



## Chard Town Council

The Guildhall, Fore Street, Chard, Somerset TA20 1PP

01460 239567 [www.chard.gov.uk](http://www.chard.gov.uk)

Mayor: Cllr Jason Baker Town Clerk: Paul Russell

**All Council & Committee Meetings are open to the Public and Press**

## AMENITIES & EVENTS COMMITTEE

Date of Publication: Wednesday 18<sup>th</sup> May 2022

**TO: All Members of the Amenities & Events Committee**

Cllr Baker (Chair), Cllr Brown, Cllr Bulmer, Cllr Carnell, Cllr Eggins, Cllr Grief-Page, Cllr Jones, Cllr Richter and Cllr Watson.

### NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Amenities & Events Committee to be held on Tuesday 24<sup>th</sup> May 2022, commencing at 19:00 hours in the Auditorium, The Guildhall, Fore Street, Chard TA20 1PP.

Paul Russell  
Town Clerk

#### **PUBLIC PARTICIPATION**

Before the meeting there will be a public session to enable the people of Chard to ask questions of, and make comments, to the Amenities & Events Committee. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting. Members of the Public are asked to restrict their comments, and/or questions to three minutes.

#### **Public Participation Time**

This section (at the Chairman's discretion may last up to 15 minutes) is not part of the formal meeting of the Committee.

**2022/01 APOLOGIES FOR ABSENCE**

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

**2022/02 DECLARATIONS OF INTEREST**

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

**2022/03 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

As certain items are expected to include the consideration of exempt information The Committee is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to under **Agenda Item 2022/10**, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

**2022/04 COMMITTEE MEETING MINUTES**

To confirm and sign the minutes of the Amenities & Events Committee meeting held on Tuesday 29<sup>th</sup> March 2022.

**2022/05 APPOINTMENT OF REPRESENTATIVES AND MEMBERS TO VARIOUS TASK & FINISH GROUPS**

Current and proposed Task & Finish Groups are as follows:

- Amenities and Events Budget and Strategic Development Group (members to be appointed)
- Cemetery Working Group (members to be appointed)
- Guildhall Marketing & Event Development Group (members to be appointed)
- Play Area Refurbishment Group (members to be appointed)
- Culturally Chard Steering Group. Councillor representative required.

**2022/06 MANAGER REPORTS**

**(a) Operations** – To receive the Operations Manager's Report and to consider any recommendations contained within that report.

**(b) Events** – To receive the Event Officer's Report and to consider any recommendations contained within that report.

**2022/07 CLERK'S REPORT**

**2022/08 OPEN SPACES**

- (a) **Strategic Objectives Work Plan** – To note the progress report on the previous strategic objectives that were under this Committee’s responsibilities.
- (b) **Cemetery Extension Update** – To receive a verbal update on progress.
- (c) **Upper Henson Park** – To receive a verbal update on the progress of this investment project and to consider making a recommendation to the Full Council meeting on 20<sup>th</sup> June 2022 on the appointment of a suitable contractor.
- (d) **Allotment Liaison Meeting** – To consider reintroducing regular meetings with allotment holders.

**2022/09 DATE OF NEXT MEETING**

The next meeting of the Amenities & Events Committee will be held on Tuesday 19<sup>th</sup> July 2022 in the Guildhall, Fore Street, Chard TA20 1PP commencing at 7pm.

**2022/10 CONFIDENTIAL MATTERS**

**In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item 2022/03 above refers)**

- (a) **Lease, New Changing Facility, Jocelyn Park** – To consider the draft lease provided recommend a revised lease to Full Council for consideration and adoption. Please see attached.
- (e) **Jocelyn Park Matters** – To receive a verbal update regarding this area.



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Mayor: Cllr Jason Baker Town Clerk: Paul Russell

## AMENITIES & EVENTS COMMITTEE

Minutes of the Amenities & Events Committee meeting held on Tuesday 29<sup>th</sup> March 2022 commencing at 19:00 hours in the Town Hall, The Guildhall, Fore Street, Chard TA20 1PP.

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**PRESENT:** Cllr Baker (Chair), Cllr Morrison, Cllr Williams and Cllr Wootton.

**ALSO PRESENT:** Paul Russell, Town Clerk, Beverley Newman, DSO, Adrian Turner, Operations Officer and Tim Bickman, Events Officer.

### Public Participation Time

There were no members of the public present. No issues were raised.

### 2022/32 APOLOGIES FOR ABSENCE

The following apologies were received and accepted:

- Cllr A Kenton (holiday)
- Cllr J Kenton (holiday)
- Cllr Carnell (work)
- Cllr Bates (personal)
- Cllr Bulmer (holiday)

### 2022/33 DECLARATIONS OF INTEREST

No Declarations of Interest were made.

