



Notice of the next Council Meeting

Members of the Public and the Press are invited to attend all Council Meetings
(Public Bodies (Admission to Meetings) Act 1960)

Dear Councillors,

You are hereby summoned to attend the following meeting:

Meeting of... Amenities Committee

**Place... W101 Bridgwater Room, Town Hall, High Street, Bridgwater,
Somerset, TA6 3AS**

Date... Thursday, January 23, 2025

Time... 10:00

Councillors will be discussing all the items listed overleaf on the Agenda.

Yours faithfully

David Mears

David Mears

CEO and Town Clerk

16 January 2025

(Prior to the start of the meeting)

Questions and comments from members of the public

To ask a question or speak at a meeting, you will need to submit your request to a member of the Democratic Services Team in advance of the meeting. You can request to speak at a council meeting by emailing your full name, the agenda item and your question to the Democratic Services Team emailing enquiries@bridgwater-tc.gov.uk Any requests need to be received by 5pm on the day that provides 2 clear working days before the meeting (excluding the day of the meeting itself). For example, if the meeting is due to take place on a Thursday, requests need to be received by 5pm on the Monday prior to the meeting. The Chair will invite you to speak at the beginning of the meeting under the agenda item Public Question Time, but speaking is limited to 3 minutes. You can only speak to the Council or Committee once. If there are a group of people attending to speak about a particular item, then a representative should be chosen to speak on behalf of the group.

1N.B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film, and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the Public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings, for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting

A G E N D A

AMC2025/1 - Apologies of absence

AMC2025/2 - Declarations of interest

Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

AMC2025/3 - To approve and sign as a correct record the minutes from the Amenities Committee held on Thursday 21 November 2024

AMC2025/4 - To receive the Director of Amenities report and to approve the following recommendations

- i. To agree the proposed revised public open space hire terms and conditions included at Appendix A.
- ii. The sale or consumption of alcohol at an event on Council land must be agreed upon in consultation with the Chair and Vice Chair of the Amenities Committee in advance.

AMC2025/5 - To receive and note the report from the Facilities Manager

AMC2025/6 - To receive and note the report from the Environmental Manager

AMC2025/6.1 - To note the update on the Petanque piste at Victoria Park

AMC2025/7 - To receive an oral report from the Projects Manager

AMC2025/8 - To receive an oral report from the CEO and Town Clerk on the Docks

AMC2025/9 - To receive an oral report from the CEO and Town Clerk on Rollercoaster

End of Agenda

CIRCULATION

Councillors, Mander (Chair), Loveridge, Lilley, Pearce, Redman, Slocombe, and Solomon



Minutes of Amenities Committee held in the W101 Bridgwater Room on Thursday 21 November 2024 at 10:00

Present:

Councillors, Mander (Chair), Pearce, and Solomon.

David Mears, CEO and Town Clerk, Scott Mason, Director of Amenities, Lorna Williams, Facilities Manager, Matt Mills, Environmental Manager, Amy Storey, Democratic Services Officer, Holly Poole, Admin Assistant Operations, and Natasha Williams, PA to Director of Amenities.

There were no members of the press or public present.

AMC2024/26 Apologies of absence

Apologies were received from Councillors, Loveridge, Redman and Slocombe.

AMC2024/27 Declarations of interests

Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

No declarations of interests were received.

AMC2024/28 To approve and sign as a correct record the minutes from the Amenities Committee held on Thursday 24 October 2024

RESOLVED: That the minutes of the Amenities Committee held on Thursday 24 October 2024 be signed as a correct record.

AMC2024/29 To receive and note the report from the Director of Amenities and approve the following recommendation:

To resolve to adopt the proposed public open space hire charges and note the contents of the report.

RESOLVED: To amend the recommendation to give the Director of Amenities delegated power to do a step increase of the open spaces hire charges if required.



AMC2024/30 To receive and note the report from the Facilities Manager

RESOLVED: To note the report from the Facilities Manager.

AMC2024/31 To receive an oral report from the CEO and Town Clerk on the Docks The CEO held a meeting with senior officers at Somerset Council on 14 November 2024 regarding the Docks Project

The CEO and Town Clerk updated the Committee members on the Docks. Those involved in the Docks will be meeting before Christmas and an update will be provided at the Full Council meeting in January.

RESOLVED: To note the oral update from the CEO and Town Clerk on the Docks.

AMC2024/32 To receive an oral report from the CEO and Town Clerk on Rollercoaster

The CEO and Town Clerk updated the Committee members on Rollercoaster and is hoping for completion by Christmas.

RESOLVED: To note the oral update from the CEO and Town Clerk on the Rollercoaster.

The Chairman closed the meeting at **10:45**

End of document

Signed.....

Dated.....



Bridgwater Town Council

REPORT

Report to:	Amenities Committee
Agenda Item:	AMC2025/4
Date of Meeting:	23 rd January 2024
Date of this Report:	20 th December 2024
Author:	Scott Mason
Lead Officer:	Scott Mason - Director of Amenities

Public Open Space Hire Terms and Conditions

Recommendations

1. To agree the proposed revised public open space hire terms and conditions included at **Appendix A**.
2. The sale or consumption of alcohol at an event on Council land must be agreed upon in consultation with the Chair and Vice Chair of the Amenities Committee in advance.

1. Introduction

The Council receives regular requests for hiring public open spaces. The existing terms and conditions associated with the period of hire have been strengthened to limit risk to the Council and ensure the smooth operations of events on Council land.

2. Detail

On the 1st May 2024, when services were officially devolved to Bridgwater Town Council from Somerset Council, some basic terms and conditions were compiled to allow the process of public open space hire to take place.

Since this time, various events have taken place where variations to the terms and conditions have been agreed between the Council and hirer to ensure the success of the event. These changes are reflected in the proposed new terms and conditions for adoption for consistency.

A summary of new content which can be found in the revised terms and conditions can be found below:

- a ban of metal detecting for safety reasons
- a ban of lantern/balloon releases due to the environmental and safety impacts

- all promotional material to be approved prior to use
- the requirement for permission to be obtained for the sale and/or consumption of alcohol
- the need to inspect the site prior to use and notify the Council of any defects
- a clause relating to usage rates for water and electricity
- safety certificates required by vendors (Gas Safe and PAT testing etc)
- ensuring the security of hired sites to prevent unauthorised encampments
- limiting the use of single-use plastics such as cups, trays and cutlery
- offering recycling facilities and environmentally friendly generators where possible
- the need for a safeguarding policy
- liaising with highways for any potential impacts the event may have on local roads
- a refundable key deposit scheme

It is believed that incorporating these changes into the existing terms and conditions of hire will result in a stronger agreement that provides better protection and clarity for both the Council and the hirer.

3. Legal Considerations

None

4. Financial and Risk Considerations

The adoption of the enclosed terms and conditions will limit the risk associated with hirers using Bridgwater Town Council public open spaces.

5. Equalities Considerations

None

6. Climate Change and Sustainability Considerations

Advice is provided to hirers to limit the use of single-use plastics and to consider responsible methods of disposal.

7. Conclusion and Recommendations

To note the contents of this report and agree the proposed public open space hire terms and conditions be adopted for future use.

Report Sign-off

Title	Name	Date
CEO/Town Clerk	David Mears	16.01.25
Director of Community Services		
Director of Finance and Corporate Services		
Leader of Council		

End of report.



Document Title

Bridgwater Town Council

January 2025

Conditions for Hire – Council Owned Premises/Land

“The Premises” means the subject of the application of hire, i.e. Blake Gardens, Cranleigh Gardens/Eastover Park, St Matthews Field, Victoria Park, Mansfield Park etc.

“The Council” means Bridgwater Town Council, Bridgwater Town Hall, High Street, Bridgwater, TA6 3AS.

“The Hire/Hirer” means the person making the application for use of the Premises.

Hire Period

The Hirer to be granted a licence to hold an event on the day of hire as mentioned above. Access to the premises will be permitted from **[INSERT DATE/TIME]** and the premises must be vacated and cleared of all equipment and apparatus by **[INSERT DATE/TIME]** the same day.

The Licence extends to part of the Premises shown on the attached plan only. Use for any purpose of any other land is expressly prohibited.

The Hire shall be free to operate between **[INSERT TIME]** and **[INSERT TIME]** on the day of hire mentioned above. All stalls and other amusements shall be closed and all amplified music and other noise shall cease at **[INSERT TIME]**

Should the Hire extend for a period of two days or more, or it is felt necessary due to the nature of the hire, local residents surrounding the hired Premises must be consulted, either by the Hirer or by Bridgwater Town Council. This will be determined at the time of hire.

Conditions of Hire

- a. The Hirer shall ensure that no signs or notices are attached to trees, street furniture or public buildings. The Hirer must not advertise the event by way of fly posting. If any fly posting occurs, the Council is entitled to remove it and make a recharge for this. All promotional material intended for use, to be approved by the Council prior to advertisement.
- b. The Hirer shall be required to provide the Council with a list of stalls and attractions which are proposed to be provided onsite. This list, as well as an Event Safety Management Plan and Risk Assessment, shall be submitted to Holly Poole, Operations Team, Bridgwater Town Council, Bridgwater Town Hall, High Street, Bridgwater, TA6 3AS. These documents will be reviewed by Bridgwater Town Council.
- c. Under no circumstances shall the sale or consumption of alcohol be permitted on the site, except when the Hirer can produce a duly receipted Temporary Event Notice and this must be agreed upon in consultation with the Chair and/or Vice Chair of the Amenities Committee. Please ensure such requests are submitted in advance for consideration.
- d. The Hirer shall take reasonable steps to ensure that the hired space is used safely and appropriately during the hire period. It is the responsibility of the Hirer to inspect the space upon commencement of use and report any defects, damage, or hazards they identify to Bridgwater Town Council immediately. The Hirer must also notify Bridgwater Town Council of any defects, damage, or hazards that arise during the hire period. Failure to report such issues may result in liability for any subsequent damage, injury,

or loss caused by the unreported defect.

- e. Where a site may provide an electricity source or water supply, and such use is requested at the time of booking, the request will be subject to review. All associated electricity and water usage rates will be negotiated with the Council prior to the event and must be paid in full by the hirer in advance. All usage will be reviewed following the event. Any additional charges incurred beyond the agreed allocation will be invoiced to the hirer.
- f. Where an electricity supply is required for food vending, operation of equipment etc., it shall be the responsibility of the Hirer to satisfy themselves that the electricity supply and available power points are sufficient for their requirements. Where the Hirer wishes to engage caterers to supply refreshments to the public, a full list of caterers must be provided to the Council. The Hirer must ensure that each caterer is registered as a food business with their Local Authority and the units must have an acceptable food hygiene rating. Additionally, any caterers booked must supply a valid Gas Safe certificate, PAT (Portable Appliance Testing) certificate for electrical equipment, and any other essential safety documentation required. If they do not comply with regulations, they must not be allowed to trade.
- g. The Hirer must ensure that all public footpaths running through the site are kept open throughout the day and that they are not obstructed in any way by equipment or apparatus. In addition, a distance of at least 20 feet should be kept free of any obstruction around buildings and particularly to ensure essential access for emergency vehicles is maintained at all times.
- h. The Hirer shall not do, or permit to be done, anything which in the Council's opinion, causes, or may cause, a nuisance, including nuisance by noise to owners and occupiers of property and shall in all respects conduct the Hire in a manner that upholds and preserves the reputation of the Council, ensuring no actions are taken that could negatively impact its standing within the local area or with the wider public.
- i. The Hirer shall comply in all respects with the requirements of Bridgwater Town Council's duly authorised Officers of the Council with regard to the use of the above Premises for an event. In addition, it shall be the Hirers' responsibility, at their own expense, to obtain any necessary statutory or other consents relating to the use of the land and to ensure any By-laws, statutes, conditions and regulations in relation to such use are complied with in all respects.
- j. The Premises are to be left in a clean and tidy condition to the Council's full satisfaction. Any damage caused to the surface, including lawns, trees, shrubberies and hard standings, shall be remediated at the Hirer's cost. It shall be the responsibility of the Hirer to arrange for all litter/waste to be collected from the site. Should there be a cause for additional cleaning to be carried out following the hire, the current hourly rate will be applied and charged onto the Hirer. For large scale events, the Council may request the hirer to enter into a specific agreement relating to reinstatement of the land.
- k. The hirer must ensure the security of the site during the hire period and take all necessary precautions to prevent unauthorised access. If unauthorised access does occur, any eviction costs or related expenses incurred will be the responsibility of the hirer.
- l. To promote environmental sustainability and reduce waste, the Council is committed to limiting the use of single-use plastics at events. Therefore, we ask all event

