



TOWN COUNCIL OFFICES
1 PARK ROAD
SHEPTON MALLETT
BA4 5BS

01749 343984

Email: info@sheptonmallet-tc.gov.uk

Website: www.sheptonmallet-tc.gov.uk

Minutes of the **Place Making and Protection** Committee meeting of Shepton Mallet Town Council that was hosted on Zoom on **Tuesday 13th October 2020 at 7pm.**

Present: Councillors Faith, Harrison, Inchley (Chair), Kennedy, Mayall and Hobbs (Ex Officio)

In Attendance: C Starkie, Town Clerk, L Evans, RFO and T Jessop, Project Officer

Public and Press: One member of the public, and Councillor Lovell, attended the meeting.

There was no public questions time.

Councillor Hobbs opened the meeting and received nominations for the role of Chair.

PMP01.1 Nomination from the position of Chair

A proposal was made and seconded for Councillor Inchley to be the Chair. This was agreed with all in favour. Councillor Inchley thanked Councillor Hobbs for his previous role as chair.

Resolved that:

Councillor Inchley be the Chair of the Place Making and Protection Committee.

PMP01.2 Nomination for the post of Vice Chairman

A proposal was made and seconded for Councillor Mayall to be the Vice Chair. This was agreed with all in favour.

Resolved that:

Councillor Mayall be the Vice Chair of the Place Making and Protection Committee

PMP01.3 Apologies for absence

Cllr Gemma Kayum has sent her apologies and had also requested to stand down from this committee. This vacancy would be filled at the next full council meeting.

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

PMP01.4 Declaration of interest of matters related to this agenda

Councillor Harrison stated that he had a non-pecuniary interest in the matter related to the donation from FRESH.

PMP01.5 Chair’s Announcements

There were no announcements.

PMP01.6 To receive the minutes from the last Open Spaces meeting held on 28th July 2020

Councillors agreed with the minutes as presented.

Resolved that:

The minutes of this meeting were agreed and signed by the Chairman as a correct record of proceedings.

PMP01.7 To receive a charitable donation from the Friends of Shepton Mallet Recreation (FRESH) and to agree conditions of the donation

Councillors received a report from the Responsible Financial Officer on the offer of the donation, and the conditions attached.

Resolved that:

The council receive the gift of £21,705 and that approximately £7,000 be utilised to make and complete improvements at the BMX track using Trax S N Jenks, and the remainder of the funds be transferred to the Collett Park charity account and to be used on new play equipment in Collett Park, and that funds must be used within 3 years.

For the RFO to send a letter of thanks on behalf of the council, and to bring a similar report to the Collett Park Management Committee.

Councillor Hobbs thanked Councillor Harrison for all contribution over the years in fundraising for play equipment in town via FRESH.

PMP01.8 Financial Position of this Committee at month six

Councillors received a report from the Responsible Financial Officer on the financial position of this committee.

The RFO also added that due to postponement of the Snowdrop Festival their grant of £4,000 would be returned to the council this year, for them to receive it next year and the year beyond. This was agreed.

It was also explained as a new committee was being created entitled People and Promotion that 2 budget headings from this committee should be transferred to the new committee: they were identified as the market charter budget and the events budget, a total of £5,400.

Resolved that:

The report be noted.

The 2 budgets of market charter and events be transferred to People and Promotion Committee.

The Snowdrop festival be able to receive the £4,000 grant next year in lieu of returning it to the council this year.

PMP01.9 To consider this committee's budgetary requirements for 2021/22

Councillors received a report from the Responsible Financial Officer on the required budget for 2021/22 to continue to offer the same service. Some inflationary increases had been proposed and councillors considered the proposal. Officers had suggested that the capital replacement fund be reduced from £60,000 to £20,000. This was discussed and proposed that it remain at £60,000, therefore the RFO was asked to incorporate this into an amended budget to present to the Policy and Resources Committee for inclusion in the council's overall budget. There was a brief discussion on the need to employ more staff, which had been already consider at the HR committee, and the need to deliver on agreed projects.

