



CHARD TOWN COUNCIL

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

01460 239567 www.chard.gov.uk

Mayor: Cllr Martin Carnell Town Clerk: Paul Russell

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

AMENITIES & EVENTS COMMITTEE

Date of Publication: Wednesday 16th November 2022

TO: All Members of the Amenities & Events Committee

Cllr Baker (Chair), Cllr Bates, Cllr Brown, Cllr Bulmer, Cllr Carnell, Cllr Crook, Cllr Eggins, Cllr Grief-Page, Cllr Hawkes, Cllr Jones, Cllr J Kenton, 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 22nd November 2022, commencing at 19:00 hours in the Auditorium, The Guildhall, Fore Street, Chard TA20 1PP.

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

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.

Street Cleaning Contract

To receive an update from South Somerset District Council.

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 under **Agenda Item 2022/42** 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 Monday 10th October 2022.

2022/36 MANAGER REPORTS

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

2022/37 FINANCIAL MATTERS

- (a) **Fees and Charges** – To consider adopting the proposed fees and charges for 2023/24. Please see the attached report

2022/38 OPEN SPACES

- (a) **Upper Henson Park** – To receive an update on the Upper Henson Play Area refurbishment. The scheme has now been amended following a public consultation and will commence in the near future.
- (b) **Cemetery Car Park Lease** – To consider the next steps following the response received from Tatworth & Forton Parish Council.

- (c) **Grade 1 Listed Building, Fore Street, Chard** – To consider the request from the Somerset Building Preservation Trust to offer a 25% contribution (approximately £3,000) towards the cost of a viability appraisal of this building.
- (d) **Severe Weather Policy** – To review Chard Town Council's severe weather policy. Please see the policy options attached.

2022/39 RESILIENCE PLANNING

- (a) **Draft Chard Town Council Resilience Plan** – To receive an update on the progress to amend the draft Chard Town Council Resilience Plan currently being developed by the Task & Finish Group.

2022/40 MOTION

- (a) **Motion Proposed by Cllr Hawkes:**

'that the Committee gives consideration to the proposal that the Community Orchard becomes a Community Garden.'

Even allowing for apple tree growth, the entire wide perimeter will be empty. Tentative discussions with Chard Museum, the Gardening Club and residents have been had and all are supportive. It could incorporate food growing spaces, a sensory garden area, forest gardening, flower beds, classes and so on. It is understood that some Mental Health groups are very keen on having this resource in Chard.

2022/41 DATE OF NEXT MEETING

The next meeting of the Amenities & Events Committee will be held on Tuesday 17th January 2023 in the Guildhall, Fore Street, Chard TA20 1PP commencing at 7pm.

2022/42 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 2022/34 above refers)

- (a) **New Cemetery Proposal** – To consider the attached quotation to identify suitable additional cemetery land to complement the existing facility.
- (b) **Guildhall Logo** – To consider the draft logos for the Guildhall. Please see the attached options for consideration.
- (c) **Quotations to consider** – To consider the attached quotations with regard to Cemetery works and installation of signage.



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Mayor: Cllr Martin Carnell Town Clerk: Paul Russell

AMENITIES & EVENTS COMMITTEE

Minutes of the Amenities & Events Committee meeting held on Tuesday 10th October 2022 commencing at 19:00 hours in the Town Hall, The Guildhall, Fore Street, Chard TA20 1PP.

PRESENT: Cllr Baker (Chair), Cllr Brown, Cllr Bulmer, Cllr Carnell, Cllr Eggins, Cllr Richter and Cllr Watson.

ALSO PRESENT: Adrian Turner, Operations Officer, Tim Bickman, Events Officer and Beverley Newman, Democratic Services Officer (DSO).

Public Participation Time

There was one member of the public present. The following questions were asked regarding parking in Chard:

- Who will take control of the parking in 2023 when the new council structure comes into being?
- Will Chard Town Council take over the running of the car park? If not why not?
- Why is parking chargeable in the carpark adjacent to the Freedom Leisure Centre?
- If payment has to continue can a discount be provided for users of the Leisure centre?

Cllr Baker replied as follows:

- There may potentially be opportunities for Chard Town Council to manage its own town parking under the new council structure 2023. However, there is a specific process to go through before any opportunities may be available to apply for. This process will begin in the near future.
- Payment for parking adjacent to Freedom Leisure Centre was agreed between South Somerset District Council and Freedom Leisure Centre.
- Requests to Freedom Leisure for discounted parking charges could be submitted by members of the public.

