

Councillors are hereby summoned, and members of the public and press are invited, to attend a meeting of the **Planning and Highways Committee** to be held on **Monday 12 October 2026**, 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: [Crewkerne Town Council - YouTube](#)
- 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](#))
- 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-2025.pdf](#))

Gemma Hughes PSLCC, Town Clerk (signed on original)

6 October 2026

Agenda

- 034/2627** **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.
- 035/2627** **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.
- 036/2627** **To confirm the minutes of the previous meeting held on 7 September 2026**
- 037/2627** **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 Chair reserves the right to vary or extend these time limits.

- 038/2627 To receive the Clerk's update report**
- 039/2627 Terms of Reference:** To review and approve an updated Terms of Reference:
a) Planning and Highways
b) Neighbourhood Plan Steering Group
- 040/2627 To note correspondence regarding a request for a one-way traffic restriction**
- 041/2627 To consider Planning Applications as per the list available on website or via Town Council office.**
Please note that the Town Council is a Statutory Consultee for Planning Applications and as such does not make decisions on any application. Any recommendations and comments this Committee make will be fed into the planning process. Somerset Council is the Planning Authority and will issue the decision notices on all applications.
- 042/2627 To receive Planning Decision notices from Somerset Council**
- 043/2627 To receive the updated Action Status Report**
- 044/2627 Date of next meeting:** Monday 9 November 2026, 18.45, Council Chamber

**CREWKERNE TOWN COUNCIL
Planning and Highways Committee Meeting
Monday 12th October 2026**

- 041/2627 To consider new planning applications**
- 26/01425/HOU **4 Fox Meadows Crewkerne Somerset TA18 7QW**
Retrospective application for raised patio.
- 26/02228/S73 **Land South of Kithill, Crewkerne TA18**
S73 application to vary conditions No. 18 and No. 19 of Outline application 18/01737/OUT for residential development of up to 150 dwellings, public open space, landscaping and associated works with access from Lang Road, so as to allow for green infrastructure enabling and implementation works to be undertaken prior to the stopping up of public right of way CH27/21 and construction of visibility splays off Lang Road.
- 26/02229/DOC1 **Land South of Kithill, Crewkerne TA18**
Discharge of Condition No. 04 (Landscaping) of Planning Application 23/01295/REM - Reserved Matters Application for the approval of layout, scale, appearance and landscaping following outline approval 18/01737/OUT allowed on appeal (APP/E3335/W/24/3357969) Green infrastructure implementation and enabling works to fully discharge the condition for phase 1 works.
- 26/02137/COL **63 Bushfield Road Crewkerne Somerset TA18 8HW**
Application for Lawful Development Certificate for proposed construction of a single story extension on the rear elevation of the dwelling to combine and enlarge the kitchen/dining area and enlarge and convert the small office space into a 3rd bedroom, together with creating a new side entrance onto the rear garden.

26/02296/TCA

10 Belle Vue Terrace, Middle Path, Crewkerne TA18 8HD

Notification of intent to carry out Tree Surgery Works to No.1 Tree within a Conservation Area. T1 - Corkscrew willow - Reduce the crown of the existing Corkscrew Willow by approximately 50% of its current size, maintaining a balanced, natural shape where practicable.

NOTIFICATION ONLY

26/02295/TCA

1 Gouldsbarton, Crewkerne TA18 7HT

Notification of intent to Fell No. 1 Tree within a Conservation Area. T1 - Ash - Fell one mature Ash tree to ground level. Remove all branches, timber, A visual inspection was carried out on a mature Ash tree located within a courtyard. The tree exhibits a bifurcated stem with a co-dominant union. The stem union is characterised by included bark, resulting in a weak attachment and increasing the potential for structural failure. During the inspection, a pocket of decay was identified at the base of the tree. A probe test was undertaken to assess the extent of the decay. The probe penetrated approximately 500 mm into the decayed cavity, indicating significant degradation of the basal woody tissues and a substantial loss of sound structural wood. The combination of the included bark at the co-dominant stem union and the extensive basal decay significantly compromises the structural integrity of the tree. The tree is situated within an enclosed courtyard, with residential buildings surrounding it and all structures lying within the potential fall zone. Consequently, there is a high-value target area with the potential for significant property damage and an unacceptable level of risk to occupants should the tree or a major stem fail.

