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Minutes of the **Place-making and Protection** Committee meeting of Shepton Mallet Town Council that was hosted on Zoom on **Tuesday 23rd February 2021 at 7pm.**

Present: Councillors Faith, Harrison, Inchley (Chair), Kennedy, Mayall

In Attendance: Town Clerk, Project Officer, RFO and Democratic Support Assistant

Public and Press: Councillors O'Connor and Lovell and 4 members of the public.

A summary of Public Question Time is contained at Appendix A to these minutes.

PMP2.1 Apologies for absence

All Councillors were present.

PMP2.2 Declaration of interest of matters related to this agenda

Cllr Inchley declared a non-pecuniary interest in the item to discuss a garden on land at Garson Street.

PMP2.3 Chair's Announcements

There were no announcements.

PMP2.4 To receive the minutes from the last Place-making and protection meeting held on 13th October 2020.

Councillors agreed with the minutes as presented.

Resolved that:

The minutes of this meeting were agreed as a correct record of proceedings.

PMP 2.5 Strawberry Line: To receive an update

The meeting received an update from Cllr Kennedy on progress being made on the Strawberry Line cycle paths. There were some obstacles to overcome, that included gaining permission to use underpasses, but the plans were to link the Strawberry Line with the Millennium Way to Station Road and huge progress was being made. The plans had been in the pipeline for many years and was finally coming to fruition.

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

PMP2.6 Financial summaries of expenditure and budget for the year

Councillors received a report from the Responsible Financial Officer on the expenditure at month 10 and the agreed budget for 2021/22

Resolved that:

The report and financial position be noted.

PMP2.7 Operational update on maintenance and repairs

Councillors received a verbal update and a written report from the Assistant Town Clerk on the operational repairs and maintenance within the Town. Questions were raised on the intended painting of bollards in the town centre, the repair to the flag pole, progression with the improvements to the allotments and the need to make progress. Concern was raised that the flag pole at the Cenotaph is not perfectly straight and a request was made to seek a quotation for a repair. An update report will be provided at the next meeting.

Resolved that:

The report be noted. It was suggested that a letter to be sent to Allotment holders to give them an update of the proposed improvements scheme.

PMP2.8 Flag Flying 2021

Councillors received a report from the Assistant Town Clerk on agreed flag days for 2021, and to seek a decision for 2 new flag days.

2021 Date	Occasion	Flag
March 8th – Monday	Commonwealth Day (2nd Monday in March)	Commonwealth
April 21st – Wednesday	HM Queen's Birthday	Union
April 23rd – Friday	St Georges Day	St George Cross
May 11th – Tuesday	Somerset Day	Special Flag
May 15 th – 16 th - weekend	Royal British Legion anniversary	Special Flag
June 12th – Saturday	HM Queen's Official Birthday	Union
June 26th – Saturday	Armed Forces Day	Special Flag
28 th June to 11 th July	Pride (Bristol Dates)	Pride
September 3rd – Friday	Merchant Navy Day	Special Flag
November 11th - Thursday	Armistice Day	Union
November 14th - Sunday	Remembrance Day	Union

Resolved that:

The Pride flag to be flown in the period that Bristol have chosen to celebrate Pride, which is 26th June to 11th July 2021. And then to be an annual activity.

That the SM branch of Royal British Legion be given permission to fly their anniversary flag on the weekend of their 100th anniversary on 15th and 16th May 2021.

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

PMP2.9 Festive Lights 2021 and beyond

Councillors received a report from the Assistant Town Clerk on the way forward for the tendering of the festive lights contract for 2021 and beyond. After a discussion it was agreed that the preference for future lights would be strings of lights rather than lamp post decorations, as the council does not own the appropriate infrastructure, to try and achieve additional strings of lights within the available budget, for the lights to be of a single colour, or at the most 2 colours, and where possible to approach local businesses. For this to be done within a budget of £18,000 plus additional funds for the tree and repairs.

