

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 7 September 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)
1 September 2026

Agenda

- 012/2627** **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.
- 013/2627** **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.
- 014/2627** **To approve the draft minutes of the Amenities Committee meeting held on 11 May 2026.**
- 015/2627** **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.

- 016/2627** **18-Month Tree Inspections:** To review quotations received for undertaking the 18-month tree inspection programme and to appoint a contractor.
- 017/2627** **Water Hygiene Monitoring:** To receive quotations for the provision of water hygiene monitoring services and to appoint a contractor.
- 018/2627** **Playground Inspections:** To evaluate quotations received for the provision of routine playground inspection services and to appoint a contractor.
- 019/2627** **Report from the Amenities Chair:** to note the updated progress matrix.
- 020/2627** **To receive the following minutes:**
a) Christmas Working Group: 15 January 2026
b) Youth Service Steering Group: 30 October 2025
- 021/2627** **To receive Matters of Report** (verbal reports for information only).
- 022/2627** **Next meeting:** Monday 9 November 2026, following the Planning and Highways Committee, Council Chamber, Town Hall.

Report subject	18 month tree inspections
Committee name	Full Council
Meeting date	Monday 7 September
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	n/a
Decision required?	Yes

1. Purpose

To review the quotations received for undertaking Crewkerne Town Council's 18-month tree inspection programme and to appoint a suitably qualified and competent contractor to undertake the required inspections and reporting.

2. Background information

Crewkerne Town Council is responsible for a number of open spaces containing trees of varying species, size and age. These include areas that are regularly used by members of the public, as well as individual trees of particular significance.

Regular inspection of the Council's trees is necessary to monitor their condition, identify potential hazards and ensure that any required remedial works are identified and prioritised appropriately.

The Council has a commitment to undertaking regular tree inspections and has sought quotations for an 18-month inspection programme covering Townsend Cemetery, Bincombe Beeches, Henhayes Recreation Ground, Lucombe Oak, Turkey Oak and the Barn Street Beech.

Three contractors were approached for quotations. Two quotations have been received and one contractor declined to provide a quotation.

3. Detailed Consideration

The requested service comprises:

- Walk-over inspection by a competent arboricultural consultant, with supported site inspection where appropriate.
- Visual tree condition assessment.
- Identification of defects and potential hazards.
- Proportionate risk assessment having regard to site usage.
- Prioritised recommendations for any necessary works.
- Provision of suitable inspection records and a written report.

The two quotations received are summarised below.

Contractor A

Contractor A has provided a quotation of **£2,225 + VAT**.

The quotation covers the full scope requested and provides for a programme-based inspection approach. The costs are broken down as follows:

Area / Tree	Cost
Townsend Cemetery	£550
Bincombe Beeches	£550
Henhayes Recreation Ground	£275
Lucombe Oak - Henhayes	£275
Turkey Oak - Henhayes	£275
Barn Street Beech	£300
Total	£2,225 + VAT

The quotation confirms that costs include reporting and minor revisions where required, with any off-site trees presenting an obvious public safety risk also noted. Inspections will be visual only, with no measurements undertaken. Following the summer 2026 inspection, the next inspection is proposed for winter 2028. The programme-based approach will ensure consistent inspections across key Council sites, with records maintained to support ongoing risk management and future scheduling.

Contractor B

Contractor B has provided a quotation of **£1,750 + VAT**. The quotation covers all of the areas and individual trees identified by the Council. For Townsend Cemetery, Bincombe Beeches and Henhayes Recreation Ground, Contractor B has advised that a negative defect report will be provided, meaning that only trees with features requiring action will be recorded. The survey will be undertaken using the Visual Tree Assessment (VTA) method from ground level, with a sounding hammer and probe. No invasive decay-detection equipment or other additional equipment will be used.

Comparison

Both quotations meet the Council's requested scope of works and provide for inspection and reporting of the identified sites and trees.

	Contractor A	Contractor B
Quotation	£2,225 + VAT	£1,750 + VAT
Visual inspection	Yes	Yes – VTA method
Defect identification	Yes	Yes
Risk assessment	Yes	Yes
Prioritised recommendations	Yes	Yes
Inspection report/records	Yes	Yes
Additional equipment	Not specified	Sounding hammer and probe
Payment terms	Not specified	14 days from invoice

The appointment would be for the inspection programme only. Any remedial tree works identified through the inspections would be considered separately by the Council.

4. Financial implications

The quotations received are:

- Contractor A – £2,225 + VAT
- Contractor B – £1,750 + VAT

5. Recommendation

5.1. It is recommended that the Council:

- consider the quotations received for the Council's 18-month tree inspection programme; and
- approve the appointment of a contractor to carry out the inspections.

Report subject	To receive quotations for the provision of water hygiene monitoring services and to appoint a contractor.
Committee name	Amenities Committee
Meeting date	Monday 7 th September 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 provision of water hygiene monitoring services and appoint a contractor.

2. Background information

The Council requires regular water hygiene monitoring across its five sites to support compliance with the Approved Code of Practice L8 (ACoP L8) and HSG274 guidance. Three quotations have been obtained for the provision of the service.

3. Detailed Consideration

The quotations received are:

Contractor	Annual Cost Excl. VAT	Annual Cost Incl. VAT
Contractor A	£3,247.50	£3,897.00
Contractor B	£3,485.75	£4,182.90
Contractor C	£2,605.00	£3,126.00

All three quotations cover water hygiene monitoring across the Council's five sites and include monitoring and inspection of the Council's water systems.

Contractor A is a specialist water hygiene company and is a member of the Legionella Control Association. Its quotation includes an electronic ZetaSafe logbook. Contractor B is registered with the Legionella Control Association and will maintain records through a cloud-based SharePoint system. Contractor C is offering a one-year contract from 1

September 2026 to 31 August 2027. The quotation includes quarterly monitoring visits, an electronic logbook, compliance reporting and contract support.