NOTIFICATION ONLY

26/02207/TCA

Glebe Cottage, 2 Gouldsbrook Terrace, Crewkerne TA18 7JY

Notification of intent to carry out Tree Surgery works to No 3 Tree's within a Conservation Area T1= Lime, 15m in height, re-pollard to old pruning points, leaving tree at 12m. T2 & T3 = Lime trees, 18m in height, pollard by 50% to 9m. These are tall leggy trees. These trees grow directly on the boundary hard against the neighbouring property on Church walk. So this work is to maintain safety to the surrounding properties whilst retaining the trees.

NOTIFICATION ONLY

26/02185/TCA

So Shy Cottage, 4B Market Street, Crewkerne TA18 7JA

Notification of intent to reduce the height by half and reduce the laterals by 1.5m to No.01 Bay tree (T1) included within Conservation Area.

NOTIFICATION ONLY

26/02151/TCA

Townsend Cemetery Mount Pleasant Crewkerne Somerset TA18 7AH

Notification of intent to monolith to a height of 12 to 15ft No.01 Quercus Ilex (T13) included within Conservation Area.

NOTIFICATION ONLY

26/01594/S73A

Winyard View Hewish Lane Crewkerne Somerset TA18 8RE

S73A application to vary condition 02(approved plans) to allow minor changes to elevations and garage plans, and discharge conditions 05 (septic tank), 07 (lighting), 10 (biodiversity) and 12 (landscaping), relating to planning application 21/03833/FUL for Change of use from agricultural to residential land, Erection of a detached dwelling, detached garage & formation of new access.

APPROVED

26/00733/DOC1	Land South Of Crewkerne Key Site Off Station Road Crewkerne Somerset TA18 8AE Discharge of condition No.10 (Sustainable Surface Water Drainage Scheme) of planning application 24/02059/FUL CONDITIONS DISCHARGED
26/01369/FUL	Crewkerne Post Office 5A East Street Crewkerne Somerset TA18 7AB Replacement of shopfront windows and door in poor condition, on a like-for-like basis. New louvre apertures, new AC condenser to replace existing condenser, and replacement of rear door to rear elevation. Internal alterations to include new fixed furniture, new internal partitions, floor finishes, wall finishes and ceiling finishes. APPROVED
26/01370/LBC	Crewkerne Post Office 5A East Street Crewkerne Somerset TA18 7AB Replacement of shopfront windows and door in poor condition, on a like-for-like basis. New louvre apertures, new AC condenser to replace existing condenser, and replacement of rear door to rear elevation. Internal alterations to include new fixed furniture, new internal partitions, floor finishes, wall finishes and ceiling finishes. APPROVED
26/01371/ADV	Crewkerne Post Office 5A East Street Crewkerne Somerset TA18 7AB Installation of 1no. external illuminated fascia sign, 1no. external illuminated projecting sign, 3no. illuminated posters inside shopfront windows, 1no. vinyl community message and 1no. external ATM and 2no. non-illuminated signs positioned on front door (opening hours sign, and CCTV sign). APPROVED

Terms of Reference: Planning and Highways Committee

Composition

All twelve Town Councillors.

Authority

The Committee shall have delegated powers **within the areas of responsibility set out below**, with the exception that they cannot override a decision previously made by the Full Council.

The Committee may delegate specific matters within its Terms of Reference to the Town Clerk, where appropriate, subject to any limitations set by the Committee or Full Council.

Frequency of Meetings

Every month including August on the second Monday except on Bank Holidays. Frequency and schedule of meetings may be varied and this will be publicised accordingly.

