



TOWN COUNCIL OFFICES
1 PARK ROAD
SHEPTON MALLET
BA4 5BS

01749 343984
info@sheptonmallet-tc.gov.uk
www.sheptonmallet-tc.gov.uk

Minutes of the **Collett Park Management Committee** meeting of Shepton Mallet Town Council that took place in the Asham Committee Room of Mendip District Council, Cannards Grave Road, Shepton Mallet on **Tuesday 9th July 2019 at 7pm.**

Present: Councillors Harrison, Hobbs, Inchley, Kennedy (Chairman), Lovell, Mayall and Tolson,

In Attendance: Charlotte Starkie, Town Clerk

Public and Press: 6 Members of the public attended the meeting.

A member of the public addressed the meeting. Those comments are at Appendix A.

01.1 To nominate a Chairman

The Chairman of the council sought nominations for the position of Chairman. Cllr Kennedy was proposed by Cllr Inchley and seconded by Cllr Mayall. Cllr Kennedy took the chair.

Resolved that:

Cllr Garfield Kennedy be the Chairman of the Collett Park Management Committee.

01.2 To nominate a Vice Chairman

The Chairman sought nominations for the position of Vice Chairman. Cllr Mayall was proposed by Cllr Kennedy and seconded by Cllr Lovell.

Resolved that:

Cllr Gavin Mayall be the Vice Chairman of the Collett Park Management Committee.

01.3 Apologies for absence

Apologies were received from Cllrs Frapple and Manley.

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01.4 Declaration of interest of matters related to this agenda

There were no declarations of interests.

01.5 Chairman’s Announcements

The Chairman requested that the item of Feedback from Collett Park Day 2019 be brought forward.

01.6 To adopt the minutes of the meeting held on 5th March 2019

The minutes of the meeting held on 5th March 2019 were accepted as a true record

Resolved that:

The minutes be signed by the chairman.

01.7 To receive feedback from the Collett Park Day 2019 and to consider proposals for Collett Park events for 2020 to 2023.

The Town Clerk presented a report on feedback from Collett Park Day 2019 and the Chairman invited Councillors to comment.

Those comments included:

The event was well run, a well-attended event, that people do not like the fencing, that the evening element of the event was missed, that the children’s event was missed, that the council is responsible for security and safety and liability sits with individuals should anything go wrong, that the fencing is there to ensure the site can be secured in an event, that the exits need to be better signposted, that the SMART targets should have been set in 2018 to report against, that the council and clerk needs to be more open and transparent with the event planning and paperwork, that the risk assessments need to demonstrate that the event is safe and well supported but that it would not require fencing. Furthermore, local organisations should be involved and more stalls provided and that many local organisations are very capable of organising successful events, so why not the town council?

Cllr Tolson made a proposal that the event for 2020 onwards would be as follows: That the Committee form a Working Party to set SMART targets for next year and subsequent years and that the town council arranges a single day Collett Park event that is free and open to all and showcases local people, bands, stalls and services, that has no need for fencing. That if an evening concert is arranged, that it is arranged by another body and a grant is awarded to them.

Cllr Kennedy made a counter proposal for the event in 2020 and beyond: That the Event Management Team form a Working Party to set SMART targets for 2020 and onwards, and that the WP makes a proposal to full council for the delivery of at least a 3 event festival on Collett weekend in June for a 4-year period.

Cllrs Tolson' proposal did not receive a seconder. Cllr Kennedys proposal was seconded by Cllr Harrison.

Cllr Tolson asked for a recorded vote on the proposal put forward by Cllr Kennedy.

Put to the vote, councillors voted for as follows

In favour of Cllr Kennedys Proposal: Cllr Kennedy, Lovell, Harrison, Mayall, Hobbs and Inchley.

Against Cllr Kennedy's proposal: Cllr Tolson

Resolved that:

The Event Management Team form a working party that creates SMART targets and puts a full proposal together to full council at the meeting on 10th September 2019 for the delivery of at least a 3 event Collett weekend for a 4-year period.

01.8 To consider the Terms of Reference of this Committee

The Town Clerk presented a report to councillors on suggested amendments to the Committee's Terms of Reference.

Councillors discussed the amendments and agreed that there should be seven councillors on the committee, and that the TORs would be more general and not go into specific details. An amended version of the Terms of Reference is at Appendix B.

Resolved that:

A recommendation be made to Policy and Resources Committee that there remain seven councillors on the committee, and that some amendments be made to the Terms of reference but they be general and not specific.

01.9 To receive relevant updates from Councillors

There was nothing to report.

01.10 To receive relevant updates from the Town Clerk in relation to infrastructure, maintenance and repairs in the park

The Town Clerk reported that an inspection chamber will be added over the recently repaired drain in the park, and that work had been ordered. A repair to the base of the fountain had been ordered. The café was open following an extended period of closure. A wall repair had been undertaken that was below standard and a request had been made for the work to be completed again.

01.11 To receive a motion from Cllr Harrison in relation to potential pay equipment in the park at the same time as consider a proposal from Cllr Kennedy on the Collett Park Feasibility Study

Cllr Harrison explained the work that had been put in to fund raise for new play equipment in the town. The current play equipment in the park was rather limited

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and not suitable for children with disabilities. He was hoping to raise £200,000 from both local efforts and applications to foundations and in particular an application to Viridor (land fill tax credit scheme). However, it was necessary to present a specific scheme and proposal to Viridor for them to consider. Therefore, councillors were being asked to consider their preference for the type of play equipment in the park. The Town Clerk explained that councillors could not chose a specific company or scheme as this would be completed through a formal procurement scheme, but councillors could give a steer.

Cllr Kennedy noted that the committee was also considering the next steps in the feasibility study in relation to development of the park and the 2 matters should be considered in tandem.

A discussion ensued where councillors suggested a few things:

That the scheme should be as big as possible so that they are not restricted by cost, that an application for a loan could be made, that the play equipment could be placed near the BMX track rather than in Collett Park, to make Collett Park a destination for the region, that money would need to be put aside for future repair, maintenance and replacement. The consultant who had undertaken the initial feasibility project would be brought in to assist with next steps and that the council would need to consider engaging a project office to move the project forward.

Several suggestions were put forward on how to move forward, and it was agreed that the best way would be for a Working Party to be formed that considered the details, considered a project, considered a way forward and made a proposal to the Collett Park Management Committee for consideration. That the Working Party would be gender and age balanced and Cllr Hobbs would invite some members of the youth club to give ideas.

Resolved that:

A Working Party be formed to consider the proposals presented by Cllr Harrison and Cllr Kennedy on the type of play equipment desired in the park, and to consider the earlier feasibility study with a view of taking this forward and making a proposal back to the committee.

That the Working Party consist of Cllr Harrison, Tolson, Kennedy and 3 others (names to be coordinated by the Town Clerk).

01.12 To receive an update on tree work in the park

The Town Clerk updated Councillors on a recent informal tree inspection in the park that has led to several actions:

A formal tree inspection will be undertaken in due course. The inspection will check on the growth and state of all tress and recommend any remedial work. Ash Die Back has to be reported to the Forestry Commission. The Tree Inspection will also suggest areas/locations for new planting and advice on the growth of ivy on trees.

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Some trees need to be crown lifted and some of the work can be done by the park ranger while overhanging branches will require consideration under a planning application.

If Councillors had any ideas for improvements to the park could they forward to the Town Clerk for consideration at a future meeting.

The MDC Tree Officer has offered to do a Tree Walk in the park in September.

Resolved that:

The Town Clerk be delegated responsibility to coordinate the tree inspection and to report to a future meeting on any actions from that inspection

01.13 To consider if the committee wishes to utilise Section 106 monies of £15,000 on the park

Resolved that:

This matter was deferred to full council for consideration

01.14 Green Flag Award

Resolved that:

Councillors note that the announcement of whether the council had retained its Green Flag status would be made on 16th July 2019. A press release would be made in due course

01.15 Press Releases

Resolved that:

A press release would be made regarding Green Flag.
A press release would be made in due course about Collett Park Festival or similar for 2020. A statement would be placed on the council's website and social media that if residents have any reports of anti-social behaviour to make, to do it via the police and not via social media to the town council.

01.16 Date of next council meeting

The next meeting of the council will be held on Tuesday 24th September 2019.

The meeting closed at 2115 hrs.

Appendix A

PUBLIC QUESTION TIME

A member of the public raised the following issues in public question time:

In relation to Collett Park Day many people had given him feedback and they had enjoyed the day but they did not like the fencing being in place. It has been established in 2018 by a Scrutiny Committee that a fence was not required and there was concern that the fencing was not only an eye sore, unnecessary but also a waste of public funds. In addition, the Town Clerk had not obtained the required 3 quotes when placing the orders for infrastructure and had not been open and transparent with the expenditure in relation to the event.

Appendix B

AMENDED TERMS OF REFERENCE

Membership

Seven Members plus Chairman and Vice Chairman (ex-officio).

Delegated Business

The Committee has delegated authority to deal with the following matters to conclusion:

- *Administration, maintenance and use of the Collett Park in its entirety*
- *Setting of fees and conditions of use, provision of equipment for areas under its control*
- *Liaison with and encouragement of community organisations which have an interest in recreational facilities in the town to use the park*
- *Maintenance and repair of equipment within the area of its responsibilities and not under the control of any other committee*
- *To consider the implementation of new or replacement of existing equipment or furniture*
- *To encourage and support the provision of all ability activities*
- *To oversee any administration requirements of the Charity Commission*
- *To organise an Annual Meeting of the Charity and any such other meetings deemed necessary*

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- *To actively strive to achieve and maintain Green Flag status for the park*
- *To continue to support the parkruns events*
- *To implement items that increase public safety, security and welfare*
- *To encourage initiatives that make use of public spaces and are in keeping with a green ethos*
- *To undertake public engagement and consultation on matters that have an impact on the general public and users of the park*
- *To be responsible for the Collett Festival Day, Children’s Festival and other events and to delegate responsibly for its arrangement to the Event Management Team*

Referred Business

- *To consider and make recommendations to Town Council and / or Policy & Resources Committee on the following matters:*
 - *Budget estimates to be prepared no later than November in each year in order to advise the Town Council of the Annual Grant Requirements;*
 - *Provision of additional recreational facilities deemed necessary or desirable within the park (ie implementation or replacement of equipment or infrastructure)*
 - *Provision and / or improvement to the structural area of the Park;*
 - *Improvement to the delivery of services following service review;*
 - *Any other matters referred to the Collett Park Management Committee by the Town Council.*