



## 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 Locum Clerk: Paul Russell

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

## AMENITIES & EVENTS COMMITTEE

Date of Publication: Wednesday 23<sup>rd</sup> June 2021

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

Cllr Mrs Kenton (Chair), Cllr Baker, Cllr Carnell, Cllr Kenton, Cllr Mrs Bates, Cllr Bulmer, Cllr Mrs Morrison, Cllr Williams and Cllr Mrs Wootton.

### NOTICE OF MEETING

You are hereby summoned to attend a virtual meeting of the Amenities & Events Committee to be held on Tuesday 29<sup>th</sup> June 2021, commencing at 19:00 hours in the Auditorium, The Guildhall, Fore Street, Chard TA20 1PP.

A handwritten signature in blue ink, appearing to read 'Paul Russell'.

Paul Russell, Locum 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.

Please note that Social Distancing precautions are currently in place. Members of the public will be required to wear face coverings but may remove them once seated. Please use the hand sanitiser provided and, due to Coronavirus restrictions, the number of members of the public allowed access to the meeting room will be restricted. Therefore, if you wish to attend, please contact the Town Clerk at [townclerk@chard.gov.uk](mailto:townclerk@chard.gov.uk) or on 01460 239567.

#### **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.

**2021/01 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.

**2021/02 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.

**2021/03 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 in the items listed under 2020/56, 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".

**2021/04 COMMITTEE MEETING MINUTES**

To confirm and sign the minutes of the Property & Services Committee meeting held on Tuesday 25<sup>th</sup> May 2021.

**2021/05 SUPERVISORS REPORT**

To receive an update report from the Amenities Team and Guildhall.  
(Report to follow.)

**2021/06 TOWN CLERK'S REPORT**

To receive the Locum Clerk's Report on matters outstanding that may not appear on the agenda.

**2021/07 OPEN SPACES**

- (a) **Cemetery Report** – To consider the attached report that requires decision regarding the investment in the Cemetery.
- (b) **Football Pitches, Jocelyn Park** – To consider the attached report that requires decision regarding the investment in the pitches at Jocelyn Park.
- (c) **Changing Facilities, Jocelyn Park** – To receive a verbal update on progress to provide new changing facilities at Jocelyn Park in line with the F.A requirements.

**2021/08 PROPERTY**

- (a) **Watts Store Update** – To receive a verbal update on the development of tenders.
- (b) **Guildhall** – To receive a verbal update on the projects being developed at the Guildhall. This includes the installation of solar panels and the upgrading of all lighting to LED, both funded by the Somerset Climate Change programme.
- (c) **Adopted Telephone Kiosk** – To receive an update on the quotation requested to refurbish the telephone kiosk. A written quotation is awaited.

**2021/09 EVENTS**

- (a) **Markets & Fairs** – To receive an update report on the development of the markets. (Report to follow)

**2021/10 DATE OF NEXT MEETING**

The next meeting of the Amenities & Events Committee will be held on Tuesday 26<sup>th</sup> October 2021.

**2021/11 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 2021/03 above refers).

- (a) **Play Area Investment Report Implementation** – To consider the attached report that requires decision regarding the investment in Jocelyn Park and Ashcroft Park.
- (b) **Holyrood Academy Expansion Project** – To receive an update on the requested use of the car park at the Cemetery and to finalise agreement.



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Mayor: Cllr Jason Baker Locum Clerk: Paul Russell

### PROPERTY & SERVICES COMMITTEE

Minutes of the Property & Services Committee meeting held on Tuesday 25<sup>th</sup> May 2021 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 Mrs Bates, Cllr Williams and Cllr Mrs Wootton.

**ALSO PRESENT:** Paul Russell, Locum Town Clerk, Neil Richards, Amenities Supervisor and Gary Huish, Caretaker.

#### Public Participation Time

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

#### 2020/47 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Bulmer (prior engagement), Cllr Kenton (holiday), Cllr Mrs Kenton (holiday), Cllr Mrs O'Brien (holiday) and Cllr Morrison (personal).