2022/22 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Grief-Page (work), Cllr Jones (personal), Cllr J Kenton (Annual Leave)

2022/23 DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

- Cllr Baker: (personal) – Operations Report 8. Shortfall for Hamstone Welcome sign, SSDC; Christmas lights, Town team.
- Cllr Bulmer (personal) – Operations Report 8. Shortfall for Hamstone Welcome sign – SSDC

- Cllr Brown – Confidential matters 2022/21 (a) Member of Tatworth & Forton Parish Council
- Cllr Eggins – Confidential matters 2022/21 (a)

2022/24 **TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

Proposed: Cllr Eggins

Seconded: Cllr Bulmer

Unanimous

RESOLVED that as certain items were expected to include the consideration of exempt information the Committee 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 under Agenda Item 2022/21, 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".

2022/25 **COMMITTEE MEETING MINUTES**

Proposed: Cllr Carnell

Seconded: Cllr Eggins

Unanimous

RESOLVED that the minutes of the Amenities & Events Committee meeting held on Tuesday 19th July 2022 be agreed and signed as a correct record.

2022/26 **MANAGER REPORTS**

- (a) **Operations – Committee NOTED** the Operations Manager's Report. In addition to the staffing information in 2.1 the operations Officer added:
- The part time Caretaker had resigned having found another job more suited to his qualifications & experience;
 - The part time Caretaker had an accident at work necessitating a report to the HSE via RIDDOR & the injury he sustained required time off work which will take him up to his notice period;
 - Total Operations staff was now one full time Caretaker and three Amenity Operatives, two full time and one part time;
 - The Operations Officer concluded that this left the Operations Team very short and asked for Council's patience and understanding adding, given the current situation providing a Warm Space would not be feasible.

Proposed: Cllr Bulmer

Seconded: Cllr Eggins

Unanimous

The following recommendations were **RESOLVED**:

- Item 2.2: Demolition of existing Staff Mess. Committee resolved to appoint Contractor 2.

- Councillors noted that the current facilities were not fit for purpose and any temporary accommodation should remain operational for as long as required.

Proposed: Cllr Eggins
Unanimous

Seconded: Cllr Richter

RESOLVED to order four grit bins as per the recommendation and one additional grit bin as a spare.

After discussion it was proposed that Councillors check their ward for grit bin facilities and inform the Operations Officer of their findings. In addition, it was agreed to give delegated authority to the Operations Officer to order a further five additional bins should he deem it necessary based on the grit bin information provided by councillors.

Proposed: Cllr Baker
Unanimous

Seconded: Cllr Brown

RESOLVED to defer the recommendation to install LED stadium flood lights at Lower Henson Skatepark to be considered under Confidential Matters (Item 2022/31).

Proposed: Cllr Hawkes
Unanimous

Seconded: Cllr Brown

RESOLVED that under item 2.5 of the report to select Option Two once all funding sources have been identified and the required amount has been confirmed as available. If there is a funding gap then Option One would be pursued.

ACTION POINT DSO: Clarify all funding sources and total monies available

Item 7. Consideration is requested to make provision in the 2023 budget for supply & fit of an updated alarm system:

Proposed: Cllr Eggins
Unanimous

Seconded: Cllr Hawkes

RESOLVED to include the cost of updating the alarm system in the 2023/24 budget and to undertake the works once funding has been confirmed.

COMMENT: Operations Officer informed Committee that since writing his report the lift alarm required an update. However the cost would be significantly less than the alarm system and would be in the region of £1,000. It was suggested this be taken from the Sinking Fund.

Item 8. To support the additional costs required of £1,600 for the erection of a Hamstone Welcome Sign (SSDC have allocated a budget of £5,000)

Proposed: Cllr Hawkes
Unanimous

Seconded: Cllr Carnell

RESOLVED that a sum of £1,600 be allocated from the relevant EMR fund to meet the additional costs of providing the new Welcome sign.

- (b) **Air Conditioning Update** – Council received a verbal update from the Operations Officer confirming that grant funding had been secured to cover all the costs and that work was due to start on 7th November 2022.

COMMENT: There was discussion concerning the need and the efficiency of an Air Conditioning System in a building of this size and age. Varying opinions emerged. However, it was explained this project had been researched several years ago, approval given and project ‘committed’ to by the committee at that time.

