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## MINUTES FROM THE ADDITIONAL FULL COUNCIL MEETING HELD ON TUESDAY 6<sup>TH</sup> OCTOBER 2020 AT 7.30PM

**This was a virtual meeting On Zoom**

**Attendance:** Councillors T Faith, S Hale, M Harrison, E Hobbs (Chair), C Inchley, G Kennedy, G