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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 3<sup>rd</sup> March at 7pm.**

**Present:** Councillors Harrison, Hobbs, Inchley (Chair), Lovell and Mayall

**In Attendance:** C Starkie, Town Clerk

**Public and Press:** One member of the public attended.

**Public Question Time**

There was no public question time.

**04.1 Apologies for absence**

Apologies were received from Councillors Tolson, Kennedy, Manley and McGuire

**04.2 Declaration of interest of matters related to this agenda**

There were no declarations of interests.

**04.3 Chairman's Announcements**

There were no Chairman's announcements.

**04.4 To adopt the minutes of the meeting held on 5<sup>th</sup> November 2019**

The minutes of the meeting held on 5<sup>th</sup> November 2019 were accepted as a true record, and signed.

**Resolved that:**

The minutes be signed by the Chairman.

SIGNED: ..... (CHAIRMAN) DATE:.....

**04.5 Operational Update.**

Councillors received an update from the Town Clerk on matters relating to Collett Park, in particular tree works (a planning application will be considered on 10<sup>th</sup> March in relation to trees that need work), the pond dredging, the repair to the roof of the arbour and that yoga lessons will be trialled in the park over the summer months. There was a brief discussion about the provision of a bark chipped or loose gravel running track. If this was to be seriously considered it would require a capital budget to fund it.

The Town Clerk informed councillors that there would be band concert on Sunday 19<sup>th</sup> July 2020 from 3pm to 5pm in the band stand in the park. Details to follow.

**Resolved that:**

The report be noted.

**04.6 Water Refill Station**

Councillors received a written report from the Responsible Financial Officer in relation to the installation of a new water station. Costs had been received and purchase and installation would cost £4,331. The RFO has applied for a grant to assist with funding, but this had been unsuccessful. Councillors were pleased to support this project as it improves the environmental credentials of the council.

**Resolved that:**

Authority be delegated to the Responsible Financial Officer to proceed with the purchase and installation of the water refill station at a cost of £4,331. That provision must be made in the budget for the replacement of water filters and for regular cleaning and water checks, in accordance with guidance.

**04.7 Friends of Collett Park**

The Town Clerk informed Councillors that a Friends of Collett Park Users Group was being created and its first meeting would take place on Wednesday 11<sup>th</sup> March.

**Resolved that:**

The report be noted and that councillors encourage others to attend.

**04.8 Green Flag Management Plan**

Councillors received an update of activities and policies that need to be instigated in order to develop a 10-year management plan for Collett Park. The Town Clerk was working with the IdVerde Team who were making the application and providing support.

Regular reports will be brought to future meeting to give progress. Biodiversity studies would start in the spring, and other activities will follow on from this. A request was made that if bike racks were to be installed in the park, could be considered be made to them having a smooth coating to prevent bikes getting scratched. In addition, bike racks need to be placed within view of the CCTV cameras.

**Resolved that:**

Councillors note the report.

**04.9 The Great British Clean (March 2020) and Love your Park week (July 2020)**

Councillors were invited to participate in a litter pick that the staff had arranged for 8<sup>th</sup> April 2020. In addition, Councillors were invited to participate in Love Your Park week, which would include both a skate jam at the skate board park (18<sup>th</sup> July) and a band concert in Collett Park (19<sup>th</sup> July).

**Resolved that:**

Councillors become involved in the Great British Clean and Love Your Park Week. The Chairman will mention the activities in his weekly newsletter.

**04.10 Collett Park Festival 2020**

Councillors received an update on progress made for the event in 2020. The next working party meeting will be held on 25<sup>th</sup> March 2020 at 2pm. Councillors were requested to help with the event and volunteer ideas for an activity within the town council's marquee.

Councillor Hobbs thanked the staff for all their work to date to make this event a success, and that consideration needs to be made in the future to the event being managed on behalf of the town council by a professional event management company.

One of the proposed entertainment groups had asked Councillor Harrison if they could be given permission to drive a vehicle onto the site, and also be given staff support for setting up. Councillor Harrison was requested to talk privately to the Town Clerk on this matter. It was against the event management plan to have moving vehicles on site once it was open to the general public and this position cannot be altered.

The Town Clerk informed Councillors that it was essential for the council to pay attention to national advice on public gathering in relation to the outbreak of the Coronavirus. If it was deemed necessary, then the council might have to cancel Collett Park Festival weekend. Authority was delegated to the Town Clerk to keep members of the Working Party informed and to be able to inform all councillors that the event was being cancelled, on receiving advice from the relevant government advice channels.

**Resolved that:**

The update be noted.

Authority to be delegated to the Town Clerk to keep councillors informed of any impact that Coronavirus might have on the festival (in accordance with the risk management policy), and having received appropriate advice from the relevant government channels, to cancel the festival.

**04.11 Collett Park Safety**

Councillors received a report from the Town Clerk on a recent incident in the park that resulted in the death of an elderly lady. It was deemed that this was a sad accident and those who assisted the lady with first aid were praised.

Councillors considered if anything could be done to improve the area to ensure a similar incident does not happen again. It was deemed that there was already a change in surface at the pond edge and the council underwent safety inspections on a regular basis.

Councillor Hobbs asked if the council was able to close the park during storms and high wind. It was agreed that as the park was not fenced, and did not have any gates to close off the park in its entirety, it would be difficult to do. Signs would be inadequate. It was agreed not to pursue this matter at the moment.

**Resolved that:**

Councillors had considered any improvements to safety in the park and will take advice from the Town Clerk.

**04.12 Financial Position**

Councillors received a written report from the Responsible Financial Officer on the financial position of the committee at Month 10.

It was noted that there was a proposed underspend in the general expenditure budget of £9,000. It was agreed that this sum be placed in the new Capital Replacement fund. The underspend in the Collett Park Feasibility Study be moved in to the Earmarked Fund of the same name.

**04.13 To resolve to exclude the Public and Press to discuss a confidential matter**

It was resolved that the public and press be invited to leave the meeting.

**04.14 To receive and consider a confidential report from the Town Clerk on a matter related to the park**

Councillors received and discussed a confidential matter in the park.

**Resolved that:**

Authority be delegated to the Town Clerk to pursue the matter.

**04.15 Date of next council meeting**

The next meeting of the council will be held on Tuesday 7<sup>th</sup> April 2020.

The meeting closed at 8.30pm