Resolved that:

A budget proposal as listed below be presented to the Policy and Resources Committee and included in the overall council's budget proposal

Place making & Protection Expenditure	2019-20 Budget	2020-21 Budget	Proposed Budget 2021-22
Allotment Rent & Water Rates	£517	£1,300	£1,350
Ground Care - Town Environs	£20,700	£21,400	£22,000
Skate Park - West Shepton	£828	£0	£0
Town Improvements	£30,370	£30,000	£30,000
Christmas Lighting	£19,000	£20,000	£25,000
Town Signage	£0	£15,000	£0
Snowdrop Festival	£4,000	£4,000	£4,000
Capital Replacement Fund	£0	£60,000	£60,000
Pollinator Project	£0	£0	£6,000
Total	£75,415	£151,700	£148,350
Income from Allotments	£1,700	£2,000	£3,289

PMP01.10 To consider request for additional bins in town

Councillors received a report from the Assistant Town Clerk and to agree if new bins are installed.

After a discussion it was agreed that new litter bins be installed as follows:

- One litter bin at the bus stop in Rectory Road;

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

- One litter bin on the green in front of Abbott Lane;
- One or two litter bins in Coombe Lane;
- One litter bin by the benches at the Cenotaph
- Two litter bins in Tadley Acres
- One litter bin in Fosse Lane/Amulet Way
- One litter bin at the bottom of Town Street

For the bins to be dual waste (ie for litter and dog waste), to have stickers informing the public that they are dual waste and for the Assistant Town Clerk to establish if there is an additional contractual cost for the emptying of the bins.

Resolved that:

The Assistant Town Clerk make the arrangements by seeking permission from land owners and working with the contractor to ensure that the bins can be emptied, and then install the bins as above.

PMP01.11 To note the arrangements for Remembrance Day 2020

Councillors received a report from the Town Clerk on the plans for Remembrance Day, that it will be a scaled down event, with no music, no public and was subject to changes as the government guidance throughout the pandemic impacted on gatherings. The event was by invitation only due to the nature of the risk assessment that had to be prepared. Councillor Mayall offered to film the event for the purpose of putting on Facebook.

Resolved that:

Councillors noted the report and the Town Clerk continue with making the arrangements.

PMP01.12 To Receive a Report on the Bird Art Project

Councillors received a report from the Project Officer on the outcome of the art project in connection with the Rubbish Art Project, and at a cost of £2,000.

A discussion ensued on what might happen to the birds on completion of the display. It was suggested that the birds could be auctioned off with proceeds being given to charity. It was proposed that an auction/sealed bids be received and that proceeds to be split equally between Somerset Wildlife Trust and the Forest Food project. That the Art Bank be given one of the birds (to decide which one at a later date) as a permanent reminder of the project therefore this would not feature in the sale.

Councillors thanked the Project Officer for all the work in making this a successful project, which had received positive feedback from the community.

Resolved that:

The report be noted. That arrangements be made to auction off the birds at the end of the display.

PMP01.13 To receive an update on the Town Signage project

Councillors received an update from the Project Officer on progress with the signage project. Initially the gateway signs would be replaced, followed by wayfaring, finger posts and sense of place signs. A budget had been allocated from Earmarked Funds of

£65k but will be broken into £40k for wayfaring and the remainder for the gateway signage. It was requested that a working party be established to work with the project officer to agree a design brief for the gateway and wayfaring signs and to commission a sense of place art work at either end of the high street and to bring recommendations back to this committee.

Resolved that:

The working party be established to consist of Councillors Kennedy, Harrison, Hobbs and Inchley.

PMP01.14 To receive update from the Town Clerk and Assistant Town Clerk (Planning and Amenities) on matters affecting the town centre

Councillors received a verbal update on matters related to Christmas.

Resolved that:

The report be noted.

PMP01.15 Date of next council meeting

The next meeting of the council will be held on Tuesday 23rd February 2021.

Councillors requested if consideration could be given for meeting at 6.30pm rather than the advertised 7.00pm. Councillors agreed that this was their preference.

The meeting closed at 2045hrs.