4. Financial implications

The Council currently pays £2,605.00 excluding VAT per annum for water hygiene monitoring.

The cost will be met from the Council's existing budget for water hygiene monitoring.

5. Recommendation

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| <p>5.1. It is recommended that the Council consider the quotations received and appoint a contractor for the provision of water hygiene monitoring services, and delegate the necessary arrangements to the Operations Manager.</p> |
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Report subject	To evaluate quotations received for the provision of routine playground inspection services and to appoint a contractor.
Committee name	Amenities Committee
Meeting date	Monday 7 th September 2026
Report author	Gemma Hughes
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	n/a
Decision required?	Yes

1. Purpose

To evaluate quotations received for the provision of routine playground inspection services and appoint a contractor.

2. Background information

Crewkerne Town Council is responsible for three playgrounds:

- Henhayes Playground
- Southmead Crescent Playground
- Happy Valley Playground

The Council invited quotations for quarterly functional inspections, including minor repairs, identification and costing of major repairs, annual lifespan assessments and an emergency call-out service.

3. Detailed Consideration

The quotations received are summarised below:

Contractor	Annual Cost Excl. VAT	Key Features
Contractor A	£1,300.00	Quarterly inspections, minor repairs and annual lifespan assessment
Contractor B	£1,620.00	Quarterly RPII inspections, minor repairs, annual lifespan assessment, major repair quotations and emergency call-outs
Contractor C	£1,797.00	Quarterly inspections and reports

Contractor C – Preventative Maintenance Package	£3,597.00	Quarterly inspections plus preventative maintenance
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Contractor A has quoted £325 per visit for all three playgrounds, giving an annual cost of £1,300 excluding VAT. The quotation includes quarterly operational inspections, minor repairs and an annual lifespan assessment.

Contractor B has quoted £135 per playground per quarterly visit, giving an annual cost of £1,620 excluding VAT. The quotation includes RPII-qualified inspections, minor repairs, inspection reports, an annual lifespan assessment, major repair quotations and free emergency call-outs. Replacement parts would be chargeable where required.

Contractor C has quoted £599 per playground for four operational inspections, giving an annual cost of £1,797 excluding VAT. An alternative preventative maintenance package is available at £1,199 per playground, giving an annual cost of £3,597 excluding VAT.

4. Financial implications

The lowest quotation is £1,300 excluding VAT (£1,560 including VAT) per annum.
 The cost will be met from the Council's existing budget.

5. Recommendation

- 5.1. It is recommended that the Council approve the preferred quotation for the provision of routine playground inspection services and delegate the necessary arrangements to the Operations Manager.

Amenities Progress Report: external

10th August 2026

Town Hall / Victoria Hall	
Town Hall exterior doors, windows frames and sills.	• Works complete
Town Hall fire escape painting	• Awaiting a date from the contractor
Town Hall water ingress – flat roof	• Works complete
Town Hall water ingress - gutters	• Awaiting a date from the contractor
Town Hall door	• Seeking quotations for a replacement door
Victoria Hall lobby	• Quotations being sought for replastering and repainting of the lobby and stairwell
Victoria Hall	• Additional sanitary bins requested
Drainage at side of Town Hall (water accumulating against side of building)	• Raised with Highways
Plinth	• Additional quotes being sought
Victoria Hall hearing loop	• Awaiting a date from the contractor
Town Hall letters	• Contractor appointed • Awaiting a site visit
Victoria Hall sign/lettering	• Seeking quotes

George Reynolds Centre (GRC)	
Lucombe Oak	• 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
Alarm	• Notifications not being received for some keyholders • Alarm contacts are being updated

Amenities Progress Report: external

Cemetery, Lodge and Chapel	
Chapel Alarm	Awaiting new contract
Chapel CCTV	CCTV in the chapels –internal use only. Seeking quotes
Outstanding railings (JBC)	- Gates complete. JBC to reconsider railings? High cost. Still awaiting a second quote. Locking nuts have been fitted to the gates. Defer to 2027. - To look at sandblasting ourselves and volunteers to paint
Paths (JBC)	- Trial areas in old section. To look at extending the paths, and better weed suppression fabrics - On hold until grounds maintenance issues rectified - Grounds Team have removed the trial section and are redoing the paths
Internal workshop chapel walls	Awaiting start date from contractor
Chapel Roof water ingress	Awaiting start date from contractor
Boundary fencing	- Fencing required on the cemetery/TW boundary as it is becoming a cut through. - In discussions with Taylor Wimpey - Heras fencing in TW field installed. Planting to fill the gap in the autumn
Boundary hedging	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	Sand pit - agreed to remove sand and replace with play equipment. Quotations being sought.
Bincombe Allotment Wall	- 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. - Contractor appointed, awaiting start date
Pithers Court	- 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 appointed, awaiting start date
Bincombe Beeches	- Access code to be changed on a monthly basis - To review tree inspection contract

Amenities Progress Report: external

	Quotes to be decided on at Amenities meeting
Tennis Courts - Severalls	- 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 – completed, fly tip has been removed - Signage needed on the gate for how to book the courts – completed - Perimeter fencing has been pulled and needs repairs
Land off Easthams Road	- 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	Tap removal planned at Severalls – getting quotes - completed

Additional Items	
Fingerpost refurbishment	- Town Centre heritage fingerposts need realigning and painting. Permanent fix being considered. - Full refurbishment required
Playground inspection reports follow up	- 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 - Quotes to go to the Amenities meeting
Town benches	- 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.	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	- 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	X4 blocked drains. Quotes being sought – works now completed