#### 2020/48 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

- Cllr Wootton: Pecuniary interest – Mant Leisure (family member)

#### 2020/49 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

Proposed: Cllr Mrs Wootton                      Seconded: Cllr Mrs Bates

Unanimous

**RESOLVED** 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 in the items listed under agenda item 2020/55, 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.

#### 2020/50 COMMITTEE MEETING MINUTES

Proposed: Cllr Williams                      Seconded: Cllr Mrs Bates

Unanimous

**RESOLVED** to confirm and sign the minutes of the Property & Services Committee meeting held on Tuesday 30<sup>th</sup> March 2021.

**2020/51 SUPERVISOR'S REPORT**

Committee **NOTED** the update reports from Guildhall presented by Mr Huish. The following issues were noted and would be actioned where appropriate:

- A meeting with NHS England would be held on Thursday 27<sup>th</sup> May 2021 following the dismantling of the Covid Testing Station to identify any repairs and maintenance required in the Auditorium;
- Hirers were beginning to return to the Guildhall. The Caretaker indicated that he would require additional support soon to manage the growing workload;
- Committee wished to formally record its thanks to Mr Huish, Caretaker, for his commitment, flexibility and time during the past year in managing and maintaining the Guildhall.

Committee **NOTED** the update reports from the Amenities Team presented by Mr Richards. The following issues were noted and would be actioned where appropriate:

- Issues with broken/smashed glass at various play areas had been reported and dealt with;
- Evidence of drug use had been found at Jocelyn Park. This would be reported to the Police;
- The dog bin installed in Forton Road was being well used;
- Committee noted that the number of additional bins provided had increased the workload of the Team especially on bin emptying days (Monday, Thursday and Friday). It was agreed to look at reviewing the allocation of the workforce in a more effective way;
- The Amenities Team would support the Caretaker and the Guildhall and provide cover in the short term if required;
- The number of fly tipping was beginning to decrease;
- It was agreed to review of the Council vehicles would be undertaken as one of the Transits was coming to the end of its useful life;
- It was agreed to review the type of pesticide used to restrict weed growth. Council would liaise with SSDC to find out additional information on the pesticide they used;
- It was agreed to investigate whether SSDC was still paying the Town Council to empty its dog bins;
- The Mayor had recently hosted SSDC to look at the areas in Chard and the comments had been very positive.

Committee wished to formally record its thanks to the Amenities Team for the standard of work being achieved.

**2020/52 TOWN CLERK'S REPORT**

Committee noted the following report:

- (a) **Holyrood Academy Proposed Expansion Project** – Following consideration Committee agreed to send an amended proposal to the contractors for consideration.

- (b) **Football Pitches, Jocelyn Park** – Committee noted that a meeting had taken place with the SSDC contractor to discuss pitch renovation. A quotation would be provided. The matter had been discussed previously with the FA, SSDC and the Town Council. It was agreed to investigate why this had not been actioned.
- (c) **New Changing Facilities, Jocelyn Park** – Committee noted that an initial site meeting to consider this matter would be held on Wednesday 26<sup>th</sup> May 2021.
- (d) **Tender Evaluation** – Committee noted that the Locum Clerk had been requested to take part in the tender evaluation of the new Jarman Way play area.

## 2020/53 PROPERTY MATTERS

- (a) **Play Area Investment Report** – Committee considered the report from the recent Task & Finish Group meeting.

