

Councillors are hereby summoned, and members of the public and press are invited, to attend a meeting of the **Amenities Committee** to be held on **Monday 13 July 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:

- **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)
7 July 2026

Agenda

- 001/2627** **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.
- 002/2627** **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.
- 003/2627** **To approve the draft minutes of the Amenities Committee meeting held on 11 May 2026.**
- 004/2627** **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.

- 005/2627** **Tennis Courts:** To consider the novation of the Tennis Courts Individual Grant Funding Agreement from South Somerset District Council to Crewkerne Town Council
- 006/2627** **Hearing Loop:** To determine whether to approve a quotation for a replacement hearing loop for Victoria Hall
- 007/2627** **Town Hall Fire Escape:** To approve the continuation of external repainting works to the Town Hall, specifically the exterior stairs
- 008/2627** **Town Hall:** To review quotations for the replacement of lettering on the Town Hall
- 009/2627** **Report from the Amenities Vice Chair:** to note the updated progress matrix.
- 010/2627** **To receive Matters of Report** (verbal reports for information only).
- 011/2627** **Next meeting:** Monday 7 September 2026, following the Planning and Highways Committee, Council Chamber, Town Hall.

Report subject	To consider the novation of the Tennis Courts Individual Grant Funding Agreement
Committee name	Amenities Committee
Meeting date	Monday 13 July 2026
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	LTA/Somerset Council
Decision required?	Yes

1. Purpose

To consider the novation of the Tennis Courts Individual Grant Funding Agreement from South Somerset District Council (now Somerset Council) to Crewkerne Town Council in respect of the Severalls Tennis Courts.

2. Background information

The Severalls Tennis Courts benefitted from investment through the Lawn Tennis Association (LTA) and Department for Digital, Culture, Media and Sport (DCMS) Park Tennis Project. The funding was awarded to South Somerset District Council, which entered into an Individual Grant Funding Agreement with the LTA. Following Local Government Reorganisation, South Somerset District Council was succeeded by Somerset Council, with the funding agreement and its associated obligations transferring accordingly.

Ownership and management of the Severalls Tennis Courts has since transferred to Crewkerne Town Council. However, the existing funding agreement remains between the LTA and Somerset Council.

The Individual Grant Funding Agreement is attached as **Appendix A**.

3. Detailed Consideration

As the current owner and operator of the Severalls Tennis Courts, it is considered appropriate that Crewkerne Town Council assumes responsibility for the obligations contained within the Individual Grant Funding Agreement.

To achieve this, it is proposed that the agreement is formally novated from Somerset Council to Crewkerne Town Council. A novation would transfer the rights and obligations of the agreement to the Town Council, ensuring that the contractual arrangements accurately reflect the current ownership and management of the facility.

The LTA has advised that, whilst there is no immediate urgency to complete the novation, it is good governance for the agreement to be updated in due course. The recommended next step is for Crewkerne Town Council to make formal contact with Somerset Council to begin discussions regarding the novation of the agreement.

No changes are proposed to the terms or conditions of the funding agreement; the novation would simply transfer responsibility for compliance with those terms to Crewkerne Town Council.

4. Financial implications

There are no immediate financial implications arising from the proposed novation. The Town Council would assume responsibility for complying with the obligations contained within the Individual Grant Funding Agreement, including any ongoing maintenance and operational requirements associated with the funded tennis courts.

5. Equalities considerations

There are no direct equalities implications arising from this report.

The continued operation of the tennis courts supports access to sporting and recreational opportunities for all members of the community.

6. Recommendation

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| <p>6.1. It is recommended that the Council:</p> <ul style="list-style-type: none">a) agrees to novate the Individual Grant Funding Agreement from Somerset Council to Crewkerne Town Council; andb) authorises the Town Clerk to commence discussions with the Somerset Council to facilitate the novation of the agreement and to complete any necessary legal documentation. |
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Report subject	To determine whether to approve a quotation for a replacement hearing loop for Victoria Hall
Committee name	Amenities Committee
Meeting date	Monday 13 July 2026
Report author	Gemma Hughes
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	n/a
Decision required?	Yes

1. Purpose

To consider quotations for the replacement of the hearing loop system in Victoria Hall and to appoint a contractor.

