

**Minutes of the Services and Amenities Committee Meeting  
held on Monday 13th February 2017 at 2.30pm  
in the Bruton Community Office  
Prior to the meeting there was a visit of all sites commencing 1pm**

Present: Councillors: Karen Baker, Crawford, Marsh, Pickering (site visit only) and Robinson  
In the Chair: Councillor Robinson  
In attendance: The Clerk

**1. Election of Chairman**

It was proposed and seconded that Councillor Robinson be elected as Chairman of the Services & Amenities Committee.

**Resolved 3-0-1**

**2. Election of Vice-Chairman**

It was proposed and seconded that Councillor Marsh be elected as Vice-Chairman of the Services and Amenities Committee.

**Resolved 3-0-1**

**3. Apologies for Absence**

Apologies were received from Councillors Abi Baker and Pickering.

**4. Declarations of Interest**

Councillor Marsh declared a personal interest as an allotment holder.

**5. Minutes of Previous Meeting**

The minutes were approved and signed.

**Resolved 3-0-1**

**6. Feedback from Site Visits**

A list of various actions to be taken as a result of the earlier site visits is attached to these minutes.

A resident joined Councillors on the site of the Cuckoo Hill play area to discuss damage to surrounding trees and the Clerk will ask Streetscene to come and repair the damage. A gap in the hedge at Cuckoo Hill Allotments is considered a high risk due to rubbish in the area and this will be cleared as a matter of urgency. A decision over whether a gate should be fitted in the gap will be taken once consultation with the allotment holders has taken place. The Clerk will also check the access status of the footpath by the adjacent houses.

A letter of thanks is to be sent to Bruton Trust for its help in clearing the churchyard. Councillor Robinson is checking the deeds and compiling an up-to-date list of areas owned by the Town Council.

## **7. Review of Asset Register and arrange inspection of other Council assets**

The current asset register was reviewed. The Clerk and Councillor Robinson will undertake a walk around the town to confirm the locations of the various grit bins and benches. Although not visited today, the engine shed is owned by the Town Council. Councillors were also reminded that the Town Council owns 13.1% of the Dovecote Building having originally paid £10,000 towards the cost of purchasing and repairing the building.

## **8. Review of Risk Assessments**

### **i) Play/Youth Areas**

The play and youth areas need to be inspected once a week. Rotas involving the whole council have not worked so well previously and it was therefore agreed that a smaller rota of three councillors would be more effective. Councillors Karen Baker and Crawford volunteered their services and one other volunteer will be found. Once a suitable course is available, training will be undertaken.

The SSDC annual play inspection is due for renewal in May but it is also worth considering external companies who would come out quarterly to inspect and also rectify any problems found. It is possible S106 money would be available to fund this.

### **ii) Recommendations for other areas that require Risk Assessment**

A risk assessment is already undertaken for the Community Office. The Clerk and Councillor Robinson will look into risk assessments for other areas with the aim to have something written down and approved by full Council by the end of March 2017.

## **9. Updates and recommendations to Full Council on the following Projects:**

### **a) Jubilee Park Development Programme**

Councillor Marsh updated Committee on the latest discussions with SSDC. To progress forward, a decision will need to be made on the type of building required in the future (replacement pavilion or Community Hall) and Councillor Marsh would like a decision by Council at its May or June meeting.

Four bids in total (2 for the floodlighting/2 for the sports equipment) have been received for the MUGA and a preferred bidder has been selected, whose specifications will be used in the tender invitation for the grounds works. The Project Manager has already been chosen and a letter will be sent.

Committee would like to recommend to full Council that the preferred bidders selected by the Project Board be accepted.

**Resolved 4-0-0**

### **b) Sale of Eastfield**

A request to SSDC to remove a covenant on the land has resulted in what is considered an unfair offer from the District. After discussion Committee would like to recommend to full Council that the sale of the land be offered to Hastoe Housing Association. If no interest is shown then a letter will be sent to the Leader of the District Council, Ric Pallister, to renegotiate the District's offer.

**Resolved 4-0-0**

### **c) S106 money for new play/youth area equipment**

There is money available (approximately £10,000) from the Coxs Close development which needs to be spent before the end of December 2017.

Various forms will need to be completed before SSDC will release the money. The money is only available for new equipment which must be purchased and installed before the deadline date. Councillor Robinson will obtain a definition

from SSDC as to what purchases will be eligible and it will also be established whether or not some of the money can be diverted to the MUGA.

**d) S106 money for maintenance**

Various options were put forward for the use of this money and Councillor Robinson will talk to Rob Parr to confirm what will be eligible.

**e) Man on Bench**

There is nothing to report at the present time. Councillor Karen Baker will contact Kevin Hughes and report back next time.

**10. Status of other projects and project ideas**

Telephone Boxes – the telephone boxes have not yet been transferred over from BT although paint has been supplied for the refurbishment.

**11. Recommendations to the Governance Working Group**

The Working Group will consist of Councillors Robinson, Karen Baker, Hood and Marsh and will look at the Terms of References for the Committees (to be agreed at the annual Town Council meeting) and consider restructuring the work plan.

Committee would like to recommend the following to the Governance Working Group:

- Delegate authority to Committees for spending money
- Call in for Committee decisions
- Control over agreed project expenditure
- All chairs of committees to sit on the F&GP Committee

**12. Committee Forward Plan**

Items for future agendas:

- Play equipment issues
- Eastfield
- MUGA
- Trees – overall maintenance
- Leases for Station Road car park and Durslade

**Members of the Council considered these matters in the exercise of their functions: Equal opportunities (race, gender, sexual orientation, marital status and any disability): Crime and Disorder, Health and Safety and Human Rights.**