ACTION POINT DSO: Clarify definition of ‘Committed to’.

- (c) **Events** – Committee **NOTED** the Event Officer’s Report. The following recommendations were **RESOLVED:**

Proposed: Cllr Richter
Unanimous

Seconded: Cllr Hawkes

RESOLVED to commission Slash Dot Dash to build a separate website for Guildhall events and to commission Design Bean to create the branding for the website.

Proposed: Cllr Hawkes
Unanimous

Seconded: Cllr Brown

RESOLVED to accept the request from the current franchise holder to extend the franchise until 31st March 2024 given the few events held during COVID.

COMMENT: It was suggested to review the franchise contract 6 months before the end of the extended franchise to a future Amenities & Events agenda.

RESOLVED to allocate £328 to the Mayor’s Charities from funds raised during the Jubilee Celebrations and to give money raised at the variety show raffle amounting to £40.50 to the Action Track Charity.

- (d) **Comedy Nights** – Council received an overview of some of the comedy nights that have been held to date to include financials, attendance and feedback.

Proposed: Cllr Baker
For: 6

Seconded: Cllr Carnell
Against 1

RESOLVED to plan another 2 comedy nights for December 2022 and January 2023 and review after both had taken place.

COMMENT: It was acknowledged that these events had received very positive feedback from attendees and if on-going could be a potential source of additional income and footfall into Chard.

- (e) **Market Development Report.** Council noted the Developing Chard Market report and agreed the initial recommendations:

Proposed: Cllr Hawkes Seconded: Cllr Bulmer
Unanimous

RESOLVED to adopt the initial recommendations as outlined in the accompanying report.

2022/27 FINANCIAL MATTERS

- (a) Committee considered giving delegated authority to the Finance Officer to liaise with the Chard Town Team to order replacement Christmas Lights, items to repair the existing lights and a scissor lift to enable the Christmas lights to be completed this year within the allocated budget of £15,000 less any expenditure to date. A breakdown of the allocated budget was provided.

Proposed: Cllr Carnell Seconded: Cllr Brown
Unanimous

RESOLVED to give delegated authority to the Finance Officer as outlined above.

ACTION POINT Events Officer: Establish from SSDC whether the carpark at Boden Street could be free the evening of the Christmas Lights switch-on.

COMMENT: The Carnival Team have added additional padlocks to the Watts Store but to date have not supplied the CTC Officer Team with keys to the padlocks (Christmas lights stored here). Given there is a shared lease on this building and items other than Christmas lights are stored here. This needs to be actioned with urgency.

ACTION POINT Cllr Baker: Arrange for CTC Officer team to be provided with a set of padlock keys.

2022/28 OPEN SPACES

- (a) **Action Plan** – Committee noted the Action Plan.
- (b) **Upper Henson Park** – Council received a verbal update confirming the consultation process had gone well and included the following groups;

Chard Majorettes, Avishayes School, Girl Guides, Youth Council and 104 on line responses to date.

(c) **Cemetery Project Plan** – Council noted the project plan.

COMMENT: Praise and acknowledgement were given to the Amenities Team by all committee members for the ongoing care and upkeep of the cemetery.

(d) **Review of Burial Policy** – The following Policy Task & Finish Group members agreed to review the Burial policy:

- Cllr Richter
- Cllr Brown
- Cllr Hawkes
- Cllr Baker

2022/29 RESILLENCE PLANNING – A meeting of the Emergency Tsk & Finish Group was set up to review and develop the plan and would take place on 3rd November 2022 at 10.00am in the Guildhall, room to be confirmed.

2022/30 DATE OF NEXT MEETING

Committee noted that the next meeting of the Amenities & Events Committee would be held on Tuesday 22nd November 2022 in the Guildhall, Fore Street, Chard TA20 1PP commencing at 7pm.

2022/31 CONFIDENTIAL MATTERS

As certain items to be discussed included the consideration of exempt information it was **RESOLVED** under Item 2022/24 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 Carpark Lease**

Committee noted the update after an initial enquiry was made on this matter.

COMMENT: It was agreed to adopt an inclusive approach to decision making on this and to give delegated authority to Members of the Amenities & Events Task & Finish Group (Cllr Eggins, Cllr Richter, Cllr Baker) and the rest of the group which would include, the Chair and Parish Clerk of Tatworth and Forton Parish Council.

Proposed: Cllr Richter
For: 5

Seconded: Cllr Watson
Abstain: 2 Cr Eggins Cllr Brown
(Declaration of interest)

RESOLVED to contact Tatworth & Forton Parish Council to arrange a meeting to discuss this matter.

ACTION POINT OPERATIONS OFFICER: Contact all concerned and coordinate a meeting to discuss.

- (b) **Play Area Funding and Deferred item 2022/24** - Council noted the report and agreed the recommendation with one amendment

Proposed: Cllr Carnell Seconded: Cllr Eggins
Unanimous

RESOLVED:

- That the amount suggested for Lower Henson Park be reduced to £40,000 and Holcombe (BMX Track) Park be allocated £11,000.

COMMENT: It was acknowledged that the proposed site for the BMX track at Halcombe was on leased land but that this has been the case for some considerable years and was likely to remain the same. The land was on a rolling lease which renewed every three years. This part of the town required additional play provision.

- (c) **Additional request from Operations Officer – Locking of Cemetery Gates.**

Council to consider reinstating operative to fulfil this function given the number of comments, complaints happening and the alleged misuse of the cemetery grounds since it has not been locked.

Proposed: Cllr Baker Seconded: Cllr Eggins
Unanimous

RESOLVED to reinstate the facility and operative for locking the Cemetery gates.

The Chair thanked Members for their attendance and closed the meeting at 21:00pm

CHAIR:

DATE:

Amenities & Events Committee

Date: 22nd November 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

1.0 RECOMMENDATION

1.1 That the contents of the report are noted;

1.2 That the recommendations contained in Section 2 be considered and a decision made.

2.1 Since my last report our temporary amenity operative has resigned from his post thus leaving us with 2 full time operatives and one part time operative. This is not an ideal situation especially when staff have to take holiday which leaves The Council struggling to fulfil its duties. As our climate continues to change the autumn/winter has so far remained mild enabling the grass to continue to grow all be it more slowly, therefore we have had to carry out further grass mowing in the cemetery and our parks. We have recently appointed a new caretaker; Mel is fitting in well with the Guildhall team and hopefully will have a fulfilling career here.

I recommend that we continue to attempt to source another amenity operative and hopefully look to appoint February/March 2023 ready for the new season.

2.2 We continue to make progress with the cemetery extension project, the electricity has been disconnected from the old bed sit and I have had a site meeting with National Grid regarding disconnecting the mains electricity from the messroom. He informed me that we will have to fix a housing to the internal boundary wall for the meter and fuse box to continue to serve the chapels, this will have to be a separate task which we will have to appoint an electrician. I am waiting for Wessex Water to provide an appointment for a site visit for mains water and foul waste disconnection. I will obtain these costs as soon as the temporary accommodation has been sited. There will also be additional costs to connect electricity and water to the temporary unit which cannot be quoted for until the unit is sited.

The quotes for the provision of the temporary accommodation (which will have to stay in place until alternative permanent accommodation has been found) and my recommendation is attached as a confidential item.

3. We have received a request from a local resident who has asked that we prevent cars and housing association vans accessing the grass areas by the football pitch in Jocelyn Park. We have since purchased and installed two lockable bollards in the pathway by the play area.

Following a request from the local police we have also installed an additional litter bin adjacent to the teen shelter.

We have also had our football pitches solid spiked before the onset of winter to relieve compaction and aid drainage.



4. In addition to the forthcoming play area improvements in Upper Henson Park we have recently engaged a contractor to relay and refurbish the safety surfacing beneath the swings at Halcombe Play Area.



5. We have planted up all the winter/spring bedding throughout the town including our planters, we have also refurbished and retreated the wooden planter surrounds.



6. We have recently started to look to offer our vacant allotment plots to residents on the waiting list, the plots have been strimmed and weed treated in preparation for the new tenants.
7. We are continuing to make slow progress with the town centre wayfinding signage project, it has been very difficult to obtain quotations from suitably

certificated contractors. One contractor out of three has so far responded to my request for a quote to install these signs, would committee be happy for me to continue with this company or would you like me to attempt to obtain two more quotations before progressing any further?

The company and quote we have obtained is attached as a confidential item.

8. As you can see, we have successfully completed the auditorium air conditioning installation project, hopefully this will provide a more comfortable environment in the auditorium.
9. Moved to Confidential Items.
10. We have recently had the Chard United football club changing room lease signed by a club representative, we now need to have the lease signed by The Town Council, could committee nominate two councillors to sign both copies of the lease after this meeting.