Purpose

The Planning and Highways Committee has the following areas of responsibility:

1. Making representations as a statutory consultee and ~~remitting~~ **submitting** observations to the Local Planning Authority (Somerset Council), and to the Council where applicable, on applications for planning permission.
2. Considering and monitoring any development plans and the Local Development Framework relating to the town and making appropriate representations.
3. Making representations in respect of appeals against the refusal of planning permission; enforcement action or breaches of planning regulations; and all other planning matters.
4. Making representations to the appropriate authority in respect of highway matters. Liaison with the Highway Authority over maintenance aspects of the public highways, both carriageway and footpath, to ensure appropriate levels of service are provided to residents of the town.
5. Making representations to Somerset Council in relation to the provision and maintenance of highway signage and traffic issues within the town.
6. Receiving reports from the Parish Path Liaison Officer about the condition of Rights of Way and public footpaths. To make representations and to receive clear information from the principal authority, Somerset Council, on maintenance problems received and encountered.
7. Making representations regarding street naming.
8. Liaison with the appropriate authority (Somerset Council) over the ongoing maintenance of the existing public lighting on the highways around the town.
9. Consideration of improvements to the public lighting system in the town, and the allocation of appropriate funding subject to budgetary constraints or submission of grant applications to obtain funding in consultation with Somerset Council.
10. Liaison with other Committees where projects overlap.

11. Making representations and monitoring the management and maintenance of the car parks within the town and public transport matters.
12. All other matters which are the responsibility of third-party agencies and affect directly the town's built environment and infrastructure, e.g. Wessex Water and Environment Agency.
13. **Time Sensitive Planning Applications Between Meetings** - Where planning observations are required before the next scheduled meeting and there is insufficient time to obtain an extension to the consultation period, the Town Clerk is authorised to seek councillors' views by email and, in consultation with the Chairman (or Vice-Chairman in their absence), submit the Council's response to the Local Planning Authority. The response may include support, objection, or specific planning comments. The matter shall be reported to the next appropriate meeting.

~~In the event of Council Observations being required between Committee meetings, the authority delegated to the Town Clerk in consultation with the Chairman (or Vice-Chairman in his/her absence) shall refer the matters to the Full Council for determination due to time constraints.~~

14. Receiving reports from the Neighbourhood Plan Steering Group and liaising with the Steering Group to ensure progression of the Neighbourhood Plan development.

Version Control:

Reviewed by the Planning & Highways Committee: 20 May 2019 Min. No. 19/20 06

Reviewed by the Planning & Highways Committee: 13 November 2023 Min. No. 23/24 56

Reviewed by the Policy & Resources Committee meeting: XXXXX

These Terms of Reference will be reviewed every four years, or sooner if required by changes in legislation or council practice.

Review Date: **June 2030**

Terms of Reference – Crewkerne Neighbourhood Plan Steering Group

Membership 1. Composition

- 1.1 The Crewkerne Neighbourhood Plan Steering Group ('the Steering Group') is established by Crewkerne Town Council to ~~lead~~ support the Crewkerne Neighbourhood Plan. ~~on behalf of the community and Town Council.~~
- 1.2 Crewkerne Town Council is the qualifying body responsible for the preparation of the Neighbourhood Plan.
- 1.3 The Steering Group will ~~comprise: be made up from~~
 - ~~Three~~ Town Councillors ~~(3)~~ nominated by the Town Council; and
 - ~~Four community key-representatives. from the community (4).~~
- 1.4 The Steering Group may invite other individuals, organisations or representatives to attend meetings and contribute to its work where their knowledge or expertise is considered relevant.
- 1.5 The quorum for any Steering Group meeting ~~shall~~ will be four, including at least two Town Councillors.
- 1.6 The Steering Group may ~~establish form~~ Task Groups consisting of ~~Steering Group~~ members, ~~of the community and representatives~~ and/or other individuals with relevant knowledge or expertise. ~~from the Town Council.~~ Each Task Group will have a lead person. The Task Groups will have their own terms of reference ~~agreed by the Steering Group~~ and will report back to the Steering Group. ~~The Steering Group may establish such Task Groups as it considers necessary to carry out the functions specified by the Steering Group.~~

2. Authority

- 2.1 The Steering Group is established to support Crewkerne Town Council in the preparation of the Neighbourhood Plan. ~~The Steering Group will work within an agreed budget toward achieving the Council's aim of producing a Neighbourhood Plan that is adopted by SSDC/Somerset Council as a statutory planning document.~~
- 2.2 The Steering Group may undertake research, consultation, community engagement and other activities necessary to progress the Neighbourhood Plan, within the scope agreed by the Town Council.
- 2.3 The Steering Group may make recommendations to the Town Council but does not have authority to make decisions on behalf of the Town Council unless specific authority has been formally delegated to it.
- 2.4 Any decisions relating to the adoption of policies, approval of the draft Neighbourhood Plan, expenditure outside agreed delegations, contractual commitments or other matters reserved to the Town Council shall remain the responsibility of the Town Council.
- 2.5 The Steering Group will work within the budget approved by the Town Council and in accordance with the Town Council's Financial Regulations, procurement procedures and other relevant policies.

3. Meetings

- 3.1 The Steering Group shall normally meet monthly, or as may be required to progress the Neighbourhood Plan.

- 3.2 At least three clear days' notice of meetings shall normally be ~~sent~~ **given** to members ~~via~~ **by** and appropriate to each ~~individual~~ member.
- 3.3 Notices of meetings should **set out** ~~detail~~ the matters to be discussed.
- 3.4 **Meeting dates and times will be published in advance.** Meeting dates and times will be published ~~well~~ **where practical.** ~~in advance.~~
- 3.5 All meetings **of the Steering Group will normally be** ~~are~~ open to the public.
- 3.6 The Steering Group may exclude the public from a meeting, or part of a meeting, where confidential or commercially sensitive information is being considered, subject to the agreement of the Steering Group and the requirements of the Town Council.
- 3.7 The Clerk **or an officer nominated by the Town Council will** ~~shall~~ keep a record of meetings, and circulate **the** notes to Steering Group members and **report relevant matters to** the ~~Parish~~ **Town** Council **as appropriate.** ~~in a timely fashion.~~

4. Purpose

- The purpose of the Steering Group is to support the **Town** Council **in preparing the Crewkerne Neighbourhood Plan and, in particular,** ~~to: carry out the following tasks:~~
- 4.1 Investigate and identify support for the Neighbourhood Plan.
 - 4.2 Identify **potential** sources of funding **and grant opportunities.**
 - 4.3 **Assist** ~~In conjunction with the~~ **Town** Council ~~take responsibility for~~ **with** planning, budgeting and monitoring expenditure **relating to** ~~on~~ the Neighbourhood Plan and report back to the council on these matters.
 - 4.4 Liaise with relevant authorities and organisations **to support the preparation of an effective** ~~to make the Neighbourhood Plan. as effective as possible.~~
 - 4.5 Identify **appropriate** ways of involving the ~~whole~~ **local** community and gather the views and opinions of as many groups and organisations in the community as possible.
 - 4.6 Determine the types of surveys, **consultation** and information gathering to be ~~used~~ **undertaken.**
 - 4.7 **Analyse consultation and survey information, and assist with** ~~Be responsible for the analysis of the survey, as well as the production and the distribution of the final reports~~ **arising from the work.**
 - 4.8 Identify priorities and timescales for local action **within** the project plan, including the **potential** lead organisations and ~~potential~~ sources of project funding **where appropriate.**
 - 4.9 Regularly report ~~back~~ to the Council on progress, issues arising, **consultation findings** and outcomes.
 - 4.10 To **support and** manage, **within the authority delegated by the Town Council,** the process of ~~producing~~ **preparing** the draft Neighbourhood Plan. ~~on behalf of the Town Council as the qualifying body.~~
 - 4.11 **Support the Town Council through the statutory stages of the Neighbourhood Plan process, including consultation, examination and referendum.**
 - 4.12 **Work towards the Neighbourhood Plan being made by Somerset Council following a successful referendum, so that it forms part of the statutory development plan for the area.**

