



Chard Town Council

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

01460 239567 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 23rd March 2022

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 meeting of the Amenities & Events Committee to be held on Tuesday 29th March 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.

2022/32 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.

2022/33 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.

2022/34 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 2021/33, 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".

2022/35 COMMITTEE MEETING MINUTES

To confirm and sign the minutes of the Amenities & Events Committee meeting held on Tuesday 14th December 2021.

2022/36 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.

2022/37 OPEN SPACES

- (a) **Strategic Objectives Work Plan** – To review the progress report on the strategic objectives that are under this Committee's responsibilities.
- (b) **Committee Resolutions Review** – Please see the attached report of resolutions taken since January 2021 and a copy of this Committee's Delegated Authority.
- (c) **Cemetery Update** – To receive a verbal update on progress.

(d) Changing Facilities, Jocelyn Park – To receive a verbal update on progress to date to provide new changing facilities at Jocelyn Park in line with the F.A requirements.

2022/38 DATE OF NEXT MEETING

The next meeting of the Amenities & Events Committee will be held on Tuesday 24th May 2022 in the Guildhall, Fore Street, Chard TA20 1PP commencing at 7pm.

2022/39 CONFIDENTIAL MATTERS

At the time of publication there were no confidential items to consider.



Chard Town Council

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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 14th December 2021 commencing at 19:00 hours in the Town Hall, The Guildhall, Fore Street, Chard TA20 1PP.

PRESENT: Cllr Mrs Kenton (Chair), Cllr Baker, Cllr Bulmer, Cllr Kenton, Cllr Morrison, Cllr Williams and Cllr Wootton.

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

Public Participation Time

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

2021/24 APOLOGIES FOR ABSENCE

No apologies received. The following Councillors were absent: Cllr Mrs Bates and Cllr Carnell.

2021/25 DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

- Cllr Baker 2021/29 (e) & (h) (working party member), 2021/31 (b) & (c) (personal);
- Cllr Baker
- Cllr Mrs Kenton 2021/29 (e) (SSDC Cllr).

2021/26 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC RESOLVED

Proposed: Cllr Mr Baker

Seconded: Cllr Mrs Kenton

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, 2021/31 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.

Clarification was requested on the following items

- It was clarified by the Town Clerk that the Watts Store Refurbishment report was under confidential items as the report itemised each element

of works required, and although the contractors were not named it would be possible for each contractor to establish what the other contractors had quoted.

2021/27 COMMITTEE MEETING MINUTES

Proposed: Cllr Wootton

Seconded: Cllr Williams

Unanimous

RESOLVED to confirm and sign the minutes of the Amenities & Events Committee meeting held on Tuesday 28th September 2021.

2021/28 MANAGERS REPORT

- (a) **Operations** – Committee receive the Operations Manager’s Report and discussed the recommendations contained within the report.

It was confirmed that the current arrangements for inspecting the play areas met all legal and good practice requirements.

Proposed: Cllr Baker.

Seconded: Cllr Mrs Kenton

Unanimous

Committee **RESOLVED** to note the report and to defer consideration of the recommendations within the report. These would be considered as part of the budget discussions for 2022/23.

- (b) **Events** – Committee received the Event’s Officer’s Report and reviewed the recommendations contained within that report.

The Event’s Officer provided some additional updates on the following items:

- 2.2 The Guildhall
 - Blood Service – cancelled session on 7th December due to difficulties faced with loading/unloading. Awaiting a response regards next visit on 25th January. The Blood Service are due to meet tomorrow (15th December) to discuss.
 - Christmas Carol Concerts – both nights were very successful and a total of £719.10 was raised for the Mayor’s charities
 - Train Play Devon attended on 11th December – a good turnout and positive feedback, may attend Guildhall every 1-2 months. It was commented that was a really good event and regular attendance from Train Play would be much welcomed.
 - A walk-in Vaccination Clinic was due to run on Sunday 19th December. This was cancelled yesterday (13th December), however, in light of more recent news, Guildhall Auditorium is now to become a mass vaccination centre. Current hirers are currently being informed of circumstances, as this is planned until end of January 2022
- 2.4 Clementine’s Live Arts - Virtual meeting took place on 13th December with regards outdoor theatre shows. These productions

cost £800 to put on per day. This involves option a) 2x shows or option b) 1x show and 2x workshops. Arts Council can fund 50%. If remaining 50% funding can be secured, possibly from local housing associations, then it can be a free to attend event, otherwise tickets could be sold.