2. Background information

The existing hearing loop system in Victoria Hall has reached the end of its serviceable life and is no longer functioning correctly. Replacement of the system is therefore required to ensure the continued provision of an accessible audio system for hearing aid users attending meetings, events and community activities within the Hall.

Hearing loop systems enable users with hearing aids equipped with a telecoil (T-coil) to receive sound directly into their hearing aid, significantly improving sound clarity and reducing background noise. They are widely recognised as the most effective and reliable assistive listening technology for public buildings such as community halls, theatres and meeting venues.

Two quotations have been obtained for the replacement of the hearing loop system.

3. Detailed Consideration

Contractor	Quotation (exc. VAT)	Quotation (inc. VAT)
Contractor A	£1,928.00	£2,313.60
Contractor B	£2,404.74	£2,885.69

Both quotations provide for the supply and installation of a replacement hearing loop system suitable for Victoria Hall.

Contractor A has proposed the installation of:

- a perimeter hearing loop;
- hearing loop driver;
- mounting cabinet;

- rechargeable loop listener;
- infrared receiver charger; and
- all associated cabling, installation and commissioning.

Contractor B has proposed the installation of:

- a hearing loop driver;
- replacement loop cable;
- rack cabinet;
- microphone/line input box;
- listener loop receiver; and
- associated installation.

Both systems are designed to provide clear audio transmission for hearing aid users with T-coil functionality, helping to ensure Victoria Hall remains accessible for meetings, performances and community events.

The principal difference between the quotations is cost, with Contractor A submitting the lower quotation.

4. Financial implications

The cost of replacing the hearing loop system can be met from the Council's approved budget.

Acceptance of Contractor A's quotation would represent a saving of £476.74 (excluding VAT) compared with Contractor B.

5. Equalities considerations

The replacement of the hearing loop system will support the Council's obligations under the Equality Act 2010 by improving accessibility for people with hearing impairments. Providing a fully functioning hearing loop helps ensure that members of the public are able to participate in meetings, performances and other activities held within Victoria Hall on an equal basis.

6. Recommendation

- 6.1. It is recommended that the Council:
- a) appoints a contractor to undertake the works; and
 - b) authorises the Operations Manager/Town Clerk to arrange for the works to be completed

Report subject	To approve the continuation of external repainting works to the Town Hall
Committee name	Amenities Committee
Meeting date	Monday 13 July 2026
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	n/a
Decision required?	Yes

1. Purpose

To approve the continuation of external repainting works to the Town Hall, specifically the exterior fire escape stairs.

2. Background information

The Council recently commissioned repairs and repainting of the external timber elements of the Town Hall as part of an ongoing programme of maintenance to preserve the building's condition and appearance.

During the course of those works, it was identified that the exterior fire escape stairs would also benefit from repainting. These works were not included within the original scope of the project and are therefore presented separately for approval.

This proposal is not a new project but a continuation of the existing programme of external refurbishment.

3. Detailed Consideration

The proposed works comprise:

- erection of an access tower;
- removal of loose and defective paint;
- preparation of all surfaces;
- application of red oxide primer where required; and
- application of a proprietary hard-wearing, environmentally friendly black paint finish.

To enable the works to be undertaken safely, the contractor has confirmed that the access tower/scaffolding will be erected on the adjacent pavement, providing access to the underside of the upper landing of the external fire escape stairs. The contractor will be responsible for obtaining any necessary pedestrian management measures to ensure the works are carried out safely.

In accordance with the Council's Financial Regulations, multiple quotations would ordinarily be sought. However, as these works represent an extension of the external refurbishment project already completed by the appointed contractor, rather than a separate standalone project, it is considered appropriate to obtain a quotation from the existing contractor. This approach will ensure continuity of workmanship, materials and finish, avoid unnecessary mobilisation costs, and enable the remaining works to be completed efficiently.