5. Roles & Relationships ~~and Responsibilities~~

- 5.1 At ~~its~~ the first meeting, the Steering Group ~~shall~~ **will** elect a Chair.
- 5.2 ~~Members of~~ The Steering Group may **appoint** ~~be elected to~~ other key roles as required **to support** ~~during the~~ **delivery of the Neighbourhood Plan.** ~~project.~~

- 5.3 The Chairman is responsible for ensuring the meetings are conducted effectively and for reporting the work and recommendations of the Steering Group back to the Town Council.
- 5.4 The Town Council will provide the appropriate opportunities for reports and recommendations from the Steering Group to be considered at its meetings. the endorsement of regular reports via its meeting agenda.
- 5.5 Task Groups will undertake carry out duties specified agreed by the full Steering Group. These which may include, but are not limited to:
- data gathering;
 - research
 - consultations and community engagement; and
 - making recommendations to the Steering Group
- 5.6 The composition make-up and purpose of Task Groups will be regularly reviewed by the full Steering Group.
- 5.7 It is expected that all Steering Group members are expected to act in accordance with abide by the principles of good governance and to declare any interests relevant to matters being considered. practice of the Town Council Code of Conduct including declarations of interest.
- 5.8 Town Councillors appointed to the Steering Group remain subject to the Town Council's Code of Conduct and relevant council policies.
- 6. Finance**
- 6.1 All grants and funding obtained for the Neighbourhood Plan will be applied for and held by the Crewkerne Town Council, who will ringfence the funds for Neighbourhood Plan purposes only.
- 6.2 Expenditure must be approved by the appropriate person or body in accordance with the Town Council's Financial Regulations and scheme of delegation before any commitment or expenditure is incurred. All expenditure must be approved before actual costs are incurred and the Town Council's normal procurement and ordering procedures adhered to.
- 6.3 All expenditure must comply with the Town Council's normal procurement and ordering procedures.
- 6.4 Invoices relating to the Neighbourhood Plan must will be made out in the name of the to Crewkerne Town Council.
- 6.5 The Chair, or another person nominated by the Steering Group, will liaise with the Town Clerk regarding Notification of all planned expenditure will be approved by the Clerk to the Council if within delegated limits or the Town Council if higher. And assist with monitoring the Neighbourhood Plan budget. The Chairman will keep a clear record of expenditure supported by receipted invoices and will regularly review and update the budget in liaison with the Clerk to the Council.
- 6.6 The Town Clerk to the Council will report planned and actual expenditure relating back to the Steering Group and the Town Council as appropriate. on planned and actual expenditure for the project.
- 6.7 The Town Clerk to the Council will provide guidance draw up and agree with the Steering Group procedures for volunteers who wish to claim approved expenses.
- 6.8 Expenses should must be agreed in advance and will only be reimbursed where they are reasonable, as necessary and incurred in accordance with the Town Council's procedures. by the Steering Group before they are incurred.

6.9 ~~Members of the community who are involved as volunteers with any of the Working Groups may claim back any previously agreed expenditure that was necessarily incurred during the process of producing the Neighbourhood Plan. Reimbursable expenses may~~ This includes but is ~~are~~ not limited to, postage, stationery, telephone calls and travel costs, ~~where previously approved.~~

7. Insurance and Governance

7.1 Activities undertaken on behalf of the Steering Group must be carried out in accordance with the Town Council's insurance arrangements and relevant council policies.

7.2 Steering Group members and volunteers must liaise with the Town Clerk where there is any uncertainty about whether a proposed activity is covered by the Town Council's insurance or ~~whether additional arrangements are required. Town Council insurance will cover the previously agreed activities of the Steering Group and volunteers, but Steering Group members, in liaison with the Clerk to the Council, need to ensure that terms of the insurance are not breached.~~

7.3 Steering Group members and volunteers must comply with any relevant safeguarding, health and safety, data protection and other requirements applicable to activities undertaken on behalf of the Steering Group.

