



West Monkton Parish Council

ADOPTED

Minutes of the meeting of the Sports Pitch Committee of West Monkton Parish Council held on Tuesday 2nd December 2025 at 9.30am at Brittons Ash Community Hall, Bridgwater Road, Bathpool, Taunton, TA2 8FT and via zoom.

In attendance: Cllrs Gage, Haskins and Munson, Alan Hall, James Tolman (Taunton Rugby Club) and Amy Shepherd (Clerk).

SPC51/25 To receive any apologies (with reasons), introductions with responsibilities

Apologies were received from Cllr Cavill, Giles Benbow (West Monkton Cricket Club), Sam Wallis and James Dean (Taunton Rugby Club).

SPC52/25 To approve minutes of the Sports Pitch Committee meeting held on 4th November 2025.

The minutes of the Sports Pitch Committee meeting held on 4th November 2025 were approved.

SPC53/25 Update on application to vary planning permission.

Clerk reported that the PC had received a copy of email correspondence between the Planning Area Manager at Somerset Council and the Planning Officer for the application stating that approval of the application is recommended and requesting that the planning officer completes their report to confirm consent and that the application will be determined under delegated powers.

Written planning consent is expected imminently.

It was agreed that work on site should proceed. It is unlikely that work on the flood lights and pump track will get underway until January / February and that written planning consent should be received prior to then.

SPC54/25 Update on works on site.

a. Headwall and gate works

Cllr Haskins reported that the headwall and gate works have been completed.

Access / required keys were discussed. Clerk confirmed the access codes for the pedestrian gate and padlocks on site.

b. Pump track specification / tender exercise update

Clerk reported that the deadline for tenders for the pump track installation was 5pm on 1st December. Five tenders have been received. These will be discussed with a view to a contractor being appointed at the PC meeting on 9th December.

c. Fencing installation

Clerk reported that stage 1 of the fencing installation, including the entrance boundary, cricket net and western boundary, has been completed. Fencing of the area around the pump track is to be completed as part of stage 2.

The fencing for stage 2 is stored in the ISO container.

d. Flood lighting specification / tender exercise update

Clerk reported that the deadline for the flood light tenders is 22nd December. The tenders will be determined by the PC in January.

The switch location for the flood lights was discussed. It was agreed that this should be near to the flood light nearest the ground pedestrian / vehicle entrance.

Clerk reported that during conversations with those interested in tendering, the space required for the installation of the floodlights and between the installed flood lights and the pitch edge has been discussed. 2 square metres is required for the works and the lighting column must be located at least 5 metres from the pitch edge. A discussion took place about the lighting column closest to the cricket nets. The location of this column to be reviewed once the proposed positions have been marked.

SPC 55/25 Update on works planned on site / next steps.

a. Flood lighting position marking out.

James Tolman reported that the company that marked the pitch was unable to mark the location of the ducting / proposed location of the floodlighting.

It was agreed to use a metal detector to identify the location of the proposed flood lights. This activity will take place on Saturday 6th December at 11.30am with Cllr Gage in attendance.

Once the proposed locations have been marked it was agreed to arrange a site meeting to review locations, particularly the location of the tower nearest the cricket nets and also the pitch location. It was noted that as soon as a contractor is appointed a site meeting would be required to confirm proposed locations.

It was noted that there may be a wait time on flood lights. Clerk confirmed that the tender submission document includes a request for confirmation of timescales for completion of the works.

b. Utility and drainage connections / trenching works

Clerk to continue to chase Persimmon for a date for the utility connections and request a site meeting to discuss the drainage connection to ensure that the design for the sewerage drainage levels is correct / agreed / understood.

Required trenching works for the utilities were discussed.

It was agreed that the priority is the trench from the entrance across the car park to a site for a potential additional rugby pavilion. Clerk to obtain prices for the trench works 5-6 metres from rugby pitch edge for ducting for services and sewer pipe (approximately 70 metres) for consideration at the PC meeting on 9th December.

This work will enable the car park surface to be laid. Clerk to obtain prices.

It was noted that the next busy junior rugby fixture at the Rugby Club is 18th January and these works would need to be carried out in advance of then to enable the pitch to be used.

c. Car parking

As above.

d. Rugby pitch perimeter fencing

Clerk reported that the cost of the perimeter fencing is approximately £8k. A leaflet inviting local businesses to advertise on the perimeter fencing has been circulated but little interest has been received. Clerk to follow up local businesses.

Clerk to also circulate a copy of the leaflet with the minutes to members of the Committee so share with any business contacts.

It was noted that a review of finances could take place at the next meeting when the cost of the trenching, car park surface works, flood lights and pump track is clearer.

SPC 56/25 Pavilion; discuss options and agree preference.

The pavilion requirements were discussed. It was agreed that the cricket pavilion needed to have two team changing facilities, a kitchen, social area, toilets and a veranda.

Clerk to gather indicative costs for a timber structure from companies and from local builders to construct the building.

A similar size structure is needed for the rugby pavilion but it was noted that a standard construction may suit better for its use for rugby. James Tolman to gather some indicative costs.

It was noted that both structures needed to have pitched roofs and their finished external appearance should be similar.

The costs will be used to inform grant applications and review against available finances at the next meeting. It was noted that more funds were needed to complete both pavilions.

SPC 57/25 Finance / Fundraising Update

Clerk reported that she is starting to complete grant applications in anticipation of written planning consent being received.

James Tolman to look into other grant funding opportunities including SASP.

Further review of finances to take place at the next meeting.

SPC 58/25 Update from Taunton Rugby Club and West Monkton Cricket Club

James Tolman confirmed that the pitches were cut and relined last week.

There were no further updates from the Clubs.

SPC 59/25 Other matters for report

Clerk to add padlock to height restriction bar and obtain keys for the retractable bollards.

No other matters to report.

SPC 60/25 Date of next meeting

The date of the next meeting is Tuesday 20th January 2026 at 9.30am at Brittons Ash Community Hall with the opportunity to join virtually.

There being no further business to discuss, the meeting ended at 10.45am.



Signed Chairman:

Date: 20th January 2026