organisers to please follow these guidelines where possible: use reusable, biodegradable, or recyclable items instead of single-use plastic cups, trays, or containers. Use recycling and waste bins provided, ensuring proper disposal of materials. Where viable, the hirer is also encouraged to use environmentally friendly generators to minimise environmental impact.

- m. Metal detecting on Council owned land is strictly prohibited.
- n. The release of fireworks on Council-owned land is strictly prohibited unless formally reviewed and agreed upon in advance with the Council.
- o. In the interest of protecting the environment and wildlife, the release of balloons and lanterns is prohibited from council owned public open space and buildings. If balloons and lanterns are intentionally released outdoors and not disposed of responsibly, this may constitute littering and could be considered a potential offence under the Environmental Protection Act 1990 and the Clean Neighbourhoods and Environment Act 2005.
- p. Major fairground rides, cranes, inflatables or other amusements considered unsuitable in the opinion of Bridgwater Town Council shall not be permitted on the site.
- q. The operation of mini motorcycle bikes shall not be permitted.
- r. The Hirer shall not be permitted to operate horse rides.
- s. There is no camping allowed on any Council owned public open space, unless prior agreed with the Council.

The Hire Fee

The hire fee (being the sum of the charge as agreed at the time of the event) shall be payable in advance to the council and an official receipt will be issued.

Public Liability Insurance

The hirers shall hold, and keep in force until the Premises is vacated, Public Liability Insurance in the sum of at least **£5,000,000** in respect of any one incident (number of incidents unlimited) and shall produce a copy of their public liability certificate, including their policy number and receipt for the payment of the appropriate premium, which shall be produced to the Council's Officer for inspection. If using electrical equipment, please ensure that your public liability insurance covers the use of electrical equipment. All performers should have their own insurance and risk assessments.

Indemnity

The Hirer shall fully and sufficiently indemnify the Council against all actions, claims costs, demands, proceedings or expenses arising out of the grant of the licence, and/or the Hirer's use of the Premises. The Council, shall not in any circumstances be responsible to the Hirer or any other person for damage to or the loss, theft or removal of any property bought or left by any person in or upon any part of the Premises and the Hirer shall indemnify the Council against any actions and proceedings in respect of any damage, loss, theft or removal or any loss sustained by any person in consequence of such damage, theft or removal.

Special permissions and licences

The following activities may need a Temporary Event Notice (TEN) or other licence and should therefore be discussed with Somerset Council's Licensing Team:

- Performance of a play (including pantomimes)
- Showing of films (including videos)
- Live music
- Recorded music
- Performance of dance
- Indoor sporting event (in front of an audience)
- Boxing or Wrestling entertainment
- Sale/Supply of alcohol

It may be that the premises already has a licence for entertainment, but not for the sale of alcohol (or the other way round). A TEN could be used to allow the occasional, additional activity and/or to allow for an extension to the hours permitted under the existing Premises Licence.

It is not necessary for someone to have a Personal Licence before they can use a TEN to sell alcohol, but they must understand that they will be responsible for all activities allowed under the TEN.

Fire Brigade/Police

Appropriate fire precautions are to be provided and the Hirer shall provide identifiable marked fire points, and a suitably equipped and staffed first-aid post on the Premises. For medium and high impact events, the Hirer shall in writing notify the Station Officer at Bridgwater Police Station that their event or tournament is scheduled to take place on the appointed day, providing a brief description of the function, together with details of opening and closing times etc.

Safeguarding Policy

Any organisation who has lease agreements or regularly hire out or lease council facilities or open spaces, should have appropriate safeguarding procedures in place. They should also ensure any volunteer or employee that has unsupervised contact with children, young people or adults with care and support needs undertakes a DBS check.

A positive disclosure is a certificate that shows cautions, warnings or convictions. They may show spent convictions and also unspent convictions and for enhanced checks, they will also show information that a police force deems relevant to disclose based on the nature of the job that the individual will be undertaking. The organisation will be required to use a positive DBS Disclosure Decision Sheet to make an assessment about a volunteers' suitability to be named as the safeguarding representative for the event.

Any safeguarding concerns on council land should be reported to the Council Safeguarding Officer or a Safeguarding Representative. (Not negating a need to call Police in a safeguarding emergency) Safeguarding Representatives are able to provide further advice and support to groups or organisations.

Parking

The Hirer shall not park or allow any vehicle to be parked on the Premises, unless prior agreed with the Council. Loading and unloading is permitted (to include coaches or lorries carrying helpers or equipment); following which all vehicles must be removed prior to the agreed time. Certain vehicles, such as St John's Ambulance, will be exempt from this clause subject to the express consent of

Bridgwater Town Council. We request that the hirer remains considerate of nearby residential areas and parking arrangements during the hire of the site, and provides a minimum 30-day notice period to residents of immediately affected roads where parking may be impacted.

Welfare Facilities/Changing Rooms/Toilets

The use of these facilities are entirely at the Hirers risk and the Council shall not be liable for any loss or damage of any kind during such use. The ratio of toilets to patrons as recommended by HSE - toilets 1:500 males, 1:100 females, urinal 1:150 males for an event lasting 6 hours or more. It is the hirer's responsibility to provide additional facilities, including facilities for people with a disability.

Event Safety Management Plan and Risk Assessment

One of the key aims of Bridgwater Town Council is to help ensure that you run a safe event. The Hirer is required to provide an Event Safety Management Plan and risk assessment so to ensure that there are adequate procedures in place to deal with emergencies. Hirers have a legal responsibility to ensure the health, safety and welfare of any employees, volunteers and/or helpers involved in arranging the event, and also to the public attending. The hirer is responsible for notifying the relevant highways authority of any potential impacts the event may have on local roads, traffic, or access, and must ensure compliance with any requirements or conditions imposed by the authority.

Failure to comply with Conditions of Hire

It is the responsibility of the Hirer of the event to ensure that they, and any other person involved in the organisation of the event, shall have read, understood and comply with the Council's Conditions of Hire.

Any costs for remediation as a result of damage caused to this facility following your hire will be payable by the Hirer.

The Council may choose to refer any event that may be considered to be sensitive to local communities or the Council to Councillors or the Chief Executive, for approval before permissions will be granted for Hirer to hold their event.

Cancellations

The Council reserves the right at any time before the commencement of hiring of the Premises, to cancel the booking. In the event of the booking being cancelled by the Council, the Council shall not be liable for the payment of any compensation in respect of any claim made by the Hirer or any other person or body arising from the cancellation.

Where a fee is payable for the hire and the Hirer cancels the booking of the Premises less than 7 days prior to the booking date, the Council shall be entitled to obtain and retain the full fee payable.

Key Access

If a key is required for grounds access, a refundable key deposit will be payable to Bridgwater Town Council. There can be an arranged collection from the main reception, Bridgwater Town Council, Bridgwater Town Hall, High Street, Bridgwater, TA6 3AS. The council request the key to be returned to the above address no later than **2** working days following the event.

All rubbish to be removed from site. The Hirer remains responsible for the area occupied by the event until it is clear of all people, equipment, materials and rubbish.

Name of Hirer (print name):

Signed:

Date:

This booking is provisional pending the receipt and approval of a completed: booking form, risk assessment, Event Safety Management Plan and Public Liability Insurance, together with the payment of the hire fee.



Bridgwater Town Council

REPORT

Report to:	Amenities Committee
Agenda Item:	AMC2025/5
Date of Meeting:	23 January 2025
Date of this Report:	30 December 2024
Author:	Lorna Williams Facilities Manager
Lead Officer:	Scott Mason Director of Amenities

Estates Management Update Report

Recommendations

None.

1. Background / Introduction

The purpose of this report is to give a general maintenance update on all properties in the ownership of the Town Council.

2. Property

- 2.1 **BOS Café – 34 High St.** Currently nothing new to report.
- 2.2 **Victoria Hair - 48 High St.** Currently nothing new to report
- 2.3 **Boom Tingz – 46 High St.** Currently nothing new to report.
- 2.4 **Trinity Hall** – Currently nothing new to report.
- 2.5 **The Unit, Friarn Avenue** – Currently nothing to report.
- 2.6 **The Depot, Unit 4 and 5, Axe Road** – Currently there is nothing to report.
- 2.7 **Blake Museum** – A walk around the building with the Curator of the Museum took place in December and a list of maintenance work required was recorded. A contractor has been asked to supply quotes for some of the work including levelling the flagstones in the rear courtyard, replace a rotten beam in an outbuilding, rear gutter clearance and repair. A new contract has been signed to have the front gutters cleaned every two months.
- 2.8 **Quantock Lodge** – Currently nothing to report

2.9 **The Mess Room and Chapel** – nothing to report

2.10 **Clare St. Flats** –

Flat 51A - Currently nothing to report

Flat 51B – Currently nothing to report

Flat 51C – The agents have been instructed to advertise this property at a rent of £550 per month. There have been viewings, and an expression of interest has been made. Credit checks are now being completed.

2.11 **34A High St.** – Currently nothing to report

2.12 **ReCreation** – A 'Welcome' sign with information included about hiring the facility is being created to be fixed to the door to cover up the graffiti which cannot be removed as it has been etched into the surface of the door.

2.12 **Arts Centre-**

Kelting Room - A report has been received from the surveyor. The surveyor has already been involved in other works to the Arts Centre so very knowledgeable on the building. A summary on the conclusions about the dampness and decay to the panelling are:

- Could not see any visual defects in the Kelting Room, nor in the room above (15 Castle St.), nor externally that could be contributing to dampness and decay in the Kelting Room.
- Decay on the first-floor structure and live fungal growth and accompanying rot were observed in the basement room immediately below the Kelting Room.
- The floor joists of the Kelting Room are being impacted by this and are decaying where they bear onto the external wall of the North elevation.
- The blockwork wall lining has been introduced to reduce damp penetration into the basement room. However, the elimination of this route for moisture has meant that damp levels have become concentrated in the walls, and this has then increased the damp levels in the floor structure and wall panelling in the Kelting room above.
- The visual inspection suggested that the rot is highly likely to be dry rot and if not urgently addressed will result in further loss of historic fabric with the potential for further harm elsewhere in the building.
- While the blockwork linings remain in place damp levels will remain elevated in and around the Kelting Room and its finishes will therefore remain at risk of further decay and eventual loss with potentially accompanying structural failure of the floor.

Recommendations:

- Immediate action needs to be taken to prevent loss of historic fabric and structural failure of the floor.