8. ~~Timing~~Timetable

8.1 The Steering Group will work to the Neighbourhood Plan timetable agreed with the Town Council and, where applicable, Somerset Council. ~~The target date for a referendum is (to be confirmed).~~

8.2 The timetable will be reviewed regularly to reflect progress and any changes to the statutory process.

9. ~~Dissolving the Steering Group~~ Dissolution

9.1 The Steering Group will continue until the Neighbourhood Plan process has been completed, unless the Town Council determines otherwise.

9.2 ~~Following completion~~ At the conclusion of the Neighbourhood Plan ~~process~~, project the Town Council ~~will review~~ and Steering Group should discuss the future ~~role~~ working of the Steering Group ~~and determine whether it should continue, be reconstituted or be dissolved.~~ If the Steering Group wishes to dissolve it must notify the Town Council.

Version Control:

Adopted at CNPSG: 16 November 2021 Min. No. 5

Reviewed by the Policy & Resources Committee meeting: XXXXX

These Terms of Reference will be reviewed every four years, or sooner if required by changes in legislation or council practice.

Review Date: **June 2030**

Your Ref:

Our Ref:

Date 24 September 2026

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Dear Sirs

Stokes House, Market Square, Crewkerne – Request for one-way traffic restriction

We write in connection with two serious road traffic incidents involving Stokes House, Market Square, Crewkerne, from which this firm practises.

The first incident occurred on 14 March 2026. An elderly gentleman, when pulling away after collecting a takeaway from the nearby Chinese restaurant, drove into the sash window and wall immediately to the right of our front entrance, causing damage to the building.

The second incident occurred on 21 July 2026. A vehicle occupied by a family visiting the area on holiday swerved to avoid the vehicle in front and collided with our glass shopfront, passing through it and entering the premises.

The fact that Stokes House has been struck twice within a period of little more than four months is plainly a matter of serious concern. The second incident, in particular, demonstrates the risk not only of substantial property damage but also of injury to our staff, clients, pedestrians and other road users. In our view, the present traffic arrangement on this side of Market Square presents an unacceptable and continuing safety risk.

We are not prepared to wait for a further incident before effective action is taken. We therefore formally call upon the Council, in its capacity as highway authority, to address this demonstrable risk without delay. We would be grateful if the Council would investigate, as a matter of priority, the introduction of a one-way traffic restriction along the side of Market Square on which Stokes House is situated. Pending consideration of a permanent scheme, we also ask that the Council consider whether any proportionate interim safety measures, such as appropriate warning signage, traffic management measures or protection for the frontage, may be suitable. In our view, a one-way restriction would help to regulate vehicle movements, reduce conflicting manoeuvres and lessen the risk of a further vehicle entering or striking our premises.

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The term "Partner" is used to refer to a Member or to an employee with equivalent standing or qualification. A list of Members can be found at everyys.co.uk and at our offices in Crewkerne, Exeter, Exmouth, Honiton, Seaton, Sidmouth, Taunton and Tiverton.

Accredited staff are members of The Law Society Children Panel, The Law Society Family Panel, Resolution, the Property Litigation Association, the Civil Mediation Council, and the Society of Trust and Estate Practitioners.

The Firm does not accept electronic service of court documents.



resolution
first for family law

STEP
ADVISING FAMILIES ACROSS GENERATIONS

We would therefore invite the Council's highways team to undertake an early site inspection and road-safety assessment, considering the appropriate direction of travel, signage, any proportionate interim measures and such other steps as may be appropriate.

We should be grateful if the Council would acknowledge this letter, identify the officer or team responsible for considering the request, and provide an indication of when a site inspection may be undertaken. We would also welcome a substantive written response setting out the Council's findings, any action it considers appropriate and the likely timescale for taking matters forward. If the Council does not consider a one-way restriction or interim measures appropriate, we would be grateful for an explanation of its reasons and the assessment upon which that conclusion is based. Given the two collisions within little more than four months, including one vehicle entering occupied business premises, we respectfully ask that the matter be given early consideration.

Yours faithfully

A handwritten signature in cursive script, appearing to read 'Every's', followed by a period.

Every's Solicitors LLP

	Subject	Action	Status	Responsibility	Status
Jul-20	Millers Garage	To keep on matrix with regular updates	To keep on matrix with regular updates. Jul 23: Awaiting information from Commercial Property Land Development Manager at Somerset Council. Aug 23: awaiting planning application to be submitted Feb 24: Application expected end of Feb. Nov 24: The legal contractual arrangements have been complex, and it is expected that these may not be complete until the end of Feb 25. A planning application is expected around the same time. Feb 25: MB to give a verbal update Mar 25: Public Consultation took place May 25: awaiting a planning application June 25: Letter sent to the Head of Commercial Investment at SC July 25: Planning application submitted for consultation Oct 25: Revised planning application. Apr 26: SC approved application; yet to show on SC Planning portal. Sep 26: SC shows no determination but expiry date 30/09/26	Clerk/Deputy Clerk	Ongoing
Nov-20	Ongoing issues with many gullies in the town	Deputy Clerk is putting together a spreadsheet of problems.	Nov 22: Ongoing contact with Highways. Budget spent; however clearance can be organised for urgent jobs. May 23. To be readdressed in upcoming site meeting with Somerset Council in June. Yearly jet washing will take place, awaiting schedule Dec 23: Jet washing completed in May and October Oct 24: This has been added to the list for the EHM pilot Nov 24: The Deputy Clerk has a meeting scheduled to discuss gully clearance as part of the pilot Jan 25: We are awaiting a date for the 'Welcome to Crewkerne signs' cleaning and clearance and the gullies will be scheduled for a second day. June 25: No update on the Kier pilot Oct 25: Highways have sent a gully clearance schedule Feb 26: Councillors have been designated specific areas of the town to inspect. May 26: SC send out Verge Maintenance Schedule. Aug 26: Awaiting gully cleaning as per Schedule	Deputy Clerk/Highways	Ongoing

Dec-20	Diversion of Henley footpath railway crossing proposed by Network Rail and associated with the planning approval for a development on land at the top of Kithill.	Following a presentation from Network Rail, it was agreed to organise a site meeting to allow NR representatives to understand the Town Council's concerns.	Sept 22: Contact made with SSDC Planning regarding this precondition and request for update. Apr23: Noted, correspondence received from Network Rail regarding a proposed diversion application. Further information due from Network Rail. May23: update received with 2 diversion potential routes. Somerset Council to do site visit. Crossing lies within West Crewkerne Parish so only comment from neighbouring Parish. June 25: Awaiting result of the Tilia appeal July 25: Public consultation undertaken. Dec 25: Tilia application now approved. Jan 26: Network Rail at the Henhayes Centre on 28 th Jan from 10.30 to discuss the proposal.	Network Rail/SCC Footpaths officer. NMA refused Jan 23.	Ongoing
Aug-21	Wall adjacent to Gouldsbrook Terrace crumbled leaving debris on the pavement.	The Deputy Clerk was asked to investigate ownership of the wall and send a letter to the owner to request that the wall was made safe	Feb 23: Highways confirm they have had difficulty communicating with landowner about the repairs needed. June 23: Highways confirm no progress made as landowner not responding. Nov 23: Discussed with Highways – no more they can do as privately owned Jan 24: Deputy Clerk to investigate if the wall can be repaired and recharged to the homeowner Feb 24: SC do not have the money or resources to do this March 24: More of the wall has fallen Sept 24: Re assess in the Spring June 25: The condition of the wall is worsening but under private ownership and SC will not repair July 25: Overgrown vegetation now causing an obstruction to the pavement. Highways will serve a notice on the property owner. May 26: Highways to cut back vegetation. Jun 26: Some vegetation cut back. Sep 26: Highways to cut back vegetation again.	Highways	Ongoing?
Oct 22	Diseased tree on Market Street	Agreed to replace it but queried £300 licence fee	Town Clerk has submitted planting proposal to Highways but not yet received confirmation. Sept 23: chased Oct 23: Trees could do with pruning Jan 25: No contact with tree officer April 25: Tree has been reported as dangerous June 25: See agenda item July 25: Enquired for costs to replant at the same time as removal Aug 25: No response received Oct 25: The tree has been cut down. Dec 25: New tree officer in place, Sep 26: MB to ask for quotation to remove stump and replant.	Town Clerk	Ongoing

