2 – Elevations & Section	Rev C
1644_PL523	Corn 3 – Elevations & Section	Rev A
1644_PL524	Corn 4 – Elevations & Section	Rev A
1644_PL525	Corn 5 – Elevations & Section	Rev B
1644_PL526	Corn 6 – Elevations & Section	Rev B
1644_PL527	Corn 7 – Elevations & Section	Rev B
1644_PL530	Scotswood – Plans	Rev C
1644_PL531	Scot 1 – Elevations & Section	Rev C
1644_PL532	Scot 2 – Elevations & Section	Rev B
1644_PL533	Scot 3 – Elevations & Section	Rev A
1644_PL534	Scot 4 – Elevations & Section	Rev A
1644_PL535	Scot 5 – Elevations & Section	Rev B
1644_PL536	Scot 6 – Elevations & Section	Rev B
1644_PL537	Scot 7 – Elevations & Section	Rev B
1644_PL538	Scot 8 – Elevations & Section	Rev B
1644_PL539	Scot 9 – Elevations & Section	Rev B
1644_PL540	Scot 10 – Elevations & Section	Rev B
1644_PL541	Scot 11 – Elevations & Section	Rev B
1644_PL542	Scot 12 – Elevations & Section	Rev /
1644_PL543	Scot 13 – Elevations & Section	Rev /

1644_PL550	Lingwood – Plans	Rev /
1644_PL551	Ling 1 – Elevations & Section	Rev A
1644_PL552	Ling 2 – Elevations & Section	Rev A
1644_PL553	Ling 3 – Elevations & Section	Rev A
1644_PL560	Hartwood – Plans	Rev A
1644_PL561	Hart 1 – Elevations & Section	Rev B
1644_PL562	Hart 2 – Elevations & Section	Rev B
1644_PL563	Hart 3 – Elevations & Section	Rev A
1644_PL564	Hart 4 – Elevations & Section	Rev A
1644_PL570	Chelford – Plans	Rev A
1644_PL571	Chel 1 – Elevations & Section	Rev B
1644_PL572	Chel 2 – Elevations & Section	Rev A
1644_PL572	Chel 3 – Elevations & Section	Rev B
1644_PL580	Fairford – Plans	Rev B
1644_PL581	Fair 1 – Elevations & Section	Rev B
1644_PL582	Fair 2 – Elevations & Section	Rev B
1644_PL583	Fair 3 – Elevations & Section	Rev C
1644_PL584	Fair 4 – Elevations & Section	Rev A
1644_PL585	Fair 5 – Elevations & Section	Rev B
1644_PL586	Fair 6 – Elevations & Section	Rev B
1644_PL590	Bideford – Plans	Rev /
1644_PL591	Bide 1 – Elevations & Section	Rev A
1644_PL592	Bide 2 – Elevations & Section	Rev A
1644_PL593	Bide 3 – Elevations & Section	Rev A
1644_PL594	Bide 4 – Elevations & Section	Rev A
1644_PL600	2B3P – Plans	Rev A
1644_PL601	2B3P – Elevations & Section	Rev B
1644_PL610	2B4P – Plan	Rev /
1644_PL611	2B4P 1 – Elevations & Section	Rev A
1644_PL612	2B4P 2 – Elevations & Section	Rev A
1644_PL614	2B4P 4 – Elevations & Section	Rev B
1644_PL615	2B4P 5 – Elevations & Section	Rev B
1644_PL616	2B4P 6 – Elevations & Section	Rev A
1644_PL654	2B4P 8 – Elevations & Section	Rev A
1644_PL655	2B4P 9 – Elevations & Section	Rev A
1644_PL620	3B6P – Plans	Rev A
1644_PL621	3B6P 1 – Elevations & Section	Rev A
1644_PL622	3B6P 2 – Elevations & Section	Rev A
1644_PL623	3B6P 3 – Elevations & Section	Rev A
1644_PL624	3B6P 4 – Elevations & Section	Rev B
1644_PL630	4B8P – Plans	Rev A
1644_PL631	4B8P 1 – Elevations & Section	Rev B
1644_PL632	4B8P 1 – Elevations & Section	Rev A
1644_PL640	1 Bed Apartment – Plans	Rev A
1644_PL641	1 Bed Apartment – Elevations & Section	Rev B

Report subject	To consider a proposal for a Littoralis Disk platform subscription
Committee name	Full Town Council
Meeting date	Monday 8 th December
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	Yeovil Crime Reduction Team
Decision required?	Yes

1. Purpose

To consider the Littoralis Disk platform and its potential relevance to the Council's objectives in reducing crime, anti-social behaviour, supporting community safety initiatives and local businesses.

2. Background information

2.1 Littoralis Disk (see Appendix B) is a platform comprising a website and an accompanying app, managed by the Yeovil Crime Reduction Team (YCRT). The system is designed to facilitate information sharing between partner agencies, community groups, and local businesses to reduce retail and licensing crime, anti-social behaviour, and related issues.

2.2 The YCRT operates as a not-for-profit mutual society, entirely self-funded by its 170 members drawn from the local economy. The scheme's data controller is Gareth Williams, the YCRT Co-ordinator. All partners operate under a data-sharing agreement, and the system is fully GDPR compliant.

