Chard Town Council
The Guildhall, Fore Street, Chard, Somerset TA20 1PP
01460 239567 www.chard.gov.uk
Mayor: Cllr Jason Baker Locum Clerk: Paul Russell

PROPERTY & SERVICES COMMITTEE

Minutes of the Property & Services Committee meeting held on Tuesday 30th March 2021 commencing at 19:00 hours via the Zoom.

PRESENT: Cllr Mrs Kenton (Chair), Cllr Baker, Cllr Kenton, Cllr Mrs Morrison, Cllr Mrs O'Brien and Cllr Williams.

ALSO PRESENT: Paul Russell, Locum Town Clerk, Tracy Lamb, Deputy Clerk/RFO, Neil Richards, Amenities Supervisor and Gary Huish, Caretaker.

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

2020/36 APOLOGIES FOR ABSENCE
Apologies were received and accepted from Cllr Bulmer (prior engagement), Cllr Bates and Cllr Wootton (illness).

2020/37 DECLARATIONS OF INTEREST
The following Declaration of Interest was made:
- Cllr Baker: Personal interest – Chard Regeneration and hanging baskets.

2020/38 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC
As there were no confidential matters to consider this was withdrawn.

2020/39 COMMITTEE MEETING MINUTES
Proposed: Cllr Mrs Morrison Seconded: Cllr O'Brien
Unanimous

RESOLVED to confirm and sign the minutes of the Property & Services Committee meeting held on Tuesday 26th January 2021.

2020/40 SUPERVISOR'S REPORT
Committee **NOTED** the update reports from the Amenities Team and Guildhall presented by Mr Richards and Mr Huish. The following issues were noted and actioned where appropriate:
- A review of the planters and tubs in the town centre would be undertaken in anticipation of the HSHAZ project. The Amenities Team would be refurbishing these;
- Badgers in the Cemetery: There was an issue and advice had been sought. There was a set close by and the Team tried to address any damage caused as a priority;

- Thanks were extended to the Team for dealing with the trees at High Henson Park;
- It was confirmed that the Community Payback team were to be given larger projects to undertake apart from litter picking but these would be based on the skills available;
- It was agreed to amend the answerphone message to redirect people who needed to order testing kits.

2020/41 TOWN CLERK'S REPORT

Committee **NOTED** the following report:

- Approval had been given to SSDC to install a temporary footfall monitoring system on the balcony. Date would be shared with the Town Council and would be useful for future grant applications;
- The HSHAZ programme had been advised that a layby was no longer required at the front of the Guildhall but a request would be submitted to consider creating one to the rear of the building;
- Consideration was given to install a new dog bin as requested.

Proposed: Cllr Baker Seconded: Cllr Williams
Unanimous

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.

2020/42 COMMITTEE WORK PLAN

Committee noted the draft Workplan. This would be linked to the various projects being developed.

2020/43 PROPERTY MATTERS

(a) **Play Area Investment Report –** Committee considered the Play Area improvement report. Following discussion, it was **AGREED** to set up a Task & Finish Group to review all the play area proposals and to prioritise investment. It was further agreed to invite a member of the SSDC Localities Team to inform the Group of any S106 funding that was available.

Cllr Morrison, Cllr O'Brien, Cllr Mrs Kenton and Cllr Baker were appointed to sit on the Task & Finish Group. The absent Members of the Committee would be invited to sit on the Group of they wished.

(b) **Bus Shelter, The Laurels –** Committee noted that the concrete base would be installed on 22nd April 2021 and, once set, the shelter would be erected.

(c) **Watts Store –** Committee noted that a structural survey had been undertaken on 22nd March 2021. The report was still awaited.

(d) **Guildhall Frontage Cleaning –** Committee noted that the cleaning and minor remedial works to be undertaken at the front of the Guildhall would

commence on 12th April 2021. There had been an increase in the cost of the scaffolding, which would be erected on 8th, 9th and 10th April 2021.

(e) **Adopted Telephone Kiosk –** Committee noted that a quotation had been requested to refurbish the telephone kiosk and was expected within the next week.

(f) **Hanging Baskets –** Committee considered whether a charge should be made to businesses this year for hanging baskets.

Proposed: Cllr Mrs Morrison Seconded: Cllr Mrs O'Brien

For: Cllr Mrs Kenton (Chair), Cllr Kenton, Cllr Mrs Morrison, Cllr Mrs O'Brien and Cllr Williams.

Abstention: Cllr Baker.

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.

2020/44 SERVICES MATTERS

(a) **Electric Van –** Committee noted that the van had now been sign written and a new Council logo had been drawn.

(b) **Additional Cemetery Land –** Council considered the report relating to the Cemetery.

Proposed: Cllr Mrs Morrison Seconded: Cllr Baker

For: Cllr Mrs Kenton (Chair), Cllr Baker, Cllr Mrs Morrison, Cllr Mrs O'Brien and Cllr Williams.

Abstention: Cllr Kenton.

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.

Cllr Baker agreed to approach the SSDC Executive to request a delay of up to twelve months on the purchase of the two pieces of land attached to the Cemetery.

It was further agreed to arrange a Cemetery site visit following the lifting of the current restrictions. The Amenities Supervisor and the Cemetery Attendant were to be present.

2020/45 DATE OF NEXT MEETING

Council noted that the next meeting of the Property & Services Committee would be held on Tuesday 25th May 2021 commencing at 7pm.

There being no other business the Chair thanked Members for their attendance and closed the meeting at 8:25pm.

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CHAIR: **DATE:**