Dec 22	Faded road markings – zebra crossing outside Waitrose/Library also junction of Wynnstay with North Street.	Responsibility – SC? Responsibility – Private ownership?	SC to refurbish car park markings South Street – date to be confirmed. Mark ups in car park Sept 23 – Somerset Council seeking quotations for lines Oct 23. March 24: Deputy Clerk to chase Sept 24: Road markings are being scheduled on a reactive basis June 25: Wynnstay junction has again been reported to SC. The crossing outside Waitrose will not be done as part of the refurbishment and not reportable to SC via the website - investigating ownership. July 25: Waitrose had some outstanding matters with SC that had to be resolved before reviewing the crossing. Feb 26: Car park works, walkway and crossing repainting now complete.	Deputy Clerk	Ongoing
Mar 23	Overflowing bins	Clerk to contact Streetscene about collection schedule.	Deputy Clerk has requested a collection schedule be confirmed. July 23: further request for schedule. Sept 23 request for schedule requested again. Nov 23: No schedule provided, Deputy Clerk to report all overflowing bins to Streetscene. Dec 23: SC have installed a new co-mingle bin on Kithill. Jan 24: Deputy Clerk to compile a spreadsheet of complaints. Jan-March 24: No complaints. April 24: x5 complaints received – all within a few days. Sept 24: Several overflowing dog bins recently. Oct 24: SC are currently reviewing the bins in the area. Some may be replaced with larger co-mingle bins. June 25: Some of the co-mingle bins are being used for household waste - this reported at the time.	Town/Deputy Clerk	Ongoing
Jun 23	Dropped Kerbs	Report sent to Highways for consideration	Report submitted by Space4Crewkerne about dropped kerbs in town. Discussed at Highways meeting. July 23: report sent to Highways. Aug 23: response received stating it has been passed to the SIS team for assessment. Nov 23: Highways have been asked for a cost, they suggested to get quotes from external contractors. June 25: SC have no budget for this.	Deputy Clerk	Ongoing
Jun 23	Mobility Scooter Access	Request for steps to be changed to allow mobility scooter area in Severalls/Southmead Crescent area passed to Highways	July 23: Information sent to Highways to consider. Aug 23: response received stating it has been passed to the SIS team for assessment. June 25: SC have no budget for this.	Deputy Clerk	Ongoing

Sept 23	High walls around Rose Lane deteriorating – debris over road	Reported to Highways	Nov 23 This has been reported to Ian at Streetscene April 24: With the service provider to survey and repair Sept 24: No update June 25: Chased with Highways but nothing to report July 25: Chased Oct 25: No reply from the SC officer. Jul 26: wall taken down & being rebuilt. Sept 26: Rebuild complete. Oct 26: protective covering removed.	Deputy Clerk	Ongoing
Feb 25	Grit Bins	To seek permission to install three new grit bins	Proposed locations Beechwood Drive, Thomson Drive and at the top of Kithill. May 25: The grit bins have now been purchased. June 25: Awaiting a location for Thomson Drive and the others will be installed when work schedules permit. Oct 25: Beechwood Drive and Kithill installed. Thomson Drive is awaiting Highways approval. Nov 25: It is not possible to install one at Thomson Drive at the top of the hill as there is no grass verge available.	Deputy Clerk	Ongoing