- 2.6 Culturally Chard - Meeting took place on 9th December. In summary, we agreed a unified style of communication amongst the consortium. Core messages were to be agreed on, target audience defined, and a shared working space is to be created.
- 2.8 Queens Jubilee - Meeting took place today (14th December) to begin to formulate plans around the weekend of the Queens Jubilee. Key contacts had been confirmed and would be to be approached.

Committee noted the Event's Officers report.

2021/29 OPEN SPACES

- (a) **Strategic Objectives Work Plan** – Committee noted the progress on the Strategic Objectives Work Plan. It was agreed that a revised Strategic Plan be developed following the elections in May 2022.
- (b) **Committee Resolutions Review** – Committee noted the resolutions taken since January 2021.
- (c) **Budget Considerations 2022/23** – Committee noted the budget proposals report.

Budget Meeting

Proposed: Cllr Baker

Seconded: Cllr Kenton

For: 4

Against: 2

Abstain: 1

RESOLVED to hold a Budget Review Meeting discuss budget proposals and make recommendations to Full Council for consideration and adoption.

- (d) **Telecom** – Committee fully considered the report and the recommendation to purchase mobile telephones for the Amenities Team.

Proposed: Cllr Baker.

Seconded: Cllr Morrison

Unanimous

RESOLVED:

- To accept the quotation outlined under Option A;
- To only purchase seven handsets at present for existing operatives and to add to the contract as required up to a maximum of ten units;
- To develop a Mobile Phone Policy to be adopted by Full Council as soon as possible;

- To delegate authority to the Officers to ensure that the handsets were adequately insured.

(e) **Cemetery Update** –Committee considered the report presented following the completion of the environmental report and the recommendation to continue with the process to purchase the two pieces of land from SSDC.

Proposed: Cllr Williams
For: 6
Against:1

Seconded: Cllr Wootton

RESOLVED:

- To note the report;
- To submit the findings of the Tier 2 Environmental Report to the Environment Agency to obtain permission to use the two areas recommended within the report as additional burial land;
- To finalise the purchase of the two pieces of land from SSDC so that the cemetery can be extended.

(f) **Cemetery and Allotment Charges** – Committee considered the suggested increases in charges for these two areas.

Proposed: Cllr Baker

Seconded: Cllr Wootton

For: 5
Against: 1
Abstain: 1

RESOLVED to implement the policy previously agreed by Full Council and to increase all fees annually by the RPI (Retail Price Index) as at September of each year except the Guildhall fees, which would be reviewed annually by the Committee.

Cllr Morrison left the room at 20.40 & returned 20.45

(g) **NALC Environmental Permitting (England & Wales) Regulations 2016 Consultation** – Committee considered the request and agreed to ask Cllr Eggins to help develop a suitable response.

(h) **Changing Facilities, Jocelyn Park** – Committee received a verbal update on progress to date to provide new changing facilities at Jocelyn Park in line with the F.A requirements.

The committee adjourned at 20.50 and resumed again at 20.55

2021/30 DATE OF NEXT MEETING

Committee noted that the next meeting of the Amenities & Events Committee would be held on Tuesday 29th March 2021.

2021/31 CONFIDENTIAL MATTERS

As certain items to be discussed included the consideration of exempt information it was **RESOLVED** under Item 2021/26 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) Depot Proposal – Committee considered the report presented.

Proposed: Cllr Bulmer
Unanimous

Seconded: Cllr Morrison

RESOLVED to defer the consideration of the report presented until a decision had been made by Full Council regarding the potential purchase of the Laurels Resource Centre. A decision regarding the Laurels Centre would be made on 15th December 2021. Subject to the outcome of that meeting this report would be presented to Full Council on 10th January 2022.

(b) Clare House Nursery Lease –Committee noted the letter from the Solicitors regarding this Lease.

Proposed: Cllr Baker
Unanimous

Seconded: Cllr J Kenton

RESOLVED to defer the consideration of the recommendations made by the Solicitor regarding this lease to the Full Council meeting to be held on 10th January 2022.

(c) Watts Store – Committee considered the report to carry out refurbishment works to the Watts Store.

Proposed: Cllr Baker
Unanimous

Seconded: Cllr Williams

RESOLVED to accept the estimate submitted by Builder 3 at a total cost of £25,360 to include the provision of a mezzanine floor and staircase.

There being no other business the Chair thanked Members for their attendance and closed the meeting at 20:58pm

CHAIR:

DATE:

Amenities & Events Committee

Date: 29th March 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. RECOMMENDATION

1.1 That the contents of the report are noted.

2. BACKGROUND

2.1 Since my last report our recruitment has been put on hold owing to external factors, the major one being the request from SSDC that they take the street cleansing contract back in-house. This service is planned to return to SSDC on the 1st July 2022, at the moment we are consulting with the affected amenity and street cleansing staff members as we are following TUPE regulations. From this date all street cleansing duties, bin emptying and weed killing on land not owned by The Town Council will be carried out by SSDC.