3. Detailed Consideration

3.1 Littoralis Disk provides a secure, GDPR-compliant information-sharing platform accessible via website and app.

3.2 Neighbouring Disk systems are linked to share databases and information on prolific or travelling offenders.

3.3 The platform has three main areas:

- Disc Communication Platform
- Engagement Tools
- Admin Centre

3.4 Disk Communication Platform:

- Displays offender profiles including names, photographs, offences, and known associates
- Identifies both reoffenders and new offenders, supporting early intervention
- Provides options to view information on pubwatch, beggars, rough sleepers, and county lines activity
- Allows users to quickly complete incident and intelligence reports.
- Can incorporate a defibrillator map

3.5 Engagement Tools:

- Offers instant messaging and live alerts to share information in real time
- The messaging is managed by the data controller, therefore GDPR compliant in a way that other messaging groups would not be
- Prevents screenshots to protect sensitive data
- Includes an alerts section for missing or vulnerable people, wanted persons, and bail conditions, counterfeit notes etc distributed instantly to all users.
- Highlights upcoming events
- Automatically creates and emails a newsletter of incidents for registered members
- Includes WalkSafe functionality showing dark or unsafe areas, helping to inform police patrols.

3.6 Admin Centre:

- Includes key performance indicators and up-to-date crime statistics.
- No need to be tech savvy. Easy to navigate and use.
- Information can be filtered to suit you.
- Supports structured governance with a chair, agendas, minutes, and policies available for viewing online.

3.7 The platform includes offender data for individuals aged 11 years and over, with restricted information sharing for juveniles.

3.8 The platform supports the three main themes of the Police and Crime Plan 2024-2029:

- Protecting Communities
- Protecting People
- Protecting Property

3.9 This video explains more about the system:

<https://discagainstcrime.com/about-disc/>

3.10 Crewkerne Business Group have submitted a grant application to Crewkerne Town Council to enable ten businesses to sign up to this platform.

4. Financial implications

The subscription costs vary depending on the level of service required:

- Website, app, and radio system – £11 per person per week (rising to £13 in April - £676 annually)
- Website and app only – £5 per person per week (rising to £6 in April - £312 annually)

5. Equalities considerations

5.1 The platform aims to reduce crime and anti-social behaviour across all community sectors, promoting inclusivity and safer public spaces.

5.2 Careful management of data for juveniles and vulnerable individuals ensures compliance with equalities and safeguarding legislation.

6. Crime and Disorder considerations

6.1 The Littoralis Disk directly supports crime reduction efforts by enhancing information sharing between agencies, supporting rapid communication, and building a joined-up approach to offender management.

6.2 It aligns with local and national strategies to reduce reoffending, protect vulnerable people, and create safer environments.

7. Council Action Plan objectives supported

n/a

8. Recommendation

8.1. It is recommended that Council CONSIDERS the proposal and delegates the necessary arrangements to the Clerk.



**EMPOWERING COMMUNITIES
TO DRIVE DOWN CRIME &
ANTI-SOCIAL BEHAVIOUR**

Managing low-level crime the right way

Disc is the unique online system that's helping drive down low-level crime and anti-social behaviour in communities throughout the UK

With its Desktop and App interfaces, Disc empowers local business communities to protect their property and people by 'self-managing' low-level crime and anti-social behaviour.

More than 550 towns and city-centres use Disc, as well as major shopping centres, sports venues, retail multiples, security companies and the police themselves.

Disc implementations are autonomous, configured and controlled entirely by the communities they serve.

However, in crime reduction, collaboration is crucial, so Disc is designed to enable simple, yet effective and secure, information-sharing between any number of Disc systems.



Sharing is on a 'peer to peer' basis – the administrator of each Disc system decides who they wish to link with, to suit precisely their own objectives.

Disc helps fill the gap between cash-strapped police and the communities they serve. Throughout the UK, it's playing an increasingly important part in community and neighbourhood policing, enabling more and more forces to deliver practical support efficiently and effectively.

Built to deliver the benefits you need

Businesses, partnerships and community groups need systems which align precisely with their own operational processes and priorities

Disc is configurable

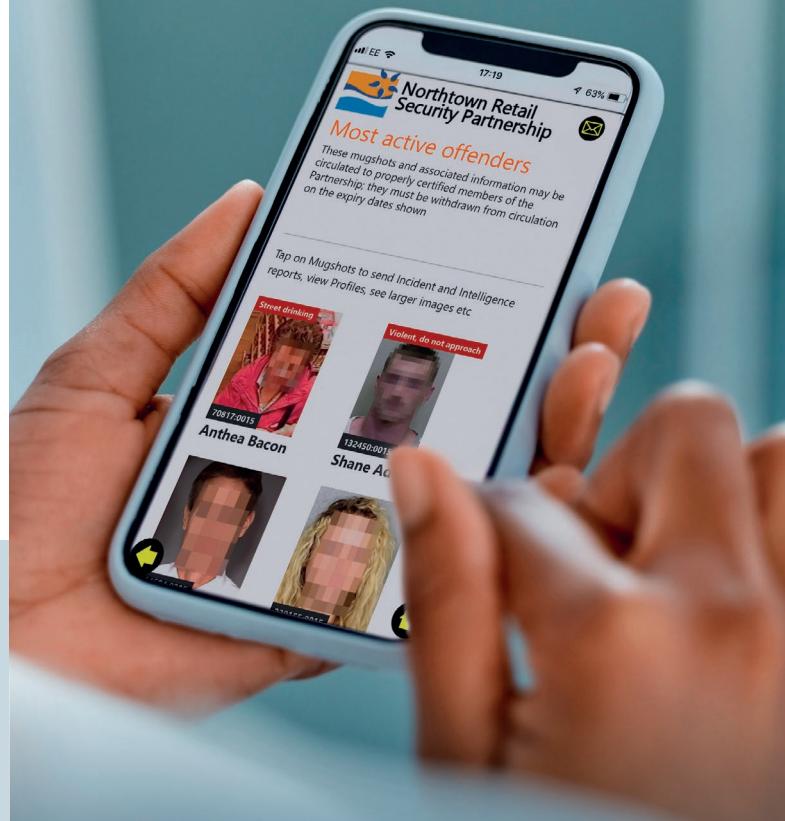
There's a Disc system designed for each of the types of communities it serves, whether Crime Reduction Partnership, Shopwatch, Pubwatch, Business Improvement District (BID), event venue, multiple retailer, community scheme, security company or police. And administrators can configure their own systems to precisely match their user's needs.

Disc is engaging

Maximising member-participation is essential for successful crime reduction schemes, so Disc comes with 'engagement tools': a built-in Instant Messaging system and automated weekly e-Newsletter bring users back to Disc time and time again, to report and monitor low-level crime, communicate across groups and interact with police.

Disc is easy to use

It's simple to navigate around and easy and intuitive to use, and the Desktop and App interfaces can be accessed in the back-office and on the go. It's so easy to use that training users is usually unnecessary – although User Manuals are always readily available.



Disc is quick

Members can act fast to report incidents or identify offenders. Finding offenders in Disc is fast, and the Disc App's voice-to-text and on-board camera mean submitting reports takes seconds, not minutes. Finding specific offenders so that reports are associated with the right individuals is easy too.

Disc is compliant

Disc is 'compliant by design', aligning tightly with the Data Protection Act 2018 and GDPR and providing comprehensive 'technical security'. Special features also help administrators comply with their obligations regarding privacy information for offenders and users alike.

Disc for business crime reduction schemes

We understand that Business Crime Reduction Partnerships, Shopwatches, Pubwatches and Business Improvement Districts (BIDs) need a specific set of features and benefits to ensure ease-of-use and to help drive down low-level crime and anti-social behaviour.

So Disc delivers

- Enhanced, easy crime reporting and current-awareness
- Engagement tools to maximise member-participation
- Customisation to suit each scheme's needs
- Efficient, effective offender-management
- Cross-collaboration with other scheme, communities and police
- Easy to use Admin system that's 'compliant by design'

Customisable to suit scheme needs

- Configure the look-and-feel of your Disc App and Desktop
- Set up mugshot galleries and expiry dates to suit your own scheme
- Write your own Desktop login page and 'Welcome' emails for new users

Fast, easy reporting, enhanced current awareness

- 1 Submit Incident, Public Realm and ID Sought reports from mobile devices – with voice-to-text and onboard camera – or on desktops or laptops
- 2 'Escalate' into Crime Reports direct to police 101 desks
- 3 Send and receive urgent and important Alerts by built-in Instant Messaging system
- 4 Share Instant Messages, alerts, news, documents, ID-sought images and information about up-coming events

Engagement tools to maximise member-participation

- 1 Bring users back to Disc again and again; establish it as an important part of their day-to-day routine
- 2 Weekly e-newsletter: automatically created and sent to every user, updating them about what's happened in the previous seven days
- 3 'Latest additions' feature in the Disc App to ensure members are always up-to-date



Efficient, effective offender-management

- Automatic management of exclusion expiries
- Configurable automated 'irrevocable deletion' date for offenders
- One-click output of reports for police, CPS and others
- Link Disc systems to identify prolific offenders and help identify ID-Sought images



Easy to use admin system that's 'compliant by design'

- 1 Easy-to-access, intuitive Admin Centre, available anywhere, anytime
- 2 Simple, effective user-management tools for adding, monitoring and deleting users; self-certification (and re-self-certification) system to ensure users confirm they have read, understood and agreed to abide by the scheme's Rules and Protocols
- 3 Manage 'Authors' and provide 'full Admin Rights' to selected users with a single click
- 4 Comprehensive Analytics to monitor all performance metrics and report back to users and management
- 5 Numerous features to support compliance with Data Protection Act 2018 and GDPR

Cross-collaboration with other schemes, communities and police

- 1 Control sharing relationships to suit your own priorities and preferences
- 2 Single-click cross-Disc publishing of news, alerts, documents, events and ID-Soughts
- 3 Single-click cross-Disc offender matching to identify travelling, prolific offenders
- 4 One Administrator can manage multiple Disc systems from a single Admin Centre

Cross-disc information sharing to drive down crime

Linking Disc systems together enables effective and timely collaboration so we're all stronger, and can help drive down crime



With over 230 Disc implementations throughout the UK, covering in excess of 550 towns and city-centres, there are many information-sharing groups in place, linking neighbouring communities, networking across counties and regionally, and, crucially, linking with police.

Since effective data-sharing and collaboration are vital for identifying travelling and prolific offenders, we do not charge any extra for cross-Disc connections – the service is included in the Disc monthly licence.

Substantial benefits can be gained from linking Disc systems together

- 1 Share news, events, documents, alerts and ID-Sought images across multiple Disc systems with just one click
- 2 Timely sharing of alerts about new 'modus operandi', counterfeit currency etc immediately protects users from loss
- 3 Generate more positive identifications against ID-Sought CCTV images
- 4 One-click powerful search algorithm can search across 'Data Sharing Groups' to identify individuals known in more than one area, to identify travelling, potentially prolific offenders
- 5 One-click contact with participating administrators for fast communication
- 6 Full compliance with the Data Protection Act 2018, GDPR and police Information Sharing Agreements

Implementation and on-going support you can rely on

We understand that customer support is essential to help you get the most out of Disc

We have a clearly defined, six-step implementation process, which includes:

- 1 Confirming your Disc implementation**
- 2 Accessing your Disc system**
- 3 Consultancy on setting up a new partnership or scheme, and on compliance with DPA/GDPR; option to**
- 4 Setting up your Disc system**
- 5 Managing your Disc system**
- 6 Going live...**

And with more than 230 crime reduction partnerships in the UK, covering in excess of 550 towns and city-centres, we're proud of our customer loyalty, built on our commitment to outstanding on-going customer support.

Once you're up and running, and when you're ready, we can set up cross-Disc collaboration and participation in data-sharing groups.

Our ongoing customer support includes:

- Telephone and email support during all working hours**
- Pro-active quarterly reviews to help you make the most of Disc**
- Free monthly top-up training sessions**
- Membership of your regional Disc Usergroup, with annual meetings and reporting**
- Continuous product development and enhancements**
- Free regular webinars to keep you up to date on data protection compliance**

DAS: let the experts look after your Disc system

Our Disc Administration Service (DAS) is for those who want a Disc system to support their communities, but don't have the time or resources to administrate it themselves



We at Littoralis are uniquely positioned to manage our customers Disc systems for them. No one knows better how to implement Disc to suit a specific customer's requirements, and then how to run it, making the most of its powerful features to deliver maximum benefits for users.

DAS customers are Data Controllers, and ultimately responsible for the compliance of their Disc system. But they can rely on Littoralis' in-depth knowledge of data protection law and GDPR that DAS makes available to them. DAS ensures not only that customers' systems are compliant, but also provides on-going consultancy if and when data protection issues arise.

DAS is delivered to a detailed Service Level Agreement. It specifies what services DAS includes – as well as the specific functions which remain the responsibility of the customer. It also specifies regular reporting to customers on engagement levels, and Key Performance Indicators.

 enquiries@littoralis.com

 01273 900468

 Suite 210 ■ 91 Western Road ■ Brighton ■ BN1 2LB

discagainstcrime.com

  disccrime  [in Disc](#)

Report subject	Town Hall roof and gutters, to consider quotations for works
Committee name	Full Council
Meeting date	Monday 8 th December
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	None
Decision required?	Yes

1. Purpose

The purpose of this report is to present options and costings for essential repairs to the Town Hall chimney and downpipe arising from water ingress. The report outlines quotations received from three contractors and seeks direction on how the council wishes to proceed.

2. Background information

2.1 The Town Hall is a Grade II listed building, and as such requires careful maintenance to protect its historic fabric and ensure compliance with applicable preservation requirements.

2.2 Recent water ingress has been traced to defects affecting the chimney structure and associated rainwater goods, including a blocked hopper and downpipe. Remedial works are necessary to prevent further deterioration and maintain the integrity of the building.

2.3 Quotations have been obtained from three contractors. The council's Operations Manager has advised that the preferred access arrangement would be to undertake works without a full road closure, instead suspending the parking bays alongside the Town Hall. However, it is noted that the adjacent bus stop will need to be factored into any traffic or access management plan.

3. Detailed Consideration

Contractor A

- Chimney works:
 - Erect scaffolding.
 - Investigate the source of water ingress.
 - Carry out remedial repairs as necessary.
 - £1,781 + VAT.
 - No allowance included for additional traffic or road management measures.
- Downpipe/hopper works:

- Erect tower scaffolding.
- Remove necessary swan necks and downpipes.
- Clear debris from blocked hopper and downpipe.
- Refix hopper and downpipes.
- £762 + VAT.

Contractor B

- Chimney works:
 - Remove existing flashings and install new lead flashings.
 - Repoint chimney stack.
 - Apply clear water-repellent seal to the chimney.
 - Labour, materials, and waste removal included.
 - £2,800 + VAT
- Guttering/downpipe works:
 - Erect scaffold across the side of the property (£1,650 + VAT).
 - Clean and inspect gutters; carry out repairs as required.
 - Remove existing downpipe; install cast iron-effect replacement.
 - Modify downpipe design for improved future maintenance.
 - Labour, materials, and waste removal: £700.
 - Road closure required, not included in quotation.

Contractor C

- Combined chimney and guttering works:
 - Erect scaffolding.
 - Felt and batten around chimney.
 - Clear out hopper.
 - £4,100 + VAT.

4. Financial implications

Contractor A:

- Total: £2,543 + VAT.
- Additional charges possible if traffic measures are required.

Contractor B:

- Chimney: £2,800
- Guttering: £700
- Scaffold: £1,650 + VAT
- Total (excluding VAT on chimney/guttering): £5,150 + VAT
- Road closure costs will be additional.

Contractor C:

- Combined works: £4,100 + VAT.
- Potential need for additional traffic management depending on final scaffold requirements.

5. Equalities considerations

No equalities impacts are identified. Work planning will need to maintain safe pedestrian access and ensure minimal disruption to public services, including bus operations.

6. Crime and Disorder considerations

No crime or disorder implications are anticipated. Appropriate security measures will be implemented around scaffolding and work zones.

7. Council Action Plan objectives supported

n/a

8. Recommendation

- 8.1. It is recommended that the council:
 - a) Reviews the quotations and associated access requirements to determine the preferred contractor.
 - b) and authorises the Operations Manager and Town Clerk to proceed with the selected contractor, securing any necessary traffic management permissions or additional arrangements.



Welcome!

A digital newsletter for Crewkerne

Crewkerne Town Council

Winter E-Newsletter

Welcome to your Winter Round-Up, bringing you the latest updates from across our community. In the past, you may have received our printed newsletters through your letterbox (for those living in Crewkerne). The Town Council will continue to publish these hard-copy editions twice a year, but we are now trialling digital newsletters via email in between. We welcome your feedback on this new format, and anyone is invited to subscribe—whether you live in Crewkerne or elsewhere.

Acts of Remembrance



Memorial Post Box

Townsend Cemetery now has a dedicated white memorial post



Memorial Bench

We are pleased to share that a second commemorative bench marking VE Day and VJ Day has now been installed outside the Town Hall. Generously donated by the Crewkerne branch of the



Memorial Post Box

Townsend Cemetery now has a dedicated white memorial post box, created as a quiet space for reflection and remembrance. You are welcome to place letters, cards, or messages inside in memory of someone special—whether to share your thoughts, express your feelings, or simply mark an important moment.

All submissions will be collected and respectfully burned, offering a symbolic and meaningful tribute to those we have loved and lost. We invite you to take a moment to pause, reflect, and send your words of remembrance. Let your messages carry forward the love, memories, and connections that continue to live on.

Memorial Bench

We are pleased to share that a second commemorative bench marking VE Day and VJ Day has now been installed outside the Town Hall. Generously donated by the Crewkerne branch of the Royal British Legion, the bench serves as a lasting tribute to all those who served and sacrificed in the Second World War.

This new installation sits alongside the first memorial bench donated earlier in the year. Featuring silhouettes of soldiers, red poppies, and the words “Lest We Forget – We Will Remember Them”, together the benches provide a poignant space for remembrance.

The Town Council extends its sincere thanks to the Royal British Legion for this continued support and meaningful contribution. We hope residents and visitors alike will pause, sit, and reflect. *Lest we forget.*

Remembrance Sunday

Remembrance Sunday started at Severalls Memorial with a short service led by Rev. Andrew Longshaw, followed by a parade through the avenue. Those taking part included members of the Royal British Legion, veterans, serving members of the Armed Forces, and representatives from many groups across the town. The Parade Marshal,

John Morini, led the parade to the memorial. Three wreaths were placed at the memorial by RBL President Tony Smith, Crewkerne Town Mayor Alice Samuel, and Ann Brolly on behalf of Severalls Bowling Club.

Thank you to everyone who took part in the parade, attended the service, laid wreaths, and joined in the two-minute silence. It was a moment of reflection, unity and remembrance.

Photos by Jeff Hutson



Crewkerne Town Council oppose Sunday parking charges

The Council has formally submitted its response to Somerset Council's consultation on Sunday parking charges. Following the Planning and Highways Committee meeting on 13 October, the Council resolved to object to the proposals. Among the concerns raised were:

- Many town centre households in Crewkerne do not have off-street parking and rely heavily on the local car parks.
- Recent increases in parking charges may discourage visitors, reducing footfall for local businesses.
- Comparing Crewkerne with significantly larger towns and cities is not a fair or realistic benchmark.



Christmas Comes to Crewkerne!

Christmas Comes to Crewkerne!

Thank you to everyone who joined us for this year's Christmas Lights Switch On. The evening brought a wonderful atmosphere to the town centre and marked the start of the festive season in true Crewkerne style.

Falklands Square was filled with music from Phoenix Brass Band, while local community groups and charities hosted stalls to raise funds and showcase their work. The Fire Service, Brownies, Majorettes, and the Lantern Parade provided a fantastic escort for Father Christmas as he made his way to the Town Hall for the all-important lights switch-on.

On the main stage, seasonal music from St Bartholomew's Primary School Choir and CUDOS added to the festive spirit, delighting the crowd. After the countdown, Father Christmas headed to his grotto, where he spent the evening meeting excited children from across the town, whilst Phoenix Voices performed alongside the illuminated tree, creating a truly magical moment.

Upstairs, Victoria Hall once again hosted the popular Christmas Craft Fair, with stallholders offering a range of handmade gifts, decorations, and festive treats.

This year, the celebrations also centred around Crewkerne's beautifully lit Christmas tree. The Council extends its warm thanks to the local resident who kindly donated the tree, and to local farmer John Wyatt and P H Hardwills, who—as they have done for many years—volunteered their time and expertise to install it. We are also grateful to Taylor Wimpey for sponsoring the new tree lights, which added an extra sparkle to the evening.

Thank you to everyone who donated to the event, the street collection raised £354.97 which will go towards more Christmas lights for the town.

Photos by Jeff Hutson



Crewkerne Christmas Market

The festivities continued the following day with the annual Christmas Market. Nearly thirty stallholders attended, offering handcrafted goods and delicious produce. The market was well supported, with plenty of Christmas purchases made throughout the morning.

A heartfelt thank you goes to everyone involved. Each year, a large number of volunteers help bring Christmas magic to Crewkerne, and the events are a testament to the town's strong community spirit. We are always keen to welcome new volunteers—whether you can help in the run-up to the event (from July onwards) or on the night itself. If you would like to be involved, please contact towncouncil@crewkerne-tc.gov.uk.

Photo by Jeff Hutson

Speak to Your Councillor

Do you have a question, idea or concern you'd like to raise with the Town Council?

Our monthly Councillor Surgeries are a great opportunity to come and chat informally with one of your councillors, share your thoughts, or find out more about what's happening in the town.

The next surgeries will be held from 10.30am to 12 noon in the Local Information Centre on:

Saturday 24th January

Saturday 28th February

Saturday 28th March

Everyone is welcome, your councillors are here to listen.

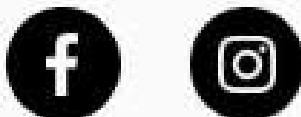


Tennis Courts -available to book

Tennis courts are available to hire for only £6 per hour. If you don't have a racket or balls, you are welcome to use the equipment provided in our 'borrow box'.

[Learn more](#)

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Report subject	To consider a response to the licensing application
Committee name	Full Council
Meeting date	Monday 8 th December 2025
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	n/a
Decision required?	Yes

1. Purpose

To inform councillors of the receipt of a premises licence application for On the Piazza, Market Square, Crewkerne TA18 7LE (Former King's Arms), and to consider whether the council wish to submit any relevant representation.

2. Background information

2.1 Somerset Council, as the Licensing Authority, has notified the Town Council of an application for a premises licence for On the Piazza, Market Square, Crewkerne. The application form will be included within the agenda pack for councillors' consideration (Appendix C).

2.2 Representations may only be made if they relate directly to one or more of the four statutory licensing objectives:

- Prevention of crime and disorder
- Prevention of public nuisance
- Public safety
- Protection of children from harm

Issues such as commercial competition, public health, or alignment with planning matters are not relevant grounds for representation.

2.3 Where relevant representations are submitted, a hearing will be held by the Licensing Authority to consider whether conditions should be applied or whether any aspect of the application should be amended. If no relevant representations are received, the licence will be automatically granted at the end of the representation period.

2.4 The Licensing Authority encourages early engagement between interested parties and the applicant. Should the applicant agree to amendments or additional conditions, the application can be revised without the need for a hearing.

2.5 In exercising licensing functions, Somerset Council must have regard to:

- The Somerset Council Statement of Licensing Policy

- Home Office Revised Guidance issued under section 182 of the Licensing Act 2003

2.6 The deadline for submitting representations is 18 December 2025.

3. Detailed Consideration

Councillors may wish to review the application to determine whether the proposals could give rise to concerns under any of the licensing objectives listed above. At this stage, no issues have been identified by officers, but councillors' knowledge of the location, surrounding area, and potential impacts may assist in determining whether representations should be made.

4. Financial implications

n/a

5. Equalities considerations

None identified. Any representation would be based solely upon the licensing objectives as outlined in statute and national guidance.

6. Crime and Disorder considerations

Relevant considerations may include any potential risk of crime, disorder, anti-social behaviour or community safety impacts arising from the licensed activities.

7. Council Action Plan objectives supported

n/a

8. Recommendation

8.1. It is recommended that the Council:

- notes the premises licence application for On the Piazza, Market Square, Crewkerne; and
- delegates authority to the Town Clerk or Deputy Clerk to review the application and submit a relevant representation on behalf of the Town Council if considered appropriate.

Appendix C

Application for a premises licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We [REDACTED]

(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description			
On The Piazza Ltd Former Kings Arms Public House 17 Market Square			
Post town	Crewkerne	Postcode	TA18 7LE
Telephone number at premises (if any)			
Non-domestic rateable value of premises			

Part 2 - Applicant details

Please state whether you are applying for a premises licence as Please tick as appropriate

a) an individual or individuals *	<input checked="" type="checkbox"/> please complete section (A)
b) a person other than an individual *	
i) as a limited company/limited liability partnership	<input type="checkbox"/> please complete section (B)
ii) as a partnership (other than limited liability)	<input type="checkbox"/> please complete section (B)
iii) as an unincorporated association or	<input type="checkbox"/> please complete section (B)
iv) other (for example a statutory corporation)	<input type="checkbox"/> please complete section (B)
c) a recognised club	<input type="checkbox"/> please complete section (B)
d) a charity	<input type="checkbox"/> please complete section (B)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY

If you wish the licence to be valid only for a limited period,
when do you want it to end?

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)

On the piazza is a restaurant on Market Square that will serve the local residents and visitors of Crewkerne, they operate 5 days per week and serve hot food, drinks & cocktails.

The premises is a former public house (The Kings Arms) it has indoor seating to the front and rear of the property and outdoor seating to the left hand side of the premises.

Immediate residents of On The Piazza are Oscars Wine Bar and a Chinese Takeaway.

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)		On the premises	<input checked="" type="checkbox"/>
					Off the premises	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish				
Mon	1100	State any seasonal variations for the supply of alcohol (please read guidance note 5)			
		2300				
Tue	1100	Christmas Eve – 1100 – 0000 New Years Eve – 1100 - 0100			
		2300				
Wed	1100				
		2300				
Thur	1100	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)			
		2300				
Fri	1100				
		2300				
Sat	1100				
		2300				
Sun	1100				
		2300				

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

No adult entertainment shall occur on the premises.

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	1100	Christmas Eve – 1100 – 0030
		2330	New Years Eve – 1100 - 0130
Tue	1100	
		2330	
Wed	1100	
		2330	
Thur	1100	Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)
		2330	
Fri	1100	
		2330	
Sat	1100	
		2330	
Sun	1100	
		2330	

M

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

The Licensee, shall ensure that all times when the premises are being used for any licensable activity, there are sufficient competent staff on duty at the premises for the purpose of fulfilling the terms and conditions of the licence and for preventing crime and disorder. The Licensee shall ensure that all staff will undertake training in their responsibilities in relation to the sale of alcohol, particularly with regard to drunkenness and underage persons.

Control - PLH

A Personal Licence Holder shall be present on the premises at all times when alcohol is being sold or supplied under the authority of the premises licence.

- The Personal Licence Holder must be able to exercise supervisory control over the sale of alcohol and ensure compliance with the Licensing Act 2003.
- In the event of a change in staffing or emergency absence, a nominated deputy who is also a Personal Licence Holder must be available on site or on call and able to attend the premises without delay.
- A record of the Personal Licence Holder(s) on duty shall be maintained and made available to authorised officers upon request.

Smoking

Smoking is only permitted in the designated areas at the premises which are clearly marked and located away from the main entrance.

The area must be kept tidy and free from litter, with appropriate disposal facilities provided for cigarette ends.

Signage must be displayed to inform patrons of the designated smoking area and to discourage smoking outside of this zone.

Staff must monitor the area regularly to ensure compliance and prevent obstruction of public pathways or nuisance to neighbouring properties.

