



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

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

- 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 Match 2024 give 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 come 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 xxxx 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: