

Councillors are hereby summoned, and members of the public and press are invited, to attend a meeting of the **Amenities Committee** to be held on **Monday 12th January 2026**, following the meeting of the Planning & Highways Committee, and not commencing before 19.00, in the Council Chamber, Town Hall, Market Square, Crewkerne for the purpose of transacting the business outlined on the agenda below.

Notes:

- **Members of the public can access the meeting which will be uploaded 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.**
- **Assistive listening devices are available at public meetings – please see a member of staff prior to the start of the meeting.**
- **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)
6 January 2026

Agenda

- 014/2526 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.
- 015/2526 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.
- 016/2526 To approve the draft minutes of the Amenities Committee meeting held on 10 November 2025.**
- 017/2526 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
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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 Chair reserves the right to vary or extend these time limits.

- 018/2526** **Youth provision:** To consider a quotation and to award the contract
- 019/2526** **Land at Easthams Lane:** to receive a verbal update from the Town Clerk
- 020/2526** **Bincombe Event:** To consider a proposal and a date
- 021/2526** **Town Hall exterior woodwork:** To consider quotations for the works
- 022/2526** **Telephone Box Consultation:** To receive the results and determine the next steps
- 023/2526** **Report from the Amenities Chair:** to note the updated progress matrix.
- 024/2526** **To receive Matters of Report** (verbal reports for information only).
- 025/2526** **Next meeting:** Monday 9 March 2026, following the Planning and Highways Committee, Council Chamber, Town Hall.

Report subject	To consider a quotation for youth provision and to award the contract.
Committee name	Amenities Committee
Meeting date	Monday 12 th January 2026
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	Youth Providers
Decision required?	Yes

1. Purpose

To consider a quotation for youth provision in the town.

2. Background information

2.1 Following the end of our youth provision services at the end of October, quotation have been sought for a new provider from 1st January 2026 to 31st March 2027. Three visits were made to local providers.

2.2 The tender specification requested that the youth provider will be required to:

- Deliver two regular weekly youth sessions during term time, each running for approximately two hours, with additional set-up and close-down time.
- One session should be aimed at younger participants (approximately ages 8–11).
- One session should be aimed at older participants (approximately ages 11+).
- Deliver 30 additional hours of youth activity per year, in agreement with the Youth Steering Group. This may include:
 - Youth council and community participation activities, including recruitment and engagement in schools.
 - Visits to other youth groups to promote opportunities.
 - Attendance at Town Council or other community meetings and events.
- Ensure all sessions provide equality of access, regardless of background, ethnicity, ability, gender, sexuality or income.
- Include opportunities for young people to volunteer, gain experience and work towards accredited outcomes.
- Propose and deliver other projects or community activities (e.g., arts, sports, environmental or educational initiatives) in partnership with the council, subject to available funding.
- Work collaboratively with Crewkerne Town Council to adjust delivery as needed in response to young people's needs or external factors.
- The service will be open to all young people aged 8 years and above who live in, attend school in, or otherwise have a connection to Crewkerne and the surrounding area.

- 2.3 Please note that the contract will be unable to start from January 2026 as staff will need to be recruited by the provider, however we would aim to commence as soon as possible.

3. Detailed Consideration

- 3.1 One tender was received from a provider with 13 years' experience delivering youth provision across Somerset.

3.2 Staffing and Qualifications

- All staff attend annual safeguarding training.
- All are Level 2 qualified in Food Hygiene and Safety and Level 3 qualified in First Aid.
- The provider has a successful track record of supporting youth workers to achieve Level 2 and Level 3 NVQ youth work qualifications.
- The team comprises:
 - A JNC (Joint Negotiating Committee) qualified Youth and Community Worker project manager
 - An administrator
 - Nine part-time staff, including:
 - One JNC-qualified Youth and Community Worker
 - Three Level 3 NVQ youth workers
 - One NCON Level 2 qualified youth support worker

3.3 Programme Delivery

- The provider offers a wide range of activities and opportunities for young people, with a strong focus on:
- Involving young people in decision-making and planning activities
- Supporting skill development and promoting awareness of diversity
- Challenging discrimination and building positive relationships

3.4 Safeguarding and Policies

- All young people sign in, with emergency contact details recorded for first-time attendees
- Ground rules are developed collaboratively with participants
- Parental consent forms are required
- Staff and volunteers undergo DBS checks
- Comprehensive policies are in place, including: Health and Safety, Safeguarding, Data Protection, Whistleblowing, and Financial Controls
- All venues and sessions are risk assessed

3.5 Proposed Sessions

- Two sessions at the GRC:

- Tuesday: Ages 8–11, 6.15–8.45pm
- Wednesday: Ages 12–16, 6.45–9.15pm

Each session will be led by a lead youth worker and supported by two youth support workers

3.6 Youth Progression and Engagement

- The programme encourages young people to participate in community events
- From age 16, young people are encouraged to become youth club helpers, with a progression toward formal volunteering at 18

4. Financial implications

4.1 Please note that paragraph 5.8 of the Council's Financial Regulations states that, '*For contracts greater than £3,000 excluding VAT, the RFO shall seek at least two fixed-price quotes.*'

In this instance, three quotes were sought. However, two providers declined to submit a quote due to existing commitments to other provision within the area. No other providers are sufficiently local to offer a viable quotation.

4.2 **Option 1 – Free of charge to young people**

Total buy in charge: £22,872

Option 2 – Young people pay £1 subs (based on an average of 18 young people per session)

Total buy in charge: £21,195

Please note that the provider is not registered for VAT.

4.3 Both options fall within the approved budget for 2025/26 and the draft budget for 2026/27. Costs relating to 'play days' and outreach work are excluded at this stage; however, sufficient funds will remain to enable these activities to be procured in due course.

5. Equalities considerations

The provider actively promotes equality, diversity, and inclusion in all aspects of delivery. Activities are designed to be accessible to young people of all backgrounds, abilities, and identities. Staff and volunteers are trained to challenge discrimination and to ensure that every young person is treated fairly and equitably. Sessions are structured to support participation from young people with differing needs, and consideration is given to barriers such as age, gender, disability, ethnicity, or socio-economic circumstances. Parental consent and individual risk assessments further ensure that all participants can access the programme safely and inclusively.

6. Crime and Disorder considerations

The provision contributes to crime prevention and community safety by providing structured, supervised activities during evenings and school holidays, targeting age groups at risk of anti-social behaviour. Staff are trained in safeguarding and conflict resolution, and sessions emphasise positive relationships, respect, and responsibility. By engaging young people in constructive activities and encouraging participation in community events, the programme reduces opportunities for offending and anti-social behaviour, supporting wider community safety objectives.

7. Council Action Plan objectives supported

7.1 Continue to provide a quality youth service through a service level agreement

8. Recommendation

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| 8.1. It is recommended that the Council review the tender and authorise the Town Clerk to take all necessary steps to implement the contract. |
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Report subject	To consider a proposal and date for a Bincombe event
Committee name	Amenities Committee
Meeting date	Monday 12 th January 2026
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	n/a
Decision required?	Yes

1. Purpose

To propose the organisation of a Fun Day in Crewkerne for summer 2026, providing a community-focused event with activities, entertainment, and opportunities for local groups to participate.

2. Background information

The Fun Day is planned to be a summer event aimed at engaging residents of all ages in a safe, inclusive, and enjoyable community environment. The event rotates on a three-year cycle between Henhayes, Bincombe, and Happy Valley, with 2026 planned for Bincombe. The event typically involves local organisations, volunteer groups, and community partners, offering activities and services that promote social interaction and well-being. The proposed date is Saturday 25th July 2026, with an alternative date of Saturday 1st August if required.

3. Detailed Consideration

The event is proposed to involve a range of activities and contributors, including:

- Confirmed contributors:
 - Scouts – provision of food, teas, and coffees
 - Brownies
 - St John Ambulance – stall and demonstrations
 - Sensory toys stall
 - Community Rangers
 - Event photography
 - Sheep pen
 - Royal British Legion – refreshments
 - Outdoor activities
 - South West Wildlife Fundraising
 - Archery
 - Possible collaboration with youth provider

- Additional activities if budget allows:
 - Chainsaw sculptures/bench
 - Woodland Tribe

The event aims to provide inclusive activities for children and families, promote local organisations, and encourage community participation.

4. Financial implications

Costs will depend on external contributors and any fees associated with specialist activities such as chainsaw sculptures or Woodland Tribe. Provisional budget estimates will need to be reviewed to ensure the event remains within the allocated funds. Some contributions are provided voluntarily by local groups, reducing overall expenditure.

5. Equalities considerations

The event will be designed to be inclusive and accessible to all members of the community, including children and families of different ages, abilities, and backgrounds. Activities such as sensory toys and collaboration with multiple local groups aim to ensure that participants of all abilities can engage safely and enjoyably.

6. Crime and Disorder considerations

The event will be supervised by volunteers and staff, ensuring safe conduct throughout. Organisations such as St John Ambulance and local youth groups provide oversight, and risk assessments will be completed for all activities and venues. The structured nature of the event helps reduce opportunities for anti-social behaviour.

7. Council Action Plan objectives supported

8. Recommendation

- 8.1. It is recommended that the Council:
- a) Approve the organisation of the Fun Day on Saturday 25th July 2026 (or 1st August as an alternative)
 - b) Delegate authority to the Town Clerk to make necessary arrangements, co-ordinate with local groups, and oversee event delivery within the approved budget

Report subject	To consider a quotations to repaint the Town hall exterior woodwork
Committee name	Amenities Committee
Meeting date	Monday 12 th January 2026
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 consider quotes for the restoration of the ground floor exterior woodwork and paintwork of the Town Hall and to recommend a suitable contractor for the works.

2. Background information

2.1 The Town Hall is a Grade II listed building. The ground floor exterior woodwork requires repair and renovation to maintain the building's structural integrity and aesthetic appearance. All restoration works must comply with the standards required for Grade II listed properties.

2.2 Quotes have been sought from contractors to:

- Repair or replace any rotten woodwork on the ground floor exterior.
- Strip back and repaint all remaining woodwork to match the existing colour scheme using linseed oil-based paints.

3. Detailed Consideration

3.1 Three contractors provided quotes for the required works:

Contractor	Quote (excl. VAT)	Notes
Contractor A	£15,650	VAT registered
Contractor B	£18,319	VAT registered
Contractor C	£9,230	Not VAT registered

3.2 All contractors have confirmed their ability to complete the works to the required standards for a Grade II listed building.

4. Financial implications

The estimated cost of the works ranges from £9,230 to £18,319, depending on the contractor selected. Money has been allocated in the draft 2026/27 budget for this project; however, quotes from Contractors A and B would slightly exceed the current budget provision. Contractor C falls within the budget.

5. Equalities considerations

n/a

6. Crime and Disorder considerations

n/a

7. Council Action Plan objectives supported

2.1.1 Repaint all exterior woodwork and doors

8. Recommendation

8.1. It is recommended that the council:

- a) select a contractor to undertake the restoration works; and
- b) delegate the necessary arrangements to the Operations Manager

Report subject	To receive the results of the telephone box consultation and determine the next steps.
Committee name	Full Council
Meeting date	Monday 12 th January 2026
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	Residents of the town
Decision required?	Yes

1. Purpose

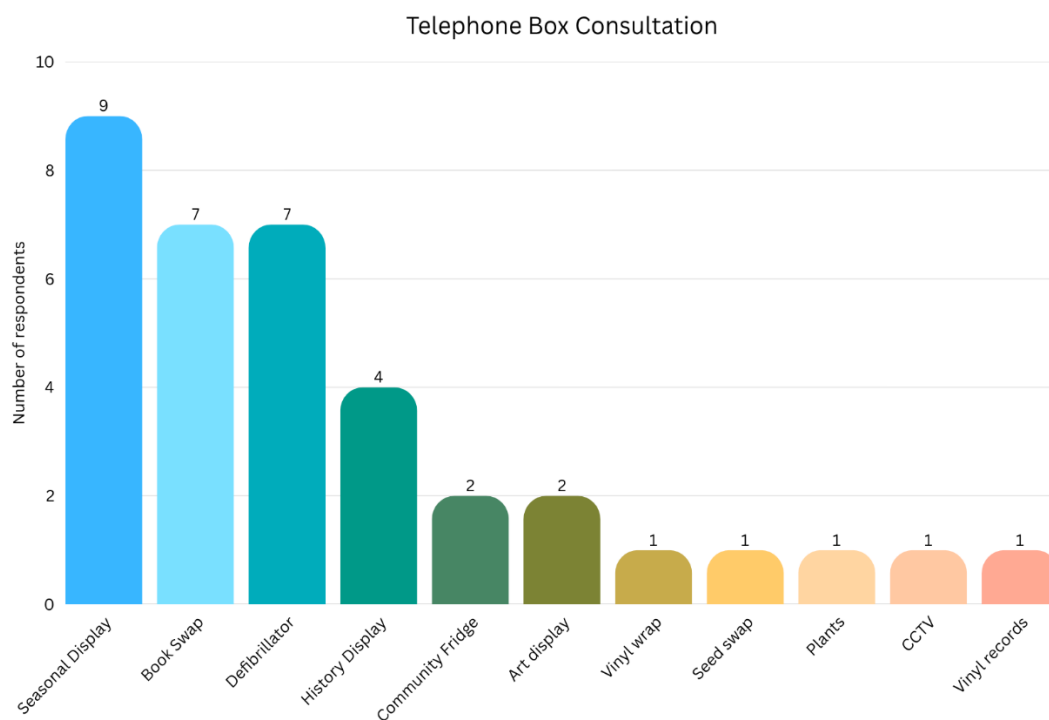
To receive the results of the consultation regarding the future use of the telephone kiosk on the eastern side of the Town Hall, and to determine the next steps. Members are asked to consider the possible uses of the kiosk considering the consultation outcomes and operational implications.

2. Background information

2.1 The telephone kiosk was formally adopted by Crewkerne Town Council in March 2025. The kiosk has since been repainted and is currently in good repair. BT has removed all telephony equipment, and the electrical connections can either be maintained or taken over by the Council should they be required for any future use.

2.2 The kiosk forms an important part of the visual landscape in this central location. Traditional red telephone kiosks are regarded as a valued feature of the town's heritage, and any proposed use should be compatible with its heritage and aesthetic significance. Consideration will be required in respect of the ongoing maintenance, security, and cleanliness of any items placed within the kiosk.

2.3 In July 2025, Members agreed that the Deputy Clerk would undertake a consultation on social media. Engagement through this route was low, and as a result, an in-person consultation was undertaken at the local information centre over several months. The results, illustrated in the accompanying graph, indicate that a seasonal display received the highest number of preferences, followed by a joint second place for a book swap and installation of a defibrillator.



3. Detailed Consideration

3.1 The top-ranked option, a seasonal display, would provide opportunities to improve the appearance of the kiosk and support community engagement through themed displays. However, this option would require materials and volunteer or officer time throughout the year and has not previously been included within the Council's budget.

3.2 A defibrillator was also identified as a potential use. While this would serve a community safety function, the town already benefits from twelve defibrillators at various locations. In addition, installation and ongoing maintenance costs have not been budgeted for.

3.3 A book swap was also supported through the consultation. This option would align with community development aims, requires minimal financial outlay, and could operate effectively with basic oversight. A nominated councillor or volunteer would be required to monitor the condition and tidiness of the kiosk and ensure it is used appropriately.

3.4 On balance, the book swap option offers a sustainable, low-cost use that reflects community feedback while recognising existing resource constraints.

4. Financial implications

The book swap option would require minimal expenditure, limited to shelving, occasional cleaning and any minor maintenance. The seasonal display and defibrillator options may require additional funds, which have not been included in the 2025/26 or

2026/27 budgets. Installation of a defibrillator would entail purchase, installation, and ongoing maintenance costs.

5. Equalities considerations

The use of the telephone kiosk for a book swap would support inclusive access to reading materials at no cost and would be available to all members of the community. No negative equalities impacts have been identified.

6. Crime and Disorder considerations

Any use of the kiosk may be subject to vandalism or misuse. A simple, low-value use such as a book swap reduces potential risk. Regular monitoring by a nominated councillor would help to identify any issues promptly.

7. Council Action Plan objectives supported

n/a

8. Recommendation

8.1. It is recommended that Council:

- a) Note the results of the consultation; and
- b) Agree that the telephone kiosk be used as a community book swap, with a nominated councillor appointed to oversee its upkeep and general condition.

Amenities Progress Report: external

29th December 2025

Town Hall / Victoria Hall	
Town Hall exterior doors, windows and interior window frames and sills.	<ul style="list-style-type: none"> To go in the budget for 2026/27. Water ingress from blocked gutters/roof. Quotes also being sought to repair the flat roof and to move the air conditioning units.
Drainage at side of Town Hall (water accumulating against side of building)	<ul style="list-style-type: none"> Drain is not in TH curtilage, reported to Highways. Meeting with Highways in the New Year.
Plinth	<ul style="list-style-type: none"> Minor remedial works recommended. The works will now have to be scheduled after Christmas.
Victoria Hall Hearing Loop	<ul style="list-style-type: none"> Break identified in loop. The cost of the standard system will be put into the 2026/27 budget. A newer system is also available at an additional cost. A second quote is being sought.

George Reynolds Centre (GRC)	
Lucombe Oak	<ul style="list-style-type: none"> Lucombe Oak Lighting: Pre planning submitted end February 25. Pre Planning advice is to have another bat survey at the opposite time of year. Second survey confirmed no bats in the tree. Money to be added to the 2026/27 budget.

Cemetery, Lodge and Chapel	
Chapel Alarm	<ul style="list-style-type: none"> To seek a quote to take over contract from April 2026.
Chapel CCTV	<ul style="list-style-type: none"> CCTV in the chapels –internal use only. Revisit in April as part of new alarm contract.
Outstanding railings (JBC)	<ul style="list-style-type: none"> Gates complete. JBC to reconsider railings? High cost. Still awaiting a second quote. Locking nuts have been fitted to the gates. Defer to 2027.
Paths (JBC)	<ul style="list-style-type: none"> Remaining paths upgrades almost complete. Trial areas in old section – agreed to go with matting for one path from 1st April and monitor over one cutting season. To look at extending the paths, and better weed suppression fabrics
Rear internal workshop chapel wall	<ul style="list-style-type: none"> Install break glass to monitor movement. Works completed, now ready to be fitted.

Amenities Progress Report: external

Memorial inspection (JBC)	<ul style="list-style-type: none"> One member of staff has completed training. The old section has been completed; work is taking place on the new section.
Internal workshop chapel walls	<ul style="list-style-type: none"> Second coat drying out, then skim will take place. Skim complete and drying. Needs painting.
Boundary fencing	<ul style="list-style-type: none"> Fencing required on the cemetery/TW boundary as it is becoming a cut through. Meeting with TW in the New Year.
Boundary hedging	<ul style="list-style-type: none"> Laurel hedging required to fill the gaps in the hedge line. A fence will also be required to prevent the deer from eating it. Trial small section.

Playgrounds / Allotments / Open Spaces etc	
Henhayes	<ul style="list-style-type: none"> Woodwork: bollards outstanding – chain as an interim measure, rear Aqua Centre fence outstanding for staining. Schedule for a Volunteers Day. Concrete bollards?
Happy Valley	<ul style="list-style-type: none"> Floodlights - Lights installed but very bright. Need to be fitted with a shade to direct the light. Currently the timer has been altered so then go off at 8pm rather than 10pm Sand pit - agreed to remove sand and replace with play equipment. In the budget for 2026/27. Quotations being sought. Central path - Trial mesh surfacing and back fill with topsoil as will be difficult to remove tree roots. 2m width will need to be allowed for wheelchair users. Two quotes received, awaiting a third.
Bincombe Allotments	<ul style="list-style-type: none"> Surveyors report received and needs consideration. To pick out priorities – top 30m is the priority. To be rebuilt with internal breeze blocks and faced with Crewkerne stone. In the budget for 2026/27. Seeking quotes.
Pithers Court	<ul style="list-style-type: none"> Removal of railing section at entrance to allow access to Pithers court site, initial clearance of large debris and removal of small / dead trees. (Allowed size to be confirmed). Use of strimmer's / flail to clear undergrowth. To get a quote on removal of tree stump in cleared area to support the creation of a small allotment. To look at options for clearing undergrowth growing over the side wall at the allotments. (Adjacent to Bincombe Lane Path)
Bincombe Beeches	<ul style="list-style-type: none"> Access code to be changed on a monthly basis To review tree inspection contract
Tennis Courts - Severalls	<ul style="list-style-type: none"> Fencing around edge is loose. This will involve drilling into the new court – monitor for now. Fly tipping at the side of the courts from the adjacent property – raise with Abri and the Police. Signage needed on the gate for how to book the courts
Land off Easthams Road	<ul style="list-style-type: none"> Transfer paperwork ready – To liaise with TW. Fencing is outstanding and there are concerns about debris in NW corner of land. Outstanding works – fencing, clearance and dormouse survey. Meeting with TW in the New Year.
Allotments	<ul style="list-style-type: none"> Tap removal planned at Severalls – getting quotes.

Amenities Progress Report: external

Market Street bus shelter	<ul style="list-style-type: none"> Stuck with Highways. Once signed off by SIS team will go out for consultation. Highways have declined request to relocate tree. Revisit in the New Year.
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Additional Items	
Fingerpost refurbishment	<ul style="list-style-type: none"> Town Centre heritage fingerposts need realigning and painting. Permanent fix being considered.
Aqua Centre	<ul style="list-style-type: none"> Outside space to the side of the building needs repair/tidying. Wooden posts rotted. Works planned.
Playground inspection reports follow up	<ul style="list-style-type: none"> ARC seeking quotes for rectification work following annual report. PRIORITY – Henhayes. Awaiting one more quote.
Gritting	<ul style="list-style-type: none"> Insurance advice on gritting: <i>Essentially it is a question of what is reasonable for an organisation with your responsibilities and resources – if manpower/budget was limitless I'm sure you would grit everything every day during the colder months!</i> <i>Seeing as resources are limited the best course of action would be to risk assess and identify the areas which present the largest risk and grit those as frequently as reasonably possible.</i> <i>This could be the areas with the highest footfall or if you have a set of steep steps where a slip could be more dangerous than a flat footpath then these should be prioritised.</i> <i>If you are being contracted to grit a third-party pathway you'll just need to also risk assess and ensure you have adequate resources to fulfil the requirements.</i> High priority areas: Front of Town Hall (ski slope), LIC steps, path at side of Town Hall, Lucombe Oak and Aqua Centre paths, also cemetery where required.
Town benches	<ul style="list-style-type: none"> Town centre benches need some attention/cleaning.
SID poles and additional SID.	<ul style="list-style-type: none"> Additional poles on Kithill have been applied for. Ashlands Road is no longer required as there is an existing pole that can be used.
Martyn's Law implications	<ul style="list-style-type: none"> Await further government guidance but be aware of implications for events and venues. Draft policy once guidance has been received.
Bowser disposal	<ul style="list-style-type: none"> Request for disposal of unused bowser. Revisit after the grant applications have been decided.
Hanging Baskets	<ul style="list-style-type: none"> Risk assessment to include brackets?
Henhayes/GRC area	<ul style="list-style-type: none"> x3 blocked drains. Quotes being sought.