- Inspection of the floor structure is necessary to determine its structural condition and repairs specified as necessary
- The owners of 15 Castle St. need to put in place immediate emergency measures to stop the further spread of the rot and undertake longer term measures to ensure the damp levels are properly managed. These steps need to be agreed with the conservation officer any necessary consents obtained
- A long-term management plan and inspection plan/ regime is needed to monitor this area.

Unfortunately, the gutters were unable to be cleaned in December due to parked cars preventing access. The Caretaker is to work with Enerveo to reserve access using cones.

2.13 **Flat 1 and 2, 49 Clare Street, TA6 3EN** (formally known as Flats A and B, 46 High Street flats).

The guttering has been installed to complete all roofing works. A leak to the downstairs business premises through the flat roof has been repaired. Quotes are being sought for plumbing, electrics, decorating, doors and carpets.

2.14 **Town Hall Offices and Theatre**

During the Christmas period anti mould and stain block have been applied to walls where there was a significant amount of water ingress on the second floor. These walls will be decorated.

The new electric radiators are installed and working. The solar panels are due to be commissioned in the coming weeks.

2.15 **General to all buildings**

We have had personnel changes to the Emergency on-call rota for alarms and this has been managed accordingly. Quantock Road Cemetery is now included in the buildings covered by on-call.

An audit of all keys held by staff and those keys held in different locations is being conducted and recorded on two spreadsheets.

Health and Safety compliance including Fire Risk Assessments and are being conducted for Axe Road units and the Museum is due to be booked in for March.

3 **Legal Considerations**

Any relevant planning and listed building consents will be applied for if required in relation to the Bleed Kits and the damp panelling in the Arts Centre.

4 **Financial and Risk Considerations**

Financial updates of costs associated with the two flats in Clare Street will be provided as the project progresses.

Medium term budget planning should be considered to all Town Council owned properties to provide for full repairs of the roofs so that the fabric of the buildings can be maintained.

5 Equalities Considerations

There are no equality considerations

6 Climate Change and Sustainability Considerations

There are no climate change and sustainability considerations

7 Conclusion and Recommendations

To note the general update provided for all Bridgwater Town Council buildings.

Report Sign-off

Title	Name	Date
CEO/Town Clerk	David Mears	16.01.25
Director of Amenities	Scott Mason	09.01.25
Director of Community Services	Rob Semple	
Director of Finance and Corporate Services	Sally Jones	
Leader of Council		
Leader of the Opposition		
Committee Chair/Lead Councillor		
Lead Manager		

End of report.



Bridgwater Town Council

REPORT

Report to:	Amenities Committee
Agenda Item:	AMC2025/6
Date of Meeting:	23/01/2025
Date of this Report:	06/01/2025
Author:	Matt Mills
Lead Officer:	Scott Mason

Bridgwater Town Council Amenities Report

Recommendations

To note the update on the on the Pétanque Piste at Victoria Park.

1. Introduction

This report highlights the current activities and maintenance of the Amenities Team and areas around Bridgwater. It also includes an update on the proposal of a Pétanque facility at Victoria Park.

2. Current Activities in Maintaining and Improving Local Amenities.

2.1 Parks and Open Spaces

All areas of parks and open spaces are being regularly maintained. Key updates include:

- Flailing has been completed at the NDR, Quantock Road Cemetery and Bristol Road Cemetery. This also includes the cemetery extension field and the allotment extension field.
- Additional areas in Bridgwater are scheduled for flailing in the coming months. Some of the areas include Taunton Road, White Gates, St Matthew's Field external side of the hedge on Durleigh Road.

2.2 Vandalism:

Northgate Play Area: A fire was started beneath the junior climbing frame, causing damage to the play safety surface and equipment.

Victoria Park Play Area: A similar type of fire occurred underneath play equipment, resulting in damage to the safety surface and equipment.

It is thought both incidents occurred on the same evening. A crime reference number has been obtained, and CCTV footage has been requested.

A fire was also discovered at Gloucester Road play area on the 6th January. Fortunately, the play surface hasn't been damaged, but the play equipment has been discoloured and scorched. The structural integrity hasn't been compromised.