Amenities & Events Committee

Date: 22nd November

Title: Events Officer's Report

Purpose of the Report: To provide Members with an update on events planned within the Guildhall and other related projects

Contact Officer: Tim Bickham (tim.bickham@chard.gov.uk)

1. RECOMMENDATION

1.1 That the contents of the report are noted.

1.2 To consider the recommendation in 2.11.

2. INTRODUCTION

2.1 Culturally Chard

Culturally Chard continue to meet on a monthly basis where the consortium is asked to report back on their respective projects. To summarise, recent updates include:

Chard Museum – The first Chardcast has been uploaded and receiving a notable number of downloads. For the next episode it is hoped to do a feature around the Lace Riots with schools as part of their DofE.

110 people have taken part in the walks since March '22, 65 of which being the Blue Plaque walks.

On 21/10/22 saw the launch of use of 3D for the Gilling Day. There were 3 tours for up to 5 people per tour.

South Somerset District Council - still have a number of building owners involved in the grant process, 2 of which will be completed and considered by the next meeting.

'Best Wishes have submitted an application without requiring support, Top Chef are also now submitting an application, ad addition to the original list if buildings.

Carnival Committee - Carnival was a real success, with various events going on during the week leading up to the carnival itself: Quiz, Beacon Lighting, bingo. There were no accidents or H&S issues just one small disturbance from Extinction Rebellion (Climate Change Group). but this was dispersed quickly. Chard Carnival team also supporting Taunton Carnival. £4287.97 was raised for charities.

Town Team - Halloween event went ahead 31/10/22 despite the time line being tight and Carnival team provided support to this event.

Chard Town Council – Comedy Nights to be arranged for February and April 2023 (Spring Festival) on the back of agreement for this at the last Amenities & Events Committee meeting.

Comedy Nights started as part of the CC Spring Festival so the fact this is now being proactively developed is a tangible example of the legacy of the CC programme.

2.2 Guildhall Bookings

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

One-off/annual events:

Booking name	Date
Showcase – Inner Wheel	15/10/22
Eco Fair	22/10/22
Train Play Devon	06/11/22
Comedy Night	19/11/22

Regular hirers:

Booking name	Date
Somerset County Council –	Fortnightly from 18/08/22
Area West Committee	Monthly from 21/09/22

2.3 Comedy nights

We have sold 106 tickets for the show on 19th November at time of reporting, which is a 43% increase in sales from the previous show in July.

There are two further shows scheduled, as agreed by committee in the last meeting. These will take place on 18th February and 29th April, the latter will be linked with the Spring Festival, of which the full programme is being worked on.

2.4 Street light banners

We have secured funds to utilize the new street light banner mounts. The following designs have been considered (10 copies of each):

- Chard Museum – awaiting back from printing
- Saturday market – back from printers, ready to install
- Antiques, Craft & Vintage Fair – finalising design
- Guildhall – yet to be designed, pending branding

HAZ and Culturally Chard Spring Festival designs have also been made and are awaiting comment before they are printed, and they will be funded from the HAZ project.

This new facility gives an effective way of advertising upcoming events and projects and increase awareness of what's going on across the town.

2.5 Mayor's Christmas concerts

These will this year take place on 2nd December (Manor Court and Chard Schools) and 9th December (Holyrood Academy and Redstart School). Tickets have been on sale at the Guildhall reception, charged at £2.50 adults and £1 children, with proceeds to the Mayor's charities. We expect these to sell really well, as they did last year. We will be finalising plans for both nights on 28th November.

2.6 Remembrance events

Remembrance events held this year were at the responsibility of the Town Council and Royal British Legion and were as follows:

Friday 11th November – a 2 minutes silence was observed outside the Guildhall with Rev. Georgina Vye conducting a short service to mark the occasion. Refreshments followed inside the Guildhall.

Sunday 13th November – the traditional parade took place from the Guildhall to St. Mary's Church.

The "Remembrance Organisation Policy" that was established between the council and Royal British Legion was followed through to ensure this was a measure of success. After sending invites out there were 40 acceptances from individuals or organisations. Both events were also open to the public and advertised as such. The Amenities Team worked on all the preparation works on the church grounds, such as pathways, grass cutting, trees and inspection of the war memorial.