Proposed: Cllr Mrs Bates      Seconded: Cllr Williams  
Unanimous

**RESOLVED** to allocate a sum of £24,300 to fund the upgrading works required at Jocelyn Park. This work to be undertaken in 2021

Proposed: Cllr Williams      Seconded: Cllr Mrs Bates  
Unanimous

**RESOLVED** to allocate a sum of £18,700 to fund the upgrading works required at Ashcroft Park. This work to be undertaken in 2021

Proposed: Cllr Baker      Seconded: Cllr Mrs Bates  
Unanimous

**RESOLVED** to develop an Awards for All application for Ashcroft Park Play Area for additional DDA equipment.

Proposed: Cllr Baker      Seconded: Cllr Mrs Wootton  
Unanimous

**RESOLVED** to allocate a sum of £10,000 to upgrade Higher Henson Park to match fund the £10,000 from SSDC.

Proposed: Cllr Baker      Seconded: Cllr Mrs Wootton  
Unanimous

**RESOLVED** to allocate a sum of up to £10,000 towards providing a BMX track at Halcombe Park, subject to land issues and possible other grant funding available.

It was agreed that the above works would form part of the Play Area Strategy being developed.

Once quotations for the works had been received these would be reviewed by the Task & Finish Group and a recommendation regarding the most appropriate contractor would be made to the new Amenities and Events Committee for consideration.

- (b) **Bus Shelter, The Laurels** – Committee noted that this had now been installed. Thanks were extended to the Amenities Team for overseeing the project.
- (c) **Watts Store** – Committee noted the report presented following the structural survey undertaken on 22<sup>nd</sup> March 2021. It was agreed to develop a tender for the outdoor works and indoor works separately so that committee could consider priority works required. It was noted that there was no existing budget to undertake this work. Once quotations had been received a Task & Finish Group would be set up to review the quotations received and recommend a contractor to the new Amenities and Events Committee for consideration.
- (d) **Guildhall Frontage Cleaning** – Committee noted that the additional works had been authorized under the Clerk's delegated authority and would be reported to Full Council. The other works had almost been completed.
- (e) **Adopted Telephone Kiosk** – Committee noted that a verbal quote had been received amounting to £1,300. It was agreed to defer this item until a written quotation had been received. The Amenities & Events Committee would review the quotation and also consider a future use for the telephone box.

#### 2020/54 DATE OF NEXT MEETING

Committee noted that no further meetings of this Committee were expected to be held.

#### 2020/55 CONFIDENTIAL MATTERS

As certain items to be discussed included the consideration of exempt information it was **RESOLVED** under Item 2020/49 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 in the items listed below, on the grounds that they would 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 outweighed the public interest in disclosing the information.

- (a) **Cemetery Quotation** – Committee considered the quotation provided alongside the report from the Town Clerk.

Proposed: Cllr Baker  
Unanimous

Seconded: Cllr Mrs Bates

**RESOLVED:**

- To note the report;
- To commence the short term priority works as outlined in Section 3 of the report;
- To commence the investigation into the provision of a new works depot (section 4 of the report);
- To commission a structural survey of the Chapels as outlined in Section 6 of the report.

There being no other business the Chair thanked Members for their attendance and closed the meeting at 9:19pm.

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**CHAIR:**

\_\_\_\_\_  
**DATE:**



**Amenities & Events Committee**

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**Date:** 22<sup>nd</sup> June 2021

**Title:** Cemetery Investment Report

**Purpose of the Report:** To provide Members with details of the investment options to create additional burial space at Chard Cemetery.

**Contact Officer:** Paul Russell

**1. RECOMMENDATION**

- 1.1 That the contents of the report are noted;
- 1.2 That the recommendations contained in 2.6 below be considered and a decision made.

**2. BACKGROUND**

- 2.1 At its last meeting the Property & Services Committee agreed to commence the development of the short term priority to create additional burial space within the cemetery.
- 2.2 The proposal was for the area currently to the rear of the hedge that runs along the end of the consecrated area, which is being used as storage space for soil, be brought into the main cemetery area.
- 2.3 Quotations to carry out the works to remove the first 15 metres of hedging, level off the area and construct a retaining wall made up of RSJs have been sought. However, due to the complexity of the works required and a lack of knowledge as to the amount of work the job may take, alongside the urgency to commence the project, a day rate from a local contractor has been obtained.
- 2.4 The initial area to be prepared will include the following works:
  - Removal of the first 15 metres of hedging, chipping and removing arisings;
  - Clear undergrowth to the rear of the area;
  - Fell two self sown trees that form part of the hedge surrounding the grassed area in the car park;
  - Install a retaining wall using RSJs sunk into one metre of concrete and built up with sleepers;
  - Level off the area, compact the soil and prepare for use as additional burial plots.

- 2.5 Following discussion it was felt that a level of flexibility for both the contractor and the Town Council would help keep costs down and address any issues as they arose.
- 2.6 The Contractor would be employed on a day rate with a weekly catch up with the Project officer and Town Clerk.
- 3 men (1 with chainsaw certificate) to undertake the hedge and tree cutting would be £550.00 per day plus cost of chipper.
  - Digger and driver plus 1 man to remove stumps, building sleeper wall and levelling ground etc. would be £400.00 per day.
  - Cost and quantities of all materials to be agreed at the time.
  - All costs above would be plus VAT.
- 2.7 An initial budget of between £5,000 and £10,000 was proposed to be funded from the relevant Ear Marked Reserves (EMR).

**Amenities & Events Committee**

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**Date:** 22<sup>nd</sup> June 2021

**Title:** Jocelyn Park Pitch Report

**Purpose of the Report:** To provide Members with details of the investment being made in the football pitches at Jocelyn Park.

**Contact Officer:** Paul Russell

## **1. RECOMMENDATION**

- 1.1 That the contents of the report are noted;
- 1.2 That the quotations accepted as outlined in 3.1 be formally approved and ratified.
- 1.3 To consider any further additional works as outlined in 3.2.

## **2. BACKGROUND**

- 2.1 Some years ago it was agreed to make an investment into improving the football pitches at Jocelyn Park. The 2020/21 budget allocated a sum of £2,940 of which none was spent (underspend went into General Reserves) and this year's budget also has an allocation of £2,940.
- 2.2 There was some suggestion of match funding from the Football Foundation and SSDC but this has never been confirmed.
- 2.3 However, the pitches now require a level of maintenance. The lack of play during the Coronavirus lockdown has helped regenerate the pitches but some additional works are now required.

## **3. WORKS REQUIRED**

- 3.1 A quotation was requested from SSDC grounds maintenance to undertake the range of works required. The following advice and costs were provided:
  - SSDC has no spare capacity to carry out any additional works at present on the pitches. With this being the case CTC has needed to arrange the goal mouth repairs with a local contractor as this has to be carried out by the end of June at the latest. Work required includes purchasing good quality topsoil to make level the hollows in goal mouths and the application of a good-quality ryegrass grass seed. The contractor costs to undertake these works with materials will be £680 + VAT. This has been arranged;
  - Quotation to provide and apply selective weed killer per pitch will cost £270.12 plus vat. This has been accepted and the work will be undertaken at the end of July 2021. This will be weather permitting at time of application as the spray needs 12 hours drying before and after

application. The grass will not need to be cut for 7-days before application and 7 days after application.

- 3.2 The following works have not been agreed but are recommended to Committee for consideration.
- Fertilizer application will cost £446.68 plus vat per pitch. This is an Autumn/Winter application with a slow-release fertilizer which will last between 12 to 6-weeks depending on temperature and rainfall for the time of year. Work should be undertaken from mid-October until December.
  - Winter aeration work with Tractor and Verti-Drain. Holes to be punched into the ground at 4-inch intervals, 9-inch deep using pencil tines. Cost is £328.56 plus vat per pitch;
  - Aeration Deep Slit Tine Spiker to the depth of 9 inches will cost £151.34 plus vat per pitch;
  - Cost of all works above to be undertaken after September 2021 will amount to £959.80 plus VAT.
- 3.3 Once the above works have all been undertaken during this financial year Committee will need to consider implementing an annual maintenance programme and budgeting as required. The recommendation is that the amenities team be trained in sports turf maintenance and that a range of second hand equipment be sourced over the next few years to enable Council to both undertake this work in-house and to contract out its services.