Off Sales

There shall be no off sales

Simultaneous Trading Restriction

Only one premises licensed at the registered address, 17 Market Square, Crewkerne, TA18 7LG may be operational and open to the public at any one time.

Where multiple premises licences exist for the same venue, address or trading name, the premises licence holder must ensure that only one licence is active for trading purposes at any given time.

This condition is intended to prevent simultaneous trading under multiple licences for the same premises/address, ensuring clarity of responsibility and compliance with licensing objectives.

b) The prevention of crime and disorder

A CCTV system shall be installed and maintained in good working order at the premises and shall:

- Cover all public areas of the premises (not changing rooms), including all entry and exit points, the bar area (if any), and any external areas used by patrons.
- Be operational at all times the premises are open to the public.
- Record clear images that are date and time-stamped correctly.
- Retain recordings for a minimum of 31 days and make them available to the police upon request, subject to data protection legislation.

- Have at least one member of staff on duty who is trained in the operation of the system and able to download footage upon request.
- Display signage at the premises to inform customers that CCTV is in operation.

Drugs Policy

The premises shall operate a written drugs policy designed to prevent the use, possession, and supply of illegal drugs on the premises and to promote customer safety. The policy shall:

- Be developed in consultation with the local police licensing team and reflect current best practice (Misuse of Drugs Act 1971)

Include procedures for:

- Staff training on identifying and responding to drug-related incidents
- Monitoring and searching of patrons where appropriate and lawful
- Safe handling and storage of any seized substances, including the provision of a secure receptacle for storage
- Reporting incidents to the police and recording them in the premises' incident log

Be reviewed regularly and updated as necessary to reflect changes in legislation or local risk.
Be made available to the police or authorised officers upon request.
Be communicated to all staff, with training records maintained and accessible for inspection.

Incident Book

An incident logbook shall be maintained at the premises and made available to the police or authorised officers of the licensing authority upon request. The log shall:

- Be kept in a bound format (or secure digital equivalent) with pages numbered consecutively.
- Be completed as soon as reasonably practicable after any incident involving:
- Crime or disorder
- Ejections of patrons
- Refusals of alcohol sales
- Visits by responsible authorities
- Any other significant event relevant to the promotion of the licensing objectives
- Record the date, time, and nature of the incident, the names or descriptions of those involved (where known), and the name of the staff member making the entry.
- Be reviewed regularly by the Designated Premises Supervisor (DPS) to ensure compliance and identify any patterns or concerns.

c) Public safety

Any incidents of a criminal nature that may occur on the premises will be reported to the Police.

Appropriate fire safety procedures are in place including fire extinguishers (foam, H20 and CO2), fire blanket, internally illuminated fire exit signs, numerous smoke detectors and emergency lighting.

All appliances are inspected annually.

All emergency exits shall be kept free from obstruction at all times.

d) The prevention of public nuisance

Dispersal

The premises shall operate a documented Dispersal Policy to ensure the orderly departure of customers from the premises. This policy must include measures to minimise noise, disturbances, and anti-social behaviour, particularly in surrounding areas. Staff should be trained on the policy and actively implement it during closing hours. Clear signage must also be displayed to encourage customers to leave quietly and respect nearby residents. The policy should be regularly reviewed and updated as needed to maintain effectiveness.

Outside Areas

An outdoor management policy shall be drawn up by the premises licence holder and implemented at the premises when the outside areas are being used for the purposes of licensable activity. The policy shall include but not limited to:

- a. Customer Behaviour
 - Outline procedures for managing customer behaviour in outdoor areas.
 - Include policies for dealing with intoxicated or disruptive individuals.
- b. Lighting and Safety
 - Include measures for maintaining a safe environment, such as regular inspections.
 - A system to accurately record and monitor the number of individuals entering and existing the premises, ensuring all areas are compliant with capacity figures.

All outside areas shall close at 2300hrs.

e) The protection of children from harm

Challenge 25

The premises shall operate a Challenge 25 policy or similar.

Any person who appears to be under the age of 25 shall be required to produce valid photographic identification proving that they are at least 18 years of age before being sold alcohol.

Acceptable forms of ID shall be limited to:

- A passport
- A UK photocard driving licence
- A PASS-accredited proof of age card

Prominent signage advising customers of the Challenge 25 policy shall be displayed at all points of sale and at the entrance to the premises.

All staff involved in the sale of alcohol shall receive training on the Challenge 25 policy or similar, with refresher training provided at least every 6 months. Records of this training shall be made available to the police or authorised officers of the licensing authority upon request.

Staff Training

All staff involved in the sale or supply of alcohol shall receive training in their responsibilities under the Licensing Act 2003, including:

- The premises' age verification policy (e.g. Challenge 25)
- Refusal of alcohol sales to persons who are intoxicated or underage
- The operation of the CCTV system (where applicable)
- The importance of recording incidents and refusals

Training shall be provided before staff are allowed to sell alcohol and shall be refreshed at least every 6 months.

Refusals Register

A refusals register shall be maintained at the premises and used to record all occasions where a sale of alcohol is refused. The register shall:

Be completed immediately after each refusal and include:

- The date and time of the refusal
- A description of the individual (and name if known)
- The reason for refusal (e.g. underage, intoxicated, no ID)
- The name of the staff member who refused the sale

Be kept in a bound book or secure digital format with pages numbered consecutively.

Be reviewed regularly by the Designated Premises Supervisor (DPS) to identify any patterns or training needs.

Be made available for inspection by the police or authorised officers of the licensing authority upon request.

Safeguarding

The premises shall actively support and participate in customer safeguarding initiatives designed to protect vulnerable individuals, such as Ask for Angela or any similar scheme promoted by the local authority or police.