2.7 Local Cycling and Walking Infrastructure Plans (LCWIPS)

We are continuing to work with Somerset County Council on cycling and walking routes within Chard. So far 3 walking routes have been audited and submitted. We are working through the 5 cycling routes selected. We have supplied all the data we have available to us for a cycling route to be considered from Thorndun Park Road to the town centre and awaiting further instruction before we can proceed with other routes.

2.8 Upper Henson Play Area

This project is on target and progressing well. All consultation work has been carried out and a Wicksteed representative was able to give us an update at the last Youth Council meeting. We have received a revised quotation from them, following making some changes that came out of the various consultations.

The online survey results data can be found at:

https://www.surveymonkey.com/results/SM-mmKY_2BbMz_2BTewrJRjFbhVdq_3D_3D/

2.9 Guildhall Website and Branding

The new website designer, approved by committee last month has been working on the website build. The current progress can be seen by going to <https://chard-guildhall.co.uk/>. Content for some of the pages is currently being worked on.

The new logo for the Guildhall has recently come back from the designer. A variety of options has been provided as part of the package and the Officer team will review these in their next meeting. Once agreed we can then have the website updated, as well as banners, posters, social media etc.

2.10 Community Plan

A steering group is currently being put together to deliver the community plan, facilitated by Somerset Smart Communities. This project will run until end of June '23. The recruitment of the steering group is advertised in the Chard & Ilminster News, social media and by leafleting organisations.

2.11 Guildhall hire charges

It is recommended to increase the Guildhall hire charges. The charges were lowered in 2021 due to COVID, but there is now a need to cover the increased demand on energy charges and due to recent wage increase approval. These charges will still be lower than those applied in April 2019.

The following table sets out the recommendation to committee:

Room	Current hourly charge	Proposed new charge
Auditorium	£20 off peak / £25 peak	£22 off peak / £27.50 peak
Town Hall	£10 off peak / £12 peak	£11 off peak / £13.20 peak
Foyer	£8 off peak / £10 peak	£8.80 off peak / £11 peak
Mayor's Parlour	£8 off peak / £10 peak	£8.80 off peak / £11 peak
Bondfield Room	£8 anytime	£8.80 anytime
Cafe	£8 off peak / £10 peak	£8.80 off peak / £11 peak

Chard Town Council Schedule of Proposed Charges for 2023/24

Full Council previously resolved to implement a policy 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 Amenities and Events Committee. RPI in September 2002 was 12.6%. However, it should be noted that the Office for National Statistics (ONS) no longer regards RPI as an official measure of inflation, now using CPI (Consumer Price Index). CPI inflation was 10.1% in September 2022.

The final 4 columns in the table below relating to the Cemetery charges show the increases using both RPI and CPI, with the greyed columns using the rounded figures. In addition, the same principal has been applied to the allotment charges without rounding the figures.

				RPI 9/22 Increase	RPI Increase Rounded	CPI 9/22 Increase	CPI Increase Rounded
		Gross	Gross	Gross	Gross	Gross	Gross
CEMETERY CHARGES		01/04/2021	01/04/2022	01/04/2023	01/04/2023	01/04/2023	01/04/2023
EXCLUSIVE RIGHT OF BURIAL	Grave plot	£278.00	£292.00	£328.79	£329.00	£321.49	£321.00
	Ashes plot	£195.00	£205.00	£230.83	£231.00	£225.71	£226.00
	5-year extension	£28.00	£30.00	£33.78	£34.00	£33.03	£33.00
	Change of ownership	£50.00	£53.00	£59.68	£60.00	£58.35	£58.00
INTERMENT -GRAVE (double for Non-Chard Resident)	Over 16 years of age	£555.00	£583.00	£656.46	£656.00	£641.88	£642.00
	Up to 16 years of age	£195.00	£205.00	£230.83	£231.00	£225.71	£226.00
	Under 1 month	Free	Free	Free	Free	Free	Free
INTERMENT -ASHES (double for Non-Chard Resident)	Over 16 years of age	£195.00	£205.00	£230.83	£231.00	£225.71	£226.00
	Up to 16 years of age	£111.00	£117.00	£131.74	£132.00	£128.82	£129.00
	Under 1 month	Free	Free	Free	Free	Free	Free
SCATTERING OF ASHES (double for Non-Chard Resident)	Scattering of ashes	£59.00	N/A	N/A	N/A	N/A	N/A
MEMORIALS	Flat stone	£146.00	£154.00	£173.40	£173.00	£169.55	£170.00
	Walled grave	£292.00	£307.00	£345.68	£346.00	£338.01	£338.00
	Headstone	£146.00	£154.00	£173.40	£173.00	£169.55	£170.00
	A kerb set	£292.00	£307.00	£345.68	£346.00	£338.01	£338.00
	Tablet	£146.00	£154.00	£173.40	£173.00	£169.55	£170.00
	Footstone	£146.00	£154.00	£173.40	£173.00	£169.55	£170.00
	Memorial in children's section	£146.00	£154.00	£173.40	£173.00	£169.55	£170.00
	Additional inscription	£49.00	£52.00	£58.55	£59.00	£57.25	£57.00
	Remove/replace memorial	£59.00	£62.00	£69.81	£70.00	£68.26	£68.00
	Chapel Hire	£34.00	£36.00	£40.54	£41.00	£39.64	£40.00
	Remembrance book inscription	£49.00	£52.00	£58.55	£59.00	£57.25	£57.00
		RPI 9/22 Increase	CPI 9/22 Increase				
ALLOTMENTS		01/04/2022	01/04/2023	01/04/2023			
	Full Size Plot	£24.60	£27.70	£27.08			
	Half Size Plot	£13.30	£13.85	£13.54			
	Admin re new/changed plot	£20.50	£23.08	£22.57			

The Amenities and Events Committee is asked to determine the proposed increase in charges to become effective on 1st April 2023.

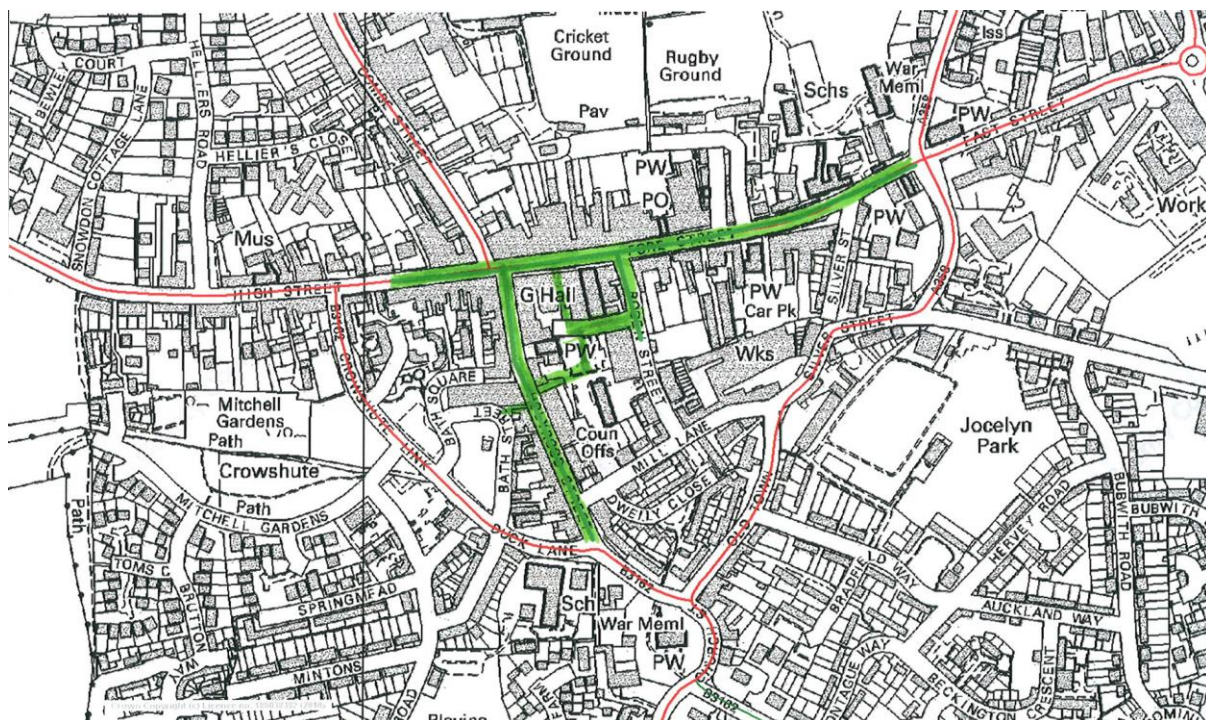
Gritting Policy (proposed)

Following conversations with the Town clerk we would like to suggest that the amenities team as far as is possible spread grit and clear snow from the pavements in the area marked in green on the map below during their normal working day.

