Chard Town Council
The Guildhall, Fore Street, Chard, Somerset TA20 1PP
01460 239567 www.chard.gov.uk
Mayor: Cllr Tricia O'Brien | Town Clerk: Stephen Hill

Amenities & Events Committee

Minutes

Minutes of the meeting of the **Amenities and Events Committee** held on **Tuesday 10th November 2026** at 19:00 in the Guildhall, Fore Street, Chard TA20 1PP.

Councillors present: Baker (Chair), Bates, Bulmer, Eggins, A. Kenton, J. Kenton, O'Brien (Ex officio), Richter and Shortland

Also In Attendance: Stephen Hill (Town Clerk and RFO), Kevin Dyer (Deputy Clerk & Operations Manager), Ingrid Edginton (Stakeholder Liaison Officer) and Tim Bickham (Events Officer)

1 member of the public was present

Section 1- Standing Items

2026/83/AE Apologies for Absence
Committee received apologies from Cllr Hussey and Cllr Tribble.

2026/84/AE Declarations of Interest
Cllr Baker raised an interest in item 2026/95/AE.

2026/85/AE Public Participation
No questions were raised.

2026/86/AE Committee Minutes
Committee RESOLVED to approve the minutes of the A&E Committee meeting held on 13th October 2026
Proposed: Cllr Bates Seconded: Cllr O'Brien
For: 9 Against: 0 Abstained: 0

Section 2 - Items to Note

2026/87/AE Operations and Guildhall Events
a) Operations Report November 2026
Committee **NOTED** the report
b) Guildhall Events Report November 2026
Committee **NOTED** the report.

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2026/88/AE Guildhall Food Safety Hygiene ops report

Committee **NOTED** the application for Food Safety & Hygiene Registration.

2026/89/AE Bar Franchise Tender

Committee **NOTED** the report and that two tender applications had been received back, one of which had been rejected as non-compliant with the tender.

2026/90/AE Jocelyn Park Pavilion Tender

Committee **NOTED** the update on completion works to the Jocelyn Park pavilion and that the progress report constitutes a public update.

Section 3 – Items for Decision

2026/91/AE Great Mead Project

The Stakeholder Liaison Officer gave some of the benefits of this project as – 240 students using the site for studies and 35 from the Nature Hub.
2 members of the Amenities team may be required to assist with works at the site, with a notional quoted cost estimate £9,983.50.
The key partners for the project will be: Take Art, Holyrood and Chard Town Council.

Committee RESOLVED to join the partnership to apply for funding for Great Mead and offer an in-kind contribution of up to £10K should funding be secured.

Proposed: Cllr J. Kenton Seconded: Cllr Bates
9: 0: 0

2026/92/AE Budget 27/28

A Councillor commented on the returns from energy generated from the Guildhall solar panels. The Operations Manager confirmed there had been difficulties submitting figures to the energy supplier, but a return is expected to be seen next month.
The Guildhall Working Group will review income after figures have been completed.
A Councillor queried on the gaps between budget amounts and actual spend.
The Clerk urged members to send any questions to him in advance of the Councillor only budget workshop planned for 23rd November 26.

The budget table will be completed and sent to committee members ready for Budget Workshop 23.11.26.

2026/93/AE Town Flags

Committee members gave feedback on the report and made the following suggestions;

- There is a need to consider appropriate care and storage

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- The instal needs appropriate consideration, including the height of brackets
- Insurance will need to be considered
- The cost should be considered, to include any future cost for the flags longevity
- Some consideration is required in the summer months when the hanging baskets are up
- Suggested speaking to Ilminster Council regards their approach, similarly Crewkerne
- Grants could be explored to fund the flags
- See if it is possible to involve the community, as a project, in a similar way to the Banners of Chard.

Committee RESOLVED for Officers to investigate further the costings, logistics and specification required and report back to committee.

Proposed: Cllr Baker Seconded: Cllr Shortland

9: 0: 0

2026/94/AE Resilience and Flooding

Committee RESOLVED to Recommend the Draft Resilience Plan to Full Council November 2026.

Proposed: Cllr Bates Seconded: Cllr Richter

9: 0: 0

Cllr Baker left the meeting at 20:10. Cllr Shortland Chaired the following item.

2026/95/AE Replacement/Refurbishment of Hive Fence

Councillors shared concerns over; safeguarding, health and safety and noted the current fence as being at least 15 years old.

Committee RESOLVED to agree repair of the fence at the Hive.

Proposed: Cllr Bulmer Seconded: Cllr Eggins

8: 0: 0

Cllr Baker rejoined the meeting at 20:15

2026/96/AE Exempt Business

Council RESOLVED that under section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for items of business in view of the likely disclosure of confidential matters about, information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of schedule 12A to the Local Government Act 1972 (see the Local Government (Access to Information) Act 1985, as amended by the Local Government (Access to Information) (Variation) Order 2006.

Proposed: Cllr Bates Seconded: Cllr O'Brien

9: 0: 0

Section 4 - Confidential, Items for Decision

2026/97/AE Depot Options Appraisal

Committee RESOLVED to Recommend to Full Council appointment of a consultant to prepare a Depot Options Appraisal at cost of £6.8K, for expected completion January '27.

Proposed: Cllr Bulmer Seconded: Cllr Eggins

9: 0: 0

2026/98/AE Jocelyn Park Pavilion Tender

The Clerk confirmed that 3 tenders have been received, 1 of which has been discontinued based on cost.

Councillors asked if these were local companies.

The Operations Manager explained that Chard United Football Club are looking to create many new groups that would benefit from this facility.

Concerns were raised on how the building may be treated.

A sinking fund would enable repairs, maintenance etc.

Charging a rent could reimburse costs.

The current tenders have a 60-day duration on them.

The contract can not be entered without the S106 funds.

The ownership of the current changing room building shell and completed building should be investigated.

Committee RESOLVED to recommend to Full Council to a) apply for the maximum S106 funding available, b) register the building with the land registry, c) re-visit the supplied quotes if legal to do so.

Proposed: Cllr Baker Seconded: Cllr Bulmer

9: 0: 0

2026/99/AE Bar Franchise Tender

The Operations Manager explained that 11 tender documents were sent out, of which there were 2 firm responses, however 1 of these was not compliant.

a) Committee **NOTED** Tenders received for the Guildhall bar franchise;

b) Committee **NOTED** the Council's business plan on the Council's operation of the Guildhall bar, but identified and raised concerns over: staff cost, increased energy cost, stock and track of stock, and transaction issues with the Council's bank account.

c) Committee RESOLVED to recommend to Full Council to accept the application from Free Fest to operate the Guildhall Bar for a 3-year period.

Proposed: Cllr Bates Seconded: Cllr O'Brien

7: 0: 2

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2026/100/AE Land Sale

Committee RESOLVED to Delegate Authority to the Town Clerk (in consultation with the Chair and Deputy Chair of A&E Committee) to approve the release of Deed obligations (enabling the adjacent property owner to purchase the land), provided that there are no obligations/risks that would then fall to the Town Council, that solicitor advice is obtained and that the Council's costs in this matter are reimbursed.

Proposed: Cllr Bates Seconded: Cllr J. Kenton

9: 0: 0

2026/81/AE Date of next meeting

Committee noted the next meeting of the A&E Committee is **Tuesday 8th December 2026** in The Guildhall, Fore Street, Chard TA20 1PP commencing at 19:00.

The Chair thanked all for attending the meeting. The meeting closed at 21:15.

Signed: Date:

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