2.2 In reference to Strategic plan No.2, after carrying out a review of our amenities equipment we have sold a number of items including the cherry picker, old mechanical grave digger, domestic wood mulcher and felling chainsaw. Together with offering our ride on mowers as part exchange we are now in the position to be able to have a brand-new Kubota front deck ride on mower without any additional cost to The Council.

2.3 In reference to Strategic Plan 16 and 31, working with the Grants Officer we have been successful with our application for funding from the Tree Council and now have a community orchard at the rear of the museum, we were also awarded apple trees from Threshers cider company to plant so we could expand our community orchard. We will be planting 7 native trees (one for each decade of Her Majesty's reign) in one of our parks as part of the celebrations for The Queen's Platinum Jubilee

2.4 In reference to Strategic Plan 18 a tender has been published regarding the refurbishment of Upper Henson Play Area. We have met with several suppliers on site and await submissions from the interested parties, we will then be able to appoint preferred bidders to begin consultations with residents throughout the summer, hopefully realising completion of the project by the end of this year.

- 2.5 In reference to Strategic Plan 19, working with the Town Clerk, Events Officer, District and County Council officers we are currently making progress with the implementation of the plan for the local cycle and walking network throughout Chard.
- 2.6 In reference to Strategic Plan 22 a training company has delivered playground inspection training for our team to ensure we are properly maintaining our play areas, following on from our annual play area inspection any remedial works required have been identified and will be actioned in the near future. The vandalised new equipment at Jocelyn Park will also be repaired.
- 2.7 In reference to Strategic Plan 25 The Council will soon need to commence negotiations with the allotment site owner regarding our tenancy agreement which comes to an end on the 24th March 2023, we will perhaps need to consider asking for a longer tenancy to provide some security and certainty to ourselves and the allotment holders.
- 2.8 In reference to Strategic Plan 29 The Council have completed the purchase of two additional pieces of land from SSDC to extend the cemetery, we are also in the process of making more land available adjacent to the car park to enable supply of approximately 75 spaces which hopefully will last us 3-5 years.
- 2.9 In reference to Strategic Plan 32 we have had 20 new litter/recycling bins delivered and await the outcome of discussions with SSDC regarding how this will tie in with the recycle on the go initiative in the town centre.
- 2.10 In reference to Strategic Plan 34 The Council continues to utilise the community payback to assist in carrying out work in and around The Guildhall as well as carrying out work in our open spaces.
- 2.11 In reference to the refurbishment of Watts Store the building contractor has been appointed and will be commencing work early in the new financial year.
- 2.12 The Red Cross will be providing a First Aid at Work training course for Guildhall and Amenities staff the first week of April.
- 2.13 SSDC has carried out a complete tree survey of all trees on Council owned and managed land. Priority works are currently being identified.
- 2.14 The Council continues to engage contractors to maintain equipment in The Guildhall, as per our statutory requirements, including servicing and the repair of the heating system, we have also recently completed the installation of LED lighting throughout the building.

Amenities & Events Committee

Date: 11th March 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)

1. RECOMMENDATION

1.1 That the contents of the report are noted.

2. INTRODUCTION

2.1 Guildhall Bookings

The Guildhall Auditorium became a mass Covid-19 vaccination centre through December 2021 and January 2022, providing first, second and booster vaccines. This helped the NHS in support of a much-required service to local residents. Regular hirers of the auditorium were moved to the Town Hall where practical and acceptable for the hirer, but some cancellations were needed to be made.

2.2 Welsh Wrestling recently returned to the Guildhall, for the first-time post pandemic. This booking took in £125 in charges and received positive feedback from the hirer: "As a venue itself I think it is absolutely perfect for the type of events we run. I could not actually think of anything that would make it better for us on the day. For the cost of the venue and for the amount of people we can possibly have attend I think it's absolutely great value for money."

2.3 Train Play Devon will make their second visit to the Guildhall on 26th March. This booking secures £150 in charges. It was well attended last December and it's hoped they will attend every 2-3 months.

2.4 Lego Club commencing 27th March will run on the last Sunday of each month for 1 hour and is a further offering for children local to Chard. This booking will run until 27th November and secures £250.

2.5 Community Orchard

Chard Town Council secured a grant from the Tree Council to plant 12 apple trees in the land directly behind Chard Museum. This is in open land, accessible to anyone in the community. The proposed tree planting day on Friday 11th March has unfortunately been postponed due to adverse weather conditions. It is hoped that the trees will be planted on the revised date of Friday 25th March. Involved in the planting will be Holyrood Academy, and Manor Court School. The Museum are very supportive and will be giving a talk

to the students and demonstration of the apple press. A press release is to follow.

2.6 Culturally Chard

Over the next three years, creative and community organisations in Chard will work together to deliver the Culturally Chard programme that won them the funding. There will be a diverse range of new activities and events taking place including two larger festivals, all with a connection to the historic town centre, adding to the existing cultural calendar. Residents, community groups, schools and businesses are all invited to get involved.

2.7 South Somerset District Council, Chard Town Council and Somerset Art Works, on behalf of a consortium of local partners continue to meet to discuss plans. The most recent meeting, held on 8th March covered, in summary:

- Somerset Arts Works have progressed with Banners of Chard and Creative Supper (a Spring Festival event). An artist is currently being appointed for the Water Project.
- The Museum are currently appointing volunteers to lead on walks taking place during the Spring Festival.
- Progress update on town centre works
- Funding given to Museum's Lenticular Art project
- Update on Lace Riot Walk seat plaques
- Discussion National Open Heritage week – in September 2022

2.8 Spring Festival

Chard Town Council will lead the new Spring Cultural Festival and we welcome community groups, organisations, schools, businesses and individuals to contribute ideas for the new Festival which will be held across Thursday 28th April to 30th April 2022. Due to a lack of content it was decided to not run anything on the Sunday 1st May, but to ensure the facilities are in full use across the three days. Content across the three days will include:

Thursday 28th April:

- A live music night, including warm-up from Holyrood Academy bands

Friday 29th April:

- Banners of Chard unveiling (delivered by Somerset Art Works)
- Drop in workshops with artist Jenny Mellings
- A creative supper (delivered by Somerset Art Works)
- Arts and crafts stalls
- Flower displays
- Spanish classes

Saturday 30th April:

- Spanish classes
- Music from Blackdown Acapella
- A showing of the Disney film 'Encanto' (organised by Cinechard)
- A ticketed comedy night ft. James Dowdeswell and support
- An iSpy family and children's trail

- Blue Plaque walk (delivered by Chard Museum)

2.9 Queens Jubilee

Due to take place over the weekend of Thursday 2nd – Sunday 5th June 2022.

In summary the scheduled events will be:

- Thurs 2nd June – Torch lit parade to the Beacon, which is to be lit at 21:45. During the day the Guildhall will host a lantern making workshop for children and all local schools have been asked to make lanterns in their art lessons. Battery powered torches to go inside of them will be made available to collect at the Guildhall.
- Fri 3rd June – Civic parade, thanksgiving service and community concert entitled “Queen of the Commonwealth” (Guildhall). Invites have been sent out with regards the parade and service with responses being compiled.
- Sat 4th June – Various activities for people of all ages to take place at Freedom Leisure. In the evening there is to be a show at the Beacon, featuring 2 bands – Piratude and Goodnight Lois.
- Sun 5th June – Community encouraged to do own thing. However, there is to be a road closure in Holyrood Street where the Street Party will take place. It is hoped that as many local businesses as possible will be involved.

- 2.10 “Queen of the Commonwealth” show (referred to above) is gathering momentum with acts being gathered from schools and community groups. By 13th May this list will close (or sooner depending on interest). Show coordinator Natalie Spiller of Holyrood Academy will then produce a running order. The show is to be a mixture of poetry, music, dance etc. from groups or soloists and will showcase local talented performers.

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

Ref No	Objective	Comments
ENVIRONMENTAL PROTECTION		
16	<p>Council Direct Actions: Make a tangible contribution to environmental improvement with visible policy actions:</p> <ul style="list-style-type: none"> • Tree Planting • Creation of Wild flower Areas • Fund the positioning of EV charging Points in Town Centre 	<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 will take place on Friday 25th 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 is awaited.</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 over the next two months.</p> <p>Agreement on recycling collections will need to be reached with SSDC following the loss of the street cleaning contract.</p>
LEISURE AND RECREATION		
18	<p>Sport and Recreation Strategy: 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 once unitary authority transition has been clarified.</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 5th May 2022.</p>

		<p>Tenders are being sought for the Upper Henson Play Area and CTC will be working with SSDC to fund and deliver this.</p> <p>Initial investment has been made in Jocelyn Park and Ashcroft Play Area.</p>
19	Local Cycling/Walking Plan: 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. Initial information has been collated and sent through to enable SCC to create initial maps.
20	Provision of Bike Racks: Encourage and Facilitate Cycling particularly within the Town Centre, by providing safe bike parking.	<p>This is to be implemented as part of the HSHAZ public realm works that have commenced.</p> <p>Additional works will be subject to the new Town Council's approval.</p>
21	Provision of improved changing room facilities for sports teams using Jocelyn Park: Improve the experience of sports teams using the park.	A planning application has been submitted for a new football changing facility at Jocelyn Park. A lease is also being drawn up.
22	Single standard for the provision and maintenance of play parks: 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.	<p>CTC has carried out training with its team.</p> <p>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.</p>
23	Sensory Equipment in Play Parks: Improve access for people with disabilities by providing sensory equipment within Chard play areas.	To be considered by the new Council.
24	Outdoor Gym Equipment: Provide a range of outdoor gym equipment in public spaces to encourage physical activity among Chard residents	To be considered by the new Council.
IMPROVEMENTS TO TOWN FACILITIES AND EXPERIENCES		
25	Review of all CTC Land etc: 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	Bus Shelter Audit: Ensure clarity of responsibility and ensure bus shelters are properly maintained.	To be considered by the new Council.
27	Bus stop planting programme: Improve street scene through direct action or by influencing others.	To be considered by the new Council.
28	<p>Work with SSDC to deliver Chard Regeneration Project: CTC will work closely with SSDC to ensure that it meets its primary objectives i.e.</p> <ul style="list-style-type: none"> • Provide a compelling reason for residents and visitors to use the Town centre • To bring key sites back into economic use and increase the vitality of the Town • Increase footfall within businesses • Improve leisure and health facilities • Reinvigorate Chard as a Market town. • Stimulate commercially led development 	<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.</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 LTIG currently being finalised and will be delivered as part of the public realm works. This includes CCTC, Festive Lighting,</p>

		signage, recycling, Howards Row improvements, street lighting improvements and street cleaning improvements.
29	New Cemetery: 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	Land for Alternative Burials (e.g. woodland Burials): 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	Community Orchard: Create a Community facility.	A new orchard is being planted on 25 th March 2022 behind the museum.
32	Street Furniture Improvements: Work to upgrade Chards' street furniture to contribute to an improved Street Scene.	New recycling bins to be installed. Benches currently being refurbished. Signage is being replaced. Electronic noticeboards being considered. Funded by MTIG and Welcome Back funds.
33	Work with Principal Councils to improve Hedge/Grass Cutting standards: Address the deterioration of standards arising from long term cost cutting actions and improve visual amenity	To be considered by the new Council.
34	Greater Use of Community Payback scheme: 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.
39	Plan to Grow and develop Market: 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.

GUILDHALL		
45	Review Role/operation of Guildhall: Undertake a review to clarify the purpose of the Guildhall and the outcomes it should provide.	<p>New Events Officer now in post and developing events in the Guildhall as well as helping to oversee the Culturally Chard programme.</p> <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	Cultural Arts Programme Work to establish a cultural arts programme to provide Improved amenity for the community.	<p>Culturally Chard programme is now being delivered and overseen by the HAZ Consortium.</p> <p>A new Spring Festival will be delivered in Spring 2022 and built on in 2023 with a view to continuing in future years.</p> <p>Events programme to be 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>
TOURISM		
47	Tourism strategy: Define Chards Tourism role and plan improvements to visitor experience.	<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	LIC Future: Clarify the role of the LIC focussed on visitors and residents alike and improve the service provided.	Discussions with SSDC on improving the LIC currently being
49	Welcome Hosts Consider creating a Welcome Host programme to provide a focus for the visitor experience in Chard.	To be considered by the new Council.

AMENITIES & EVENTS RESOLUTIONS

Delegated Responsibilities as Agreed by Chard Town Council on 7th June 2021:

2. Delegation to Committees

The following matters are delegated to the Council's Committees to make decisions on behalf of the Council. Committees are delegated plenary decision making powers in respect of matters delegated. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.

2.1 All Committees

2.1.1 Creation and Appointment to Working Groups and Task & Finish Groups.

2.1.2 Appointment of non-Councillor members to Working Groups where they bring additional expertise or knowledge, subject to confidentiality arrangements consistent with those required of Councillors.

2.3 Amenities & Events Committee

All matters (except for creating Council Policy) relating to:

2.3.1 All play areas, playing fields, amenity spaces and open spaces owned, managed and maintained by the Town Council.

2.3.2 Allotments.

2.3.3 Cemetery.

2.3.4 Sporting facilities

2.3.5 Maintenance and repair of all the buildings owned by the Council

2.3.6 Environmental Matters

2.3.7 Markets and Craft Fairs

2.3.8 Events

2.3.9 Town floral displays

2.3.10 Tourist Information Point

2.3.11 Bus Shelters, Street Furniture, Seating, Dog & Litter Bins.

2.3.12 Maintenance and upkeep of all vehicles and equipment used for grounds maintenance purposes.

2.3.13 Ability to arrange additional meetings as required.

The following matters are reserved to the Council for decision but the Committee may make recommendations:

2.3.14 Recommendation of the Committee’s budget each financial year.

2.3.15 Any funding required outside of the set budget in any given financial year.

2.3.16 Any other matter which may be delegated to it by the Council from time to time.

DATE	RESOLUTION	DELEGATED AUTHORITY	UPDATE
14 th December 2021	<p>Telecom RESOLVED:</p> <ul style="list-style-type: none"> • To accept the quotation outlined under Option A; • To only purchase seven handsets at present for existing operatives and to add to the contract as required up to a maximum of ten units; 	2.3 All matters related to upkeep of amenity areas within the town	Completed.

	<ul style="list-style-type: none"> To develop a Mobile Phone Policy to be adopted by Full Council as soon as possible; To delegate authority to the Officers to ensure that the handsets were adequately insured. 		
14 th December 2021	<p>Cemetery Update: RESOLVED:</p> <ul style="list-style-type: none"> To note the report; To submit the findings of the Tier 2 Environmental Report to the Environment Agency to obtain permission to use the two areas recommended within the report as additional burial land; To finalise the purchase of the two pieces of land from SSDC so that the cemetery can be extended. 	2.3.3: Cemetery	<p>Purchase of land completed.</p> <p>Tier II report to form part of planning application for Change of Use.</p>
14 th December 2021	<p>Cemetery and Allotment Charges RESOLVED to implement the policy previously agreed by Full Council and to increase all fees annually by the RPI (Retail Price Index) as at September of each year except the Guildhall fees, which would be reviewed annually by the Committee.</p>	<p>2.3.2 Allotments.</p> <p>2.3.3 Cemetery.</p>	Completed.
14 th December 2021	<p>Depot RESOLVED to defer the consideration of the report presented until a decision had been made by Full Council regarding the potential purchase of the Laurels Resource Centre. A decision regarding the Laurels Centre would be made on 15th December 2021. Subject</p>	Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.	Completed

	to the outcome of that meeting this report would be presented to Full Council on 10 th January 2022		
14 th December 2021	Clare House Lease RESOLVED to defer the consideration of the recommendations made by the Solicitor regarding this lease to the Full Council meeting to be held on 10 th January 2022.	Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.	Completed
14 th December 2021	Watts Store RESOLVED to accept the estimate submitted by Builder 3 at a total cost of £25,360 to include the provision of a mezzanine floor and staircase.	2.3.5: Maintenance and repair of all the buildings owned by CTC. 2.3.15: Any funding required outside the set budget in any given financial year must be submitted to Full Council for approval.	Completed
28 th September 2021	Watts Store: RESOLVED to obtain two further quotations based on the specification agreed by Committee.	2.3.5: Maintenance and repair of all the buildings owned by CTC. 2.3.15: Any funding required outside the set budget in any given financial year must be submitted to Full Council for approval.	Quotation now accepted. Work to commence in April/May.
28 th September 2021	Watts Store: RESOLVED to agree to the formal request received from Chard Carnival to utilise this building for the storage of new staging and other items specifically for use in the town centre.	Formal approval required by Full Council as this would be considered to be a Council Policy matter.	Completed.
28 th September 2021	Telephone Kiosk Refurbishment: RESOLVED to accept the quotation received to refurbish the telephone kiosk at the junction of the High Street	2.3.5: Maintenance and repair of all the buildings owned by CTC.	

	to Crowshute link at a cost of £1,490.85.	2.3.15: Any funding required outside the set budget in any given financial year must be submitted to Full Council for approval.	Works to the kiosk to commence in the near future. Project delayed by Covid complications.
29 th June 2021	<p>Zembard Lane Car Park: RESOLVED:</p> <ul style="list-style-type: none"> To appoint a Task & Finish Group with one representative and the Clerks from Chard Town Council and Tatworth & Forton Parish Council to meet with Somerset County Council prior to 6th July 2021 to recommend a joint agreement to be considered by both Chard Town Council and Tatworth & Forton Parish Council at their respective full council meetings; That Cllr Baker be appointed as representative of Chard Town Council. 	2.3.3: Cemetery	Completed.
29 th June 2021	<p>MTIG funding for street cleaner and solar compactor bins RESOLVED to request an extension of two weeks from the Environmental Project MTIG Fund to enable a full report to be presented and considered by Full Council at its meeting on Monday 12th July 2021. If the report is approved by Full Council an application could then be submitted alongside an agreement to provide match funding.</p>	2.3.15: Any funding required outside the set budget in any given financial year must be submitted to Full Council for approval.	Not to be pursued following review and demonstration.
29 th June 2021	<p>Cemetery RESOLVED:</p>	2.3.3: Cemetery	

	<ul style="list-style-type: none"> To note the report; To allocate a sum of up to £10,000 to undertake the initial works outlined in the report. Funding would be taken from the EMR Cemetery reserve; To ensure that Best Value was achieved by obtaining two further quotations to undertake the work; To commence the project as soon as possible except for the removal of any hedging which would not be undertaken until September. 	2.3.15: Any funding required outside the set budget in any given financial year must be submitted to Full Council for approval.	Hedge removed. Large area of land exposed for additional burials. Work is progressing.
29 th June 2021	<p>Jocelyn Park RESOLVED:</p> <ul style="list-style-type: none"> To note the report; To ratify the works to the goalmouths at a cost of £680 + VAT; To ratify the selective weed killer works at a cost of £270.12 + VAT per pitch; To agree to undertake the additional works amounting to £958.80 + VAT; To contact both SSDC and the FA to secure funding that had previously been allocated to these works by both organisations. 	2.3.4: Sporting facilities	Initial works amounting to £680 has been undertaken. Additional works commissioned.
29 th June 2021	<p>Market Development: RESOLVED to appoint the Events Officer, once in post, to manage and promote the markets in Chard and to develop a vision for Chard Markets to</p>	2.3.7: Markets & Craft Fairs	Events Officer appointed.

	be agreed by elected Members in consultation with staff, traders and advice from the National Market Traders Federation.		Initial work commenced on development of the various markets.
29 th June 2021	<p>Play Areas RESOLVED:</p> <ul style="list-style-type: none"> To note the report; To appoint Mant Leisure to carry out the priority works previously agreed; To accept the quotation to replace the climbing frame at Jocelyn Park at a cost of £17,539 + VAT; To accept the quotation to carry out maintenance works and the replacement swing at Jocelyn Park at a cost of £8,846 + VAT; To accept the quotation to undertake priority works at Ashcroft Park at a cost of £20,595 + VAT. 	2.3.1: All play areas, playing fields, amenity spaces and open spaces owned, managed and maintained by the Town Council.	Works completed.
25 th May 2021	<p>Play Investment: RESOLVED to allocate a sum of £24,300 to fund the upgrading works required at Jocelyn Park. This work to be undertaken in 2021</p>	2.3.1: All play areas, playing fields, amenity spaces and open spaces owned, managed and maintained by the Town Council.	Works completed. Funded from relevant EMR.
25 th May 2021	<p>Play Investment: RESOLVED to allocate a sum of £18,700 to fund the upgrading works required at Ashcroft Park. This work to be undertaken in 2021</p>	2.3.1: All play areas, playing fields, amenity spaces and open spaces owned, managed and maintained by the Town Council.	Works completed. Funded from relevant EMR.
25 th May 2021	Play Investment:	2.3.1: All play areas, playing fields, amenity spaces and open spaces	

	RESOLVED to develop an Awards for All application for Ashcroft Park Play Area for additional DDA equipment.	owned, managed and maintained by the Town Council.	Currently being investigated by Grants Officer. Some consultation may be required.
25 th May 2021	Play Investment: RESOLVED to allocate a sum of £10,000 to upgrade Upper Henson Park to match fund the £10,000 from SSDC.	2.3.1: All play areas, playing fields, amenity spaces and open spaces owned, managed and maintained by the Town Council.	Tenders currently being received.
25 th May 2021	Play Investment: 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.	2.3.1: All play areas, playing fields, amenity spaces and open spaces owned, managed and maintained by the Town Council.	Funding being investigated. Lease terms being investigated.
25 th May 2021	Cemetery Quotation: RESOLVED: <ul style="list-style-type: none"> • 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. 	2.3.3: Cemetery 2.3.15: Any funding required outside the set budget in any given financial year must be submitted to Full Council for approval.	Cemetery extension investigations are ongoing. Tier II assessment completed. Structural survey of chapels undertaken in November 2021. Will be subject to new Council.
30 th March 2021	Additional Dog Bin: RESOLVED to install a new dog bin at the location requested. The Amenities Team were requested to ensure that it was not located too close to the existing bench and that its use be monitored for six months following installation.	2.3.11 Bus Shelters, Street Furniture, Seating, Dog & Litter Bins. 2.3.15: Any funding required outside the set budget in any given financial year must be submitted to Full Council for approval.	Completed and assessed. The bin was now being well used.

30 th March 2021	<p>Hanging Baskets: RESOLVED to provide hanging baskets to local businesses in the High Street as previously provided free of charge in 2021 to help support them following the lifting of the current restrictions.</p>	<p>2.3.9 Town floral displays</p> <p>2.3.15: Any funding required outside the set budget in any given financial year must be submitted to Full Council for approval.</p>	<p>Completed. Funded from grant budget 2020/21.</p>
30 th March 2021	<p>Cemetery: RESOLVED to undertake Tier 2 Assessments on all the areas identified in the Tier 1 report to ensure that the land being purchased and additional cemetery land identified was suitable for burials.</p>	<p>2.3.3: Cemetery</p> <p>2.3.15: Any funding required outside the set budget in any given financial year must be submitted to Full Council for approval.</p>	<p>Tier II assessment completed. Funded from EMR.</p>
26 th January 2021	<p>Play Area Maintenance: RESOLVED that the Teen shelter would not be removed until a suitable alternative had been agreed to replace it in due course.</p>	<p>2.3.1: All play areas, playing fields, amenity spaces and open spaces owned, managed and maintained by the Town Council.</p> <p>2.3.15: Any funding required outside the set budget in any given financial year must be submitted to Full Council for approval.</p>	<p>No further action taken on this. An alternative site has not been identified.</p>
26 th January 2021	<p>Play Area Maintenance: RESOLVED to accept the quotations received from Mant Leisure for the repairs to both the Skate Park (£6,375 + VAT) and the MUGA (£3,570 + VAT) subject to:</p> <ul style="list-style-type: none"> The identification of any S106 funding that may be available to be used for this project at Henson 	<p>2.3.1: All play areas, playing fields, amenity spaces and open spaces owned, managed and maintained by the Town Council.</p>	<p>Completed.</p> <p>Funded from 2020/21 annual budget allocation. £10,000 budget allocation.</p>

	<p>Park prior to the acceptance of the quotations; and</p> <ul style="list-style-type: none"> • That a negotiation to reduce the labour and welfare costs be undertaken as both contracts would be undertaken at the same time. 		
26 th January 2021	<p>Bus shelter: RESOLVED to accept the quotation from ACE Bus Shelters as follows:</p> <ul style="list-style-type: none"> • 3 bay, 3.06m x 1.3m barrel roof bus shelter: £4,500 + VAT • Perch Seating: £240 + VAT • Solid Lower Panels: £210 + VAT • Standard timetable casing: £120 + VAT • Total cost of shelter: £5,070 + VAT • Quotations to be sought for the concrete base once the specifications have been received. 	<p>2.3.11 Bus Shelters, Street Furniture, Seating, Dog & Litter Bins.</p> <p>2.3.15: Any funding required outside the set budget in any given financial year must be submitted to Full Council for approval.</p>	<p>Completed.</p> <p>Funded from the relevant Earmarked Reserve.</p>
26 th January 2021	<p>Watts Store: RESOLVED to obtain a quotation to carry out a structural survey of the Watts Store. It was further agreed to identify who owned the property currently occupied by Peacocks and clarify whether the Watts Store was listed.</p>	<p>2.3.5: Maintenance and repair of all the buildings owned by CTC.</p>	<p>Structural survey completed and funded through Property Maintenance budget.</p>
26 th January 2021	<p>Telephone Kiosk: RESOLVED to obtain a quotation and renovate the telephone kiosk that Chard Town Council had adopted.</p>	<p>2.3.5: Maintenance and repair of all the buildings owned by CTC.</p>	<p>Completed. Quotation obtained and Full Council approval that this be funded from current balances.</p>

		2.3.15: Any funding required outside the set budget in any given financial year must be submitted to Full Council for approval.	
26 th January 2021	<p>Vehicles: RESOLVED:</p> <ul style="list-style-type: none"> Accept the quotation from the Graphics Factory Chard Ltd for the 7 year PVC vinyl, printed, laminated and fitted at a cost of £256.05 + VAT Request that the logo be replaced with a high resolution version of the Chard Town Council crest; If a high resolution version of the crest is unavailable then delete the logo completely. 	2.3.12 Maintenance and upkeep of all vehicles and equipment used for grounds maintenance purposes.	Completed. Funded from vehicle maintenance budget.
26 th January 2021	<p>Cemetery: RESOLVED:</p> <ul style="list-style-type: none"> To delay the completion of the land sale until advice had been received from the Environment Agency regarding the suitability of areas 1 and 3 within the report for burials; To contact the Environment Agency to establish what next steps they would require Council to undertake to assess the land for suitability. 	2.3.3: Cemetery	Tier II assessment now completed.