### 2022/34 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

There were no confidential items to consider.

### 2022/35 COMMITTEE MEETING MINUTES

Proposed: Cllr Morrison

Seconded: Cllr Wootton

Unanimous

**RESOLVED** to confirm and sign the minutes of the Amenities & Events Committee meeting held on Tuesday 14<sup>th</sup> December 2021.

### 2021/36 MANAGERS REPORT

(a) **Operations** – Committee received and noted the Operations Manager's Report. The following items were noted:

- A press release, including photographs, of the recent tree planting event to the rear of the Museum would be drafted;

- Tenders had been invited to upgrade the Upper Henson Play Area. Committee was assured that a full public consultation would be undertaken as part of this initiative;
- A report regarding the actions taken following the playground inspections undertaken in November 2021 would be provided to Committee.
- The Allotment lease would be renewed for a further three years as in the past. It was suggested that Council contacts SSDC to establish whether they had any suitable land for additional allotments;
- Permission had been given for the Ukraine support initiative to continue operating from Watts Store until refurbishment works commenced.

(b) **Events** – Committee received and noted the Event’s Officer’s Report. The following items were noted:

- It was confirmed that all the existing blue plaques were undergoing a clean and that a new one was being purchased as part of the Queens jubilee celebrations and would be erected at the Beacon site.

#### 2021/37 OPEN SPACES

- (a) **Strategic Objectives Work Plan** – Committee reviewed the progress on the Strategic Objectives Work Plan. Acknowledgement was given as to the progress made.
- (b) **Committee Resolutions Review** – Committee noted updates in the resolutions taken since January 2021.
- (c) **Cemetery Update** – Committee noted the verbal update provided. Work was close to completion on the removal of the hedge to create up to 60 additional spaces next to the car park area and the new section recently purchased from SSDC was going to be cleared. A full plan would be considered by the new Council following the elections.

It was agreed to try to address the current parking issues in the Zembard Lane car park and two notices were being erected to discourage contractor and inappropriate parking.

- (d) **Changing Facilities, Jocelyn Park** – Committee noted that the draft lease was on hold until the new council had been elected as there were a number of decisions regarding terms and conditions that needed to be made.

#### 2021/38 DATE OF NEXT MEETING

Committee noted that the next meeting of the Amenities & Events Committee would be held on Tuesday 24<sup>th</sup> May 2021.

#### 2022/39 CONFIDENTIAL MATTERS

There were no confidential matters

The Chair thanked Members for their attendance and closed the meeting at 19.55pm

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**CHAIR:**

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**DATE:**

**Amenities & Events Committee**

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**Date:** 24<sup>th</sup> May 2022

**Title:** Operations Manager Report

**Purpose of the Report:** To provide members with an update regarding the operations of the amenities team, the Guildhall operation and the progress of ongoing projects.

**Contact Officer:** Adrian Turner

1. Since my last report we have continued to operate with only 3 amenities team members and one person carrying out street cleaning, we still have one of the team on sick leave. We have been busy maintaining the cemetery and open spaces as the grass growing season starts. We have carried out various tasks including re-erecting the fence at Halcombe open space, filling in holes in the grass areas at Lower Henson and completing weedkilling at all our open spaces
2. We are progressing with the process of transferring the street cleaning operation together with the operative to SSDC, we have held an initial consultation meeting with the district council, with further meetings to come before the transfer date.
3. We had a very successful morning planting our community orchard at the area to the rear of Chard Museum, the school children who attended thoroughly enjoyed the experience. Together with 3 local schools and the local ladies' guild have also recently planted 7 native trees (one for each decade of Her Majesty's reign) in Jocelyn open space as part of the celebrations for The Queen's Platinum Jubilee.
4. We have received 4 tenders for the refurbishment of Upper Henson Play Area, we are currently evaluating these documents and have invited the providers to present their plans to officers.
5. The Town Council is currently working with SSDC and other organisations to finalise cycle and walking routes to progress for government funding, this will involve officers surveying routes for suitability to go forward.
6. We have recently had work carried out at the majority of our play areas including new swings, new dog bin and repairs to the climbing frame at Jocelyn open space, gate repairs at Higher Henson and new signage at Lower Henson.
7. We have recently brought one of our allotment plots back into use after been left vacant for a number of months and have also had one plot holder give up their unused allotment and we will be looking to get that in use asap

8. The council has appointed a local foundry to repair the broken Stringfellow aeroplane sculpture and appointed a contractor to install it in its original position when completed, as well as removal of the two metal bollards at the frontage of the Guildhall to give us more room for the Saturday Market.
9. The Town Council has collated information from town centre businesses to quantify the amount of flower baskets required for this summer season, hopefully we can build on these numbers now that the town centre is getting back to normal.