Both areas have been cleaned, and repairs will be carried out by a contractor to reinstate the damaged safety surface at Victoria Park as necessary.

2.3 Cemeteries

The Cemeteries are in excellent condition with maintenance efforts well-received by visitors. Highlights include:

- Grass cutting is consistently managed, and positive feedback has been received.
- Grounds staff are actively topping up graves and grass seeding where needed.
- The chapel was opened for the Christmas period, featuring a tree donated by Sedgemoor Crematorium, with tags available for visitors to hang and leave messages.

Vandalism: Graffiti was discovered on the freshly laid tarmac at Bristol Road Cemetery. The Cleansing team dealt with the issue swiftly and the area is being monitored to prevent future incidents. This was reported to the Police.

2.4 Cleansing

Road sweeping and bin emptying are running efficiently, with enhancements and staffing updates as follows:

2.4.1 Staffing

Interviews have been held, and two new members of staff have been appointed into the Cleansing Team.

These new team members will focus on Town Centre litter picking and will also take turns operating the walk behind Eco-Sweeper.

Ward litter picking will continue with support from grounds staff.

2.4.2 Road Sweeping

Daily routes continue as scheduled.

Multi-hog (the smaller road sweeper) training is set for January to expand operational expertise.

A secondary operator will take over the Multi-hog two days per week (Tuesdays and Thursdays). On these days the Multi-hog will sweep the town centre in the morning, followed by a newly developed route. Three additional operators will also attend the training to ensure coverage and operational flexibility.

The HGV DAF sweeper will focus on gully-sucking on Tuesdays and sweeping the seven main routes into town on Thursdays.

This proactive approach ensures that equipment remains operational, and staff expertise is maintained, minimising any potential service disruptions.

2.5 Pétanque piste at Victoria Park

Two contractors have submitted quotations for the project, each totalling approximately £21,000 plus VAT. These quotes include the construction of a six-lane piste and the installation of fencing around the area.

To identify more cost-effective solutions, the contractors have been instructed to revisit the design of the two-lane piste currently in place at the Bower Inn. This smaller-scale option could potentially be implemented at a considerably lower cost. Additionally, the Council may offer practical assistance in delivering the project rather than providing capital funding, as budgets for the coming year are already allocated and set to be approved by full council on Thursday 23 January.

A phased approach to the project could also be considered. This would involve initially constructing a two-lane piste with the option to expand over time, subject to careful planning and potential fundraising efforts. Such an approach offers flexibility for future development, aligns with budgetary constraints, and still delivers a high-quality facility to the community.

As part of the project, any excavated soil will be repurposed to create a soil bund near the car park area. This bund will serve as a deterrent to travellers potentially attempting to establish encampments in the vicinity. Surrounding the piste, a perimeter of grass or stone chippings, approximately one metre wide, will be installed. The edging for the piste will consist of pressure-treated timber rather than concrete, providing a durable and cost-effective solution. The entire area will then be enclosed with fencing, which will include a gated access point.

Signposts have also been included in the materials list to accommodate future signage, although these costs are not included in the quotations provided. It should be noted that an alternative option of installing fencing without gates would reduce overall costs but could lead to issues such as increased dog fouling and vandalism. This potential trade-off will require further consideration to ensure the long-term sustainability and security of the facility.

3. Legal Considerations

There are no legal considerations.

4. Financial and Risk Considerations

There are no financial or risk considerations.

5. Equalities Considerations

There are no Equalities considerations.

6. Climate Change and Sustainability Considerations

There are no Climate Change and Sustainability considerations.

Report Sign-off.

Title	Name	Date
CEO/Town Clerk	David Mears	16.01.25
Director of Amenities	Scott Mason	06.01.25
Director of Community Services	Rob Semple	
Director of Finance and Corporate Services	Sally Jones	
Leader of Council		
Leader of the Opposition		
Committee Chair/Lead Councillor		
Lead Manager		

End of report.