4. Financial implications

The cost of the proposed works is £3,650.00.

The works can be met from the approved budget for Town Hall maintenance and repairs

5. Council Action Plan objectives supported

2.1.1 Repaint all exterior woodwork and doors

6. Recommendation

- 6.1. It is recommended that the Council:
- a) approves the continuation of external repainting works to the Town hall; specifically the exterior fire escape stairs;
 - b) delegates the necessary arrangements to the Operations Manager/Town Clerk for the works to be completed.

Report subject	To review quotations for the replacement of lettering on the Town Hall
Committee name	Amenities Committee
Meeting date	Monday 13 July 2026
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	n/a
Decision required?	Yes

1. Purpose

To consider quotations for the replacement of the Town Hall lettering.

2. Background information

The existing plastic lettering identifying the Town Hall has deteriorated significantly over time. Exposure to the elements has caused the lettering to become faded (see Appendix A), brittle and insecure, with individual letters beginning to detach from the building. For safety reasons, the lettering has therefore been removed.

The Town Hall is a Grade II listed building dating from 1742 and is one of Crewkerne's most significant historic buildings. As owner and custodian, the Council has a responsibility to maintain the building safely whilst preserving and enhancing its historic character.

As the Town Hall is a Grade II listed building, Listed Building Consent may be required for the replacement lettering, regardless of the material used.

3. Detailed Consideration

The removed plastic lettering is not considered appropriate for a building of the Town Hall's age and historic significance. Replacement lettering in metal has therefore been proposed as a more durable and sympathetic solution. Appendix B contains an illustrative mock-up showing how brass lettering could appear on the building.

The proposed replacement lettering will offer several benefits:

- improved durability;
- increased resistance to weathering and UV degradation;
- reduced maintenance requirements; and
- a finish more sympathetic to the Town Hall's historic character.

Two quotations have been obtained for the manufacture and installation of replacement metal lettering. Whilst both proposals seek to provide a durable and heritage-appropriate solution, they differ in both the materials and methods of manufacture, which is reflected in the variation in cost.

The principal differences between the two quotations are summarised below:

	Contractor A	Contractor B
Material	Satin brass sheet (2mm)	Cast gunmetal bronze
Manufacturing Method	Fabricated	Individually cast
Heritage Suitability	High	Very high (traditional)
Expected Durability	High	Very high
Sample Provided	Yes	No (patterns retained by the Council)
Quotation	£3,069.50 (exc. VAT)	£6,800.00 (exc. VAT)

Contractor A has proposed bespoke satin brass lettering fabricated from 2mm brass sheet, together with the production of a sample letter for approval before manufacture.

Contractor B has proposed individually cast gunmetal bronze lettering with a polished bronze patina and protective wax finish. The quotation includes bespoke pattern making, with the completed patterns becoming the property of the Council.

Prior to the manufacture and installation of the replacement lettering, the Town Clerk will confirm with the Local Planning Authority whether Listed Building Consent is required. Should consent be necessary, the appropriate application will be submitted, and the works will not proceed until the relevant approval has been obtained.

Although there is a significant difference between the quotations received, Councillors are encouraged to consider not only the initial cost but also the quality, durability and heritage suitability of the proposed materials, together with the long-term contribution the replacement lettering will make to the Town Hall's preservation and presentation.

4. Financial implications

Although metal lettering has a higher initial cost than plastic, its greater durability, reduced maintenance requirements and suitability for a listed building are expected to provide better long-term value.

5. Equalities considerations

Clear and prominent external signage assists residents and visitors in identifying the Town Hall and supports accessibility for members of the public attending meetings, events and community activities.