All customer-facing staff shall be trained in the procedures associated with the safeguarding initiative(s) in operation at the premises.

- Training shall include:
- How to recognise signs of vulnerability or distress
- How to respond discreetly and appropriately to requests for help
- Escalation procedures to security or emergency services where necessary

Clear and visible signage shall be displayed in appropriate areas (e.g. toilets, entrance, bar) to inform customers that the premises supports safeguarding initiatives.

A record of staff training shall be maintained and made available to authorised officers upon request.

Report subject	To consider a request to include the Town Hall in its directory of film-friendly locations
Committee name	Full Council
Meeting date	Monday 8 th December
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	Screen Somerset
Decision required?	Yes

1. Purpose

The purpose of this report is to seek approval for Crewkerne Town Hall to be put forward as a potential filming location for a WWI-era feature film, following an enquiry received by Screen Somerset. The report also seeks approval for the Town Hall to be included in Screen Somerset's directory of film-friendly locations.

2. Background information

2.1 Screen Somerset is a Somerset Council project that promotes film and television production across the county, with the objective of supporting local economic activity and raising the profile of Somerset as a creative destination. The project works directly with production companies and Location Scouts to identify suitable sites when location searches are commissioned.

2.2 A current nationwide search is underway for a large town hall suitable for a WWI-period feature film. Screen Somerset has identified Crewkerne Town Hall as a possible candidate and has requested confirmation that the Town Council has no objection to the building being proposed.

2.3 At this stage, there is no formal commitment. If the Town Hall aligns with the Location Scout's requirements, the next step would simply be an exploratory conversation. Should the location ultimately be selected, filming can provide a modest revenue stream and wider community engagement opportunities.

2.4 Screen Somerset has also requested permission to include Crewkerne Town Hall in its directory of film-friendly locations. This would involve providing basic building details, a suitable contact number, and a set of exterior and interior photographs. Inclusion in the directory does not create any obligation on the council but enables future consideration for filming enquiries.

3. Detailed Consideration

3.1 Crewkerne Town Hall is architecturally and historically suited to period productions. Participation in the early stages of a location search carries no operational impact beyond liaising with a Location Scout should they express interest.

3.2 If a production were to proceed, standard filming arrangements would apply, including discussions around access, scheduling, operational impact, fees, insurance, risk assessment, and safeguarding of the building. These considerations would be addressed on a case-by-case basis, and the council would retain full discretion to approve or decline any filming request.

3.3 Inclusion in Screen Somerset's directory serves as a promotional tool and may generate intermittent enquiries. This would not commit the council to accepting filming but may increase the visibility of the building within the UK screen sector.

4. Financial implications

4.1 There are no financial implications associated with allowing the Town Hall to be put forward for initial consideration or for inclusion in the directory.

4.2 If filming were to take place, it could generate additional income through location fees, which are typically agreed individually based on duration, areas used, disruption, and staffing requirements. Any direct costs associated with accommodating a production (e.g., officer time, security, cleaning) can be recovered through negotiated fees.

5. Equalities considerations

There are no identified equalities impacts associated with allowing the Town Hall to be considered as a filming location. Any future filming request would be assessed to ensure compliance with the council's equalities duties, including maintaining public access arrangements where appropriate and ensuring no discriminatory practices.

6. Crime and Disorder considerations

There are no anticipated crime or disorder risks at this preliminary stage. Should filming occur, standard controls—such as security arrangements, traffic management, and coordination with relevant authorities—would form part of the production's planning requirements.

7. Council Action Plan objectives supported

n/a

8. Recommendation

8.1. It is recommended that the Council:

- a) raises no objection to the Town Hall being put forward as a potential filming location for the current WWI-era feature film enquiry; and
- b) approval is granted for the Town Hall to be added to Screen Somerset's directory of film-friendly locations, with appropriate contact details and photographs provided as required; and
- c) any subsequent filming proposals be brought forward for separate consideration.

Report subject	To identify Councillor support for upcoming surgeries
Committee name	Full Council
Meeting date	Monday 8 th December 2025
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	n/a
Decision required?	Yes

1. Purpose

To note the dates for Town Council surgeries in 2026 and to identify councillor volunteers to support each session.

2. Background information

2.1 Town Council surgeries provide an important opportunity for Members to meet residents, hear issues and concerns first-hand, and offer advice or follow-up where appropriate.

2.2 Attendance at recent surgeries has increased, indicating growing public engagement. Councillors attending each session are asked to collect 'surgery sheets' from the Town Council offices on the Friday before the event. These sheets should be used to record issues raised, along with contact details for any individuals requiring follow-up communication or action. Completed sheets should be returned to the Clerk or Deputy Clerk as soon as possible after the surgery to enable timely responses.

2.3 The following 2026 surgery dates each require two councillor volunteers between 10.30–12.00:

Date of Surgery	Councillor One	Councillor Two
Saturday 24 th January		
Saturday 28 th February		
Saturday 28 th March		

3. Detailed Consideration

There are no proposed changes to the format or structure of the surgeries. The key requirement is to ensure that two councillors are allocated to each date to maintain continuity of service and to support effective engagement with residents. Identifying volunteers early will facilitate planning and communication with the public.

4. Financial implications

n/a

5. Equalities considerations

The continuation of regular Council surgeries supports equality of access by providing residents with opportunities to speak directly with elected representatives in an informal and accessible setting.

6. Crime and Disorder considerations

n/a

7. Council Action Plan objectives supported

n/a

8. Recommendation

8.1.	It is recommended that Council
a)	note the dates of the Town Council surgeries for 2026; and
b)	confirm two councillor volunteers for each scheduled surgery date.