**Amenities & Events Committee**

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**Date:** 16<sup>th</sup> May 2022

**Title:** Events Officer's Report

**Purpose of the Report:** To provide Members with an update on events planned within the Guildhall and area surrounding Chard

**Contact Officer:** Tim Bickham ([tim.bickham@chard.gov.uk](mailto:tim.bickham@chard.gov.uk))

**1. RECOMMENDATION**

1.1 That the contents of the report are noted.

**2. INTRODUCTION**

2.1 7 Jubilee trees

As part of the Queen's Platinum Jubilee celebrations 7 Jubilee trees were planted at Jocelyn Park on Tuesday 10<sup>th</sup> May with 1 tree representing each decade of the Queen's reign.

The following took part in the planting with Chard Town Council.

Holyrood Academy:



Chard Women's Guild:



Chard School:



Manor Court School:



The species of trees were: Acer campestre (Field Maple), Carpinus betulus (Hornbeam), Sorbus aria 'Lutescens' and 'Majestica' (2 different cultivars of Whitebeam), Tilia cordata (Lime) and finally 2 Betula utilis jacquemontii (Birch).

A plaque is to be erected to give reference to the Jubilee and acknowledging those that were involved in the planting.

**2.2 Culturally Chard**

The last Culturally Chard consortium meeting took place on Tuesday 12<sup>th</sup> April. This was the last one Anna Mathews attended, as she has moved to a new post but Peter Padden, Director Chard Regeneration Activities, and Emily Glover, Case Officer in the re-generation Team, will attend meetings moving forward. Some final tweaks and actions for the Spring Festival were discussed and alternative arrangements were considered. There was unfortunately the announcement of some content cancelled for the festival within this meeting for various reasons. A "centralised database of Chard events" was discussed with the plan being to utilise the Chard Town Council website calendar going forward. The idea of having a separate website dedicated to the Guildhall and to give it an identity was also brought up. This will be developed following the completion of Jubilee events.

The Water Histories Project template was presented by Beccy Swaine of Somerset Art Works prior to this meeting. The consortium was all in agreement that this could go ahead.

**2.3a Spring Festival**

The Spring Festival, which took place across 28<sup>th</sup>-30<sup>th</sup> April has received positive feedback.

Some of the data captured from the headline event (stand-up comedy) on the Saturday included:

- 57% response rate
- 93% of people said they enjoyed the event a lot
- 88% of people said they would like to attend a similar event
- 36% of attendees live outside Chard
- 48% of attendees were aware of the Spring Festival.

**2.3b Banners of Chard**

A celebratory unveiling took place as part of the Culturally Chard Spring Festival at the Guildhall on Friday 29<sup>th</sup> April. With 300 visitors during the day there was a positive sense of interaction to celebrate community and creativity with music, dance. See below 2 photos that capture the atmosphere on the day.



2.4 Queen's Jubilee

Plans around the Queen's jubilee have made further progress since the previous update. The schedule is confirmed to be as follows:

Thursday 2<sup>nd</sup> June

10am-12pm and 1pm-3pm - Lantern making workshops

Road closure – 7:00-10:30pm

8:30pm Torch Lit Parade assemblies outside Guildhall

9:45pm Beacon Lighting and refreshments

Friday 3<sup>rd</sup> June

10am rolling road closure in place departing Guildhall 10:15 to arrive at St. Mary's Church for Thanksgiving Service at 11am

7-9pm "Queen of the Commonwealth" – a community show at the Guildhall featuring schools, local organisations and an array of local talented performers

Saturday 4<sup>th</sup> June

1-4pm Free activities for all the family being run by Freedom Leisure

Road closure 4pm-midnight

6-10pm Concert at the Beacon with 2 live bands

Sunday 5<sup>th</sup> June

11:30am-3:30pm – Public encouraged to do their own celebrations but can use the outdoor seating outside Freedom Leisure for the "Jubilee Big Lunch" There will be no road closures this day. It was decided that to close Holyrood Street would be too disruptive and CTC does not have sufficient resources.

2.5 Guildhall Bookings

Supplementary to regular hirers the Guildhall has secured income from the following since date of last meeting:

<b>Booking name</b>	<b>Date</b>
League of Friends – Music event	02/04/22
Nikki Kitt – Medium night	22/04/22
Mary Perry – Strictly Dancing night	23/04/22
Bernie Scott – Medium night	04/05/22
Katy Morley – Bingo night	06/05/22

There are also a further 2 comedy nights scheduled following the success of the last one. These are set to take place on Sat 16<sup>th</sup> July and Sat 10<sup>th</sup> September. They will be ticketed events as before.