6. Recommendation

- 6.1. It is recommended that the Council:
- a) approves the appointment of a contractor to undertake the replacement of the Town Hall lettering;
 - b) authorises the Town Clerk to obtain any necessary Listed Building Consent or other statutory approvals; and to arrange the works following receipt of these approvals

008/2627 Town Hall Letters
Appendix A

This image shows two of the existing plastic 'Town Hall' letters and demonstrates the extent of sun fading and deterioration resulting from prolonged weather exposure



008/2627 Town Hall Letters

Appendix B



Please note this is for illustrative purposes only, the final letter style, size and spacing would be later confirmed

PROPOSED MOCK-UP



PROPOSED LETTERING

Satin Brass Finish

- Approx. 300mm high letters
- 2mm brass
- Individually fixed to stone
- Traditional and in keeping with the historic building



Detail of finish and fixing

Amenities Progress Report: external

30th June 2026

Town Hall / Victoria Hall	
Town Hall exterior doors, windows and interior window frames and sills.	<ul style="list-style-type: none"> • Exterior work currently taking place • Water ingress from blocked gutters/roof. Flat roofing works scheduled • Works Completed
Town hall water ingress	<ul style="list-style-type: none"> • Awaiting a date from the contractor
Drainage at side of Town Hall (water accumulating against side of building)	<ul style="list-style-type: none"> • Awaiting a date from Highways for a meeting • Raised with Highways
Plinth	<ul style="list-style-type: none"> • Additional quotes being sought
Victoria Hall hearing loop	<ul style="list-style-type: none"> • Awaiting a site visit from one contractor • Being brought to the next meeting
Town Hall letters	<ul style="list-style-type: none"> • Seeking quotes • Being brought to the next meeting
Victoria Hall sign/lettering	<ul style="list-style-type: none"> • Seeking quotes
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. • Planning application submitted
Cemetery, Lodge and Chapel	
Chapel Alarm	<ul style="list-style-type: none"> • In the process of switching contractors • Completed, awaiting new contract
Chapel CCTV	<ul style="list-style-type: none"> • CCTV in the chapels –internal use only. Seeking quotes

Amenities Progress Report: external

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"> Trial areas in old section. To look at extending the paths, and better weed suppression fabrics On hold until grounds maintenance issues rectified
Rear internal workshop chapel wall	<ul style="list-style-type: none"> Install break glass to monitor movement. Works completed, now ready to be fitted. Completed
Internal workshop chapel walls	<ul style="list-style-type: none"> Awaiting quotes for repainting Awaiting date from contractor
Chapel Roof water ingress	<ul style="list-style-type: none"> Seeking quotes for repairs
Boundary fencing	<ul style="list-style-type: none"> Fencing required on the cemetery/TW boundary as it is becoming a cut through. In discussions with Taylor Wimpey
Boundary hedging	<ul style="list-style-type: none"> Laurel hedging required to fill the gaps in the hedge line. These will be planted in the Autumn.

Playgrounds / Allotments / Open Spaces etc	
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. Completed. Sand pit - agreed to remove sand and replace with play equipment. Quotations being sought.
Bincombe Allotment Wall	<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. Seeking quotes. Initial quote now needs revising
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) Contractor asked to refresh the quote
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

Amenities Progress Report: external

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. • Fencing has commenced but discussions needed with adjacent landowner
Allotments	<ul style="list-style-type: none"> • Tap removal planned at Severalls – getting quotes.
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. Outstanding • Inspector has approved the site, now with procurement

Additional Items	
Fingerpost refurbishment	<ul style="list-style-type: none"> • Town Centre heritage fingerposts need realigning and painting. Permanent fix being considered. • Full refurbishment required
Playground inspection reports follow up	<ul style="list-style-type: none"> • ARC seeking quotes for rectification work following annual report. PRIORITY – Henhayes. Rope bridge replacement to be scheduled. • Rope bridge replaced, quotes being sought for other repair works
Town benches	<ul style="list-style-type: none"> • Town centre benches need some attention/cleaning. • Two new benches to be installed at Barn Street • Barn Street benches installed
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.
Hanging Baskets	<ul style="list-style-type: none"> • Two brackets above benches on the Town Hall have been relocated to the GRC. All brackets awaiting a weight test. • Visual inspections being completed every two weeks
Henhayes/GRC area	<ul style="list-style-type: none"> • X4 blocked drains. Quotes being sought.