Resolved that:

Delegated authority be given to the Assistant Town Clerk to prepare the tender documents to invite competitive quotations from lighting companies, for town lighting and Christmas tree lighting, for a 3-year period. For a report to be returned to a future meeting, to hold a confidential session to consider and agree a way forward.

PMP 2.10 Town Signage

Councillors received a report from the Project Officer on the two concurrent signage projects. It was agreed that in order to identify the need for, the location of and the style of the way finding signs specialist support would need to be sourced to create a way-finding strategy and plan that includes sign design, type of sign, location of sign and recommend for submission to a sign manufacturer. It was agreed that it was necessary to work within the new brand guidelines and therefore to invest some funds in achieving a high quality product. Therefore, councillors agreed to engage the services of a signage consultant to lead on this project (Option B as per the report)

The town boundary signs were implemented by the highways authority and therefore a different project to the way finding signs. There were restraints on the design of the sign and their location and this was guided by legislation and agreed by Somerset County Council. It was agreed that these signs would be updated and replaced with a scaled back version of the new town council brand and therefore it was agreed that a working party would be reconvened to discuss in further detail in order to make a recommendation to a future meeting.

A discussion ensued on the most appropriate approach for agreeing the boundary signs. It was proposed that a working party meeting be hosted by the town council to which both the designer of the council's brand and the relevant officer from the Highways Authority be invited to give the council a steer before a final decision can be made.

Resolved that:

- a. Councillors support the engagement of a consultant to lead on the project (Option B) and that quotations be received to seek the services of a way finding sign consultant and to use funds to the value of £10k from the Town Improvements Earmarked Fund, that will be used in conjunction with funds within the Town Signage Earmarked Fund.
- b. For councillors to delegate authority to the Town Clerk and Chair of this committee to approve the choice of consultant and subsequently, the wayfinding signage locations, content and design.

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

- c. For the Project Officer to arrange a meeting of the Signage Working Party and to invite the designer and the highways authority, to discuss the boundary signs and style in more detail.

PMP2.11 Update on Library

Councillors received a report from the Project Officer on the refurbishment of the public library and change to the opening hours. Any future reports would now be passed to the People and Promotion Committee.

Resolved that:

The report be noted.

PMP2.12 Update on Market Place and Town Street Resurfacing

Councillors received a written report from the Project Officer on progress on the resurfacing work within the market place. There were ongoing discussions with MDC to confirm the relocation of the market. Once this is confirmed then the public and market traders and business owners will be informed via a series of social media, press releases, posters and leaflets, to highlight the programme of works in order to manage expectations.

A period of disruption is unavoidable but the resurface offers an exciting period of regeneration and recovery in the town centre. Thanks were expressed to the Project Officer for the management of a complex project that has seen many delays and frustrations.

Resolved that:

The report be noted.

PMP2.13 Proposal to work in partnership to develop the secret gardens of Shepton Mallet.

Councillors received a written report from the Town Clerk containing a proposal from the Art Bank for a secret garden on land in Garston Street that is maintained by the Town Council. Representatives from the Art Bank explained how the project could be delivered and the benefits it might bring. After a discussion it was agreed that the Art Bank undertake some consultation with residents in Garston Street to establish if this proposal would be well received. For their consultation to include details, a mood board or similar and to seek opinions and to bring comments back to a future meeting for consideration.

Resolved that:

The Art Bank undertake consultation with residents of Garston Street, that includes a drawn proposal, to see if they support the proposal. If so, to return to the committee in the future to explore the project in more detail.

PMP2.14 Date of next council meeting

The next meeting of the council will be held on Tuesday 13th April 2021.

The meeting closed at 2051hrs

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

Appendix A

Public Question Time

1. Cllr Lovell asked for an update on when the town centre floral displays would be planted up. The Town Clerk responded that this was being progressed but no firm date as yet.
2. The Committee received a presentation from a representative of Bath and West Community Energy, on what could be done to reduce carbon emissions in relation to power, heat and transport, but for businesses and residents.