If extreme weather is forecast, that they attempt to grit these pavements in advance with the stock of grit which we have been given FOC by SCC.

As far as I am aware the grit bins which are sited at various locations around the town are re stocked by SCC Highways.

If it is decided to adopt this as the Chard Town Council policy it will be at no extra cost to this council although there is no guarantee that we will not incur charges for future supplies of grit.



CHARD TOWN COUNCIL

SEVERE WEATHER CONDITIONS POLICY

Introduction

This procedure defines the manner in which Chard Town Council approaches severe weather conditions.

Scope

Severe weather is defined as extreme high winds, flooding, heavy snow and icy conditions, and heat waves. The policy applies to Chard Town Centre and Town Council owned or managed land. Individual landowners are responsible for dealing with their own property and South Somerset District Council for highways, pavements, schools etc.

Responsibilities

The Council	Will endeavour to open for business every normal working day regardless of weather conditions.
Town Clerk	Will identify and prioritise where action is required and allocate the Councils' resources as effectively as possible.
Councillors	Will ensure sufficient resources are allocated to deal with severe weather conditions. Recognise that employees may have difficulties in travelling to and from work and the effect it may have on their start and finish times.

Non-attending employees

If you will be absent from your usual workplace due to inclement weather, you have one of the following options:

- Take unpaid leave.
- Use your annual leave allowance
- Make up the lost time.

Alternatively, if you are able to work from home and are given permission to do so, you will be paid at your normal hourly rate for hours worked from home.

Attending employees

If inclement weather conditions cause a substantial delay in your arrival at work, you should notify your Line Manager within 30 minutes of your scheduled start time. Lost time will be unpaid or made up with the prior authority of your Line Manager.

If you attend work but the Council is unable to offer you work because the weather has made operations impossible, the Council is obliged to pay you at your basic rate.

If the Council decides that, in the interests of health and safety, employees should be permitted to leave for home before the end of your normal working day/shift due to weather conditions, then you will be paid at your basic rate until the end of your normal working day/shift.

Procedure

1. A list of sites that are most likely to be affected by severe weather will be compiled and updated periodically.
2. Sufficient numbers of staff dealing with issues arising from severe weather will be adequately trained. This will include gritting and first aid training.
3. High Winds – following periods of high wind the following sites will be inspected for damage:
 - High Street and Fore Street
 - The Cemetery
 - Ashcroft Park
 - Bampton Park
 - High Henson
 - Lower Henson
 - Holcombe Park
 - Jocelyn Park
4. Flooding – during and following periods of flooding, drains will be checked and cleared as necessary on Council owned land and along the High Street/Fore Street. Ditches shall also be checked and maintained at least once a year to help prevent blockages.
5. Heavy snow and ice – The Council shall keep a limited supply of grit in order to deal with snow and ice in the High Street, Fore Street and on its property. The following areas will be considered a priority for clearance of snow and the Amenities Team will be deployed to each of the sites below in the order shown below
 - High Street, Fore Street, Boden Street, Holyrood Street, Howards Row and linked footways. Clearance of snow will only include the pavements. Gritting will be undertaken using the quadbike and snowplough.
 - Guildhall. Clearance will include pavement, Howard's Row and the access road subject to the quantity of snow and the capacity of the Grounds Team. Paths will be gritted as appropriate.
 - Cemetery. Clearance of snow will include all tarmac roads and pathways and the car park and ensure that safe passage is

available to Undertakers and mourners to graveside as required.
Parts of the Cemetery will be gritted as appropriate.

6. Heat Waves – Work patterns and tasks may be altered to avoid outside work during heat waves. This is for staff safety and as well as avoiding damage to plants through watering in daytime. The Council will comply with any water restrictions.
7. Plant, equipment, signs, PPE and materials shall be checked at least every six months and prior to use in preparation of severe weather.
8. Staff will endeavour to pass on reports about severe weather problems outside of the scope of this policy to the appropriate bodies including South Somerset District Council and Somerset County Council.

Records

The following records are to be kept in support of this procedure: -

- Maintenance records
- Time Sheets
- Training Records

All records are to be retained for one year after the end of the period of severe weather or until any claims arising have been settled (whichever is the longer).

The Clerk to the Council will be responsible for ensuring the above records are retained and eventually destroyed.