**CHARD TOWN COUNCIL**  
**AMENITIES & EVENTS COMMITTEE**  
**WORKPLAN 2021/22 (BASED ON STRATEGIC PLAN OBJECTIVES 2019-23)**

Ref No	Objective	Comments
<b>ENVIRONMENTAL PROTECTION</b>		
16	<p><b>Council Direct Actions:</b> Make a tangible contribution to environmental improvement with visible policy actions:</p> <ul style="list-style-type: none"> <li>• Tree Planting</li> <li>• Creation of Wild flower Areas</li> <li>• Fund the positioning of EV charging Points in Town Centre</li> </ul>	<p>EV charging points not to be pursued. This will be delivered through Government intervention.</p> <p>Fruit trees have been secured through grant funding and a planting day with two local schools took place on Friday 25<sup>th</sup> March 2022.</p> <p>Council is currently working with SCC on a business waste audit. 67 businesses have been interviewed by the Council contractor Binit Ltd. The final audit report has now been received and will be reviewed by Committee at a later date.</p> <p>CTC will deliver a Recycling on the Go initiative as part of the public realm improvements with support funding from SCC. 20 new recycling bins are being installed.</p>
<b>LEISURE AND RECREATION</b>		
18	<p><b>Sport and Recreation Strategy:</b> Ensure that there is an agreed set of Public Sector goals for sport and recreation in Chard to ensure that projects are coordinated, consistent and effective. Include the following actions.</p>	<p>Leisure strategy for the District is SSDC responsibility. CTC can and will develop a local strategy for the areas it is responsible for.</p> <p>The development of an investment plan for the open spaces in Chard will be considered once a new Council has been elected on 5<sup>th</sup> May 2022.</p> <p>Tenders have been received for the Upper Henson Play Area and CTC will be working with SSDC to fund and deliver this.</p>

		Initial investments have been made in Jocelyn Park and Ashcroft Play Area.
19	<b>Local Cycling/Walking Plan:</b> Provide additional amenities for the community to encourage walking and cycling	Chard Town Council is now part of the LCWIP scheme being developed by SCC. Information on walking and cycling routes have been developed and submitted.
20	<b>Provision of Bike Racks:</b> Encourage and Facilitate Cycling particularly within the Town Centre, by providing safe bike parking.	This is to be implemented as part of the HSHAZ public realm works nearing completion.  Additional works will be subject to the new Town Council's approval.
21	<b>Provision of improved changing room facilities for sports teams using Jocelyn Park:</b> Improve the experience of sports teams using the park.	Planning permission has been granted for a new football changing facility at Jocelyn Park. A lease has been drawn up and needs to be reviewed by Committee.
22	<b>Single standard for the provision and maintenance of play parks:</b> Working with other providers of play parks within Chard ensure that there is a single standard for the quality, safety and maintenance of Play parks in Chard.	CTC has carried out training with its team.  Unitary Authority transition will need to be clarified prior to developing a single standard of maintenance for all publicly owned open spaces and play areas in Chard. This will be developed as part of the transition and with the new Town Council.
23	<b>Sensory Equipment in Play Parks:</b> Improve access for people with disabilities by providing sensory equipment within Chard play areas.	To be considered by the new Council.
24	<b>Outdoor Gym Equipment:</b> Provide a range of outdoor gym equipment in public spaces to encourage physical activity among Chard residents	To be considered by the new Council.
<b>IMPROVEMENTS TO TOWN FACILITIES AND EXPERIENCES</b>		
25	<b>Review of all CTC Land etc:</b> Ensure ownership is clearly understood so that CTC can focus on improving areas it owns and work with others to set standards on land that they own with in Chard.	To be considered by the new Council.
26	<b>Bus Shelter Audit:</b> Ensure clarity of responsibility and ensure bus shelters are properly maintained.	To be considered by the new Council.
27	<b>Bus stop planting programme:</b> Improve street scene through direct action or by influencing others.	To be considered by the new Council.

28	<p><b>Work with SSDC to deliver Chard Regeneration Project:</b> CTC will work closely with SSDC to ensure that it meets its primary objectives i.e.</p> <ul style="list-style-type: none"> <li>• Provide a compelling reason for residents and visitors to use the Town centre</li> <li>• To bring key sites back into economic use and increase the vitality of the Town</li> <li>• Increase footfall within businesses</li> <li>• Improve leisure and health facilities</li> <li>• Reinvigorate Chard as a Market town.</li> <li>• Stimulate commercially led development</li> </ul>	<p>CTC worked with SSDC and was successful in drawing down £80,000 grant funding to fund Culturally Chard. A full cultural programme is now being developed.</p> <p>The street cleaning contract has now been withdrawn from CTC by SSDC.</p> <p>New Chard Leisure Centre has been completed by SSDC.</p> <p>£50k funding has been invested by CTC in its play areas in 2021. Further investment via S106 funding is currently being discussed.</p> <p>Footfall Counters installed as part of HSHAZ programme. These will cost £75 each per month going forward if CTC wishes to continue with these to measure footfall.</p> <p>Business waste recycling initiative commenced. 67 businesses contacted and interviewed. Looking to build on this and proactively engage with local businesses.</p> <p>Currently reviewing Chard market and looking to increase stalls. Also working with SSDC to expand market charter. This is in partnership with SSDC and NABMA.</p> <p>Various projects part funded by CTC and MTIG currently being finalised and will be delivered as part of the public realm works. This includes CCTV, Festive Lighting, signage, recycling, Howards Row improvements and street lighting improvements.</p>
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29	<b>New Cemetery:</b> Ensure continuity of operation when the Cemetery is full within the next few years.	Water testing in Zembard Lane on two additional pieces of land completed and case currently being made to EA for use as burial areas.  Additional space being cleared to create up to 75 additional spaces (3-5 years supply)  Adequate space to enable cremations to continue for 50 years plus.
30	<b>Land for Alternative Burials (e.g. woodland Burials):</b> Provide an alternative Burial Option for Chard residents.	Chard Cemetery, Tatworth and neighbouring land could be an option. To be considered by the new Council.
31	<b>Community Orchard:</b> Create a Community facility.	A new orchard was planted on 25 <sup>th</sup> March 2022 behind the museum.
32	<b>Street Furniture Improvements:</b> Work to upgrade Chards' street furniture to contribute to an improved Street Scene.	New recycling bins to be installed.  Benches currently being refurbished and will be installed.  Signage is being replaced.
33	<b>Work with Principal Councils to improve Hedge/Grass Cutting standards:</b> Address the deterioration of standards arising from long term cost cutting actions and improve visual amenity	To be considered by the new Council.
34	<b>Greater Use of Community Payback scheme:</b> Make further use of this scheme to offset the damage to community wellbeing caused by offenders.	Payback scheme is currently being utilised by CTC. Works undertaken include litter picking, decorating of changing area in Guildhall and path clearing. Scheme is now being properly managed by CTC and a new schedule of works being developed.
39	<b>Plan to Grow and develop Market:</b> Improve amenity and vibrancy of the Town including investigating a potential covered market as specified in the regeneration project.	Gazebos have been purchased to help provide available covered stall areas.  Working with SSDC and NABMA on Market Charter.
<b>GUILDHALL</b>		
45	<b>Review Role/operation of Guildhall:</b> Undertake a review to clarify the purpose of the Guildhall and the outcomes it should provide.	New Events Officer now in post and developing events in the Guildhall as well as helping to oversee the Culturally Chard programme.

		<p>Revised pricing structure developed for the Guildhall. This will be implemented with a level of flexibility to increase usage.</p> <p>A full events programme will be developed during 2022/23 and by 2023/24 there will be an events programme taking place in the building.</p>
46	<p><b>Cultural Arts Programme</b> Work to establish a cultural arts programme to provide Improved amenity for the community.</p>	<p>Culturally Chard programme is now being delivered and overseen by the HAZ Consortium.</p> <p>A new Spring Festival was delivered in Spring 2022 and will be built on in 2023 with a view to continuing in future years.</p> <p>Events programme being developed for the Guildhall including specific Council run events, workshops and other attractions. Spring Festival and Platinum Jubilee Celebrations the two main events of 2022.</p>
<b>TOURISM</b>		
47	<p><b>Tourism strategy:</b> Define Chards Tourism role and plan improvements to visitor experience.</p>	<p>To be considered by the new Council.</p> <p>Events such as the Spring Festival, the Annual Carnival and Christmas Lights are all supported by CTC.</p>
48	<p><b>LIC Future:</b> Clarify the role of the LIC focussed on visitors and residents alike and improve the service provided.</p>	<p>Discussions with SSDC on improving the LIC currently being</p>
49	<p><b>Welcome Hosts</b> Consider creating a Welcome Host programme to provide a focus for the visitor experience in Chard.</p>	<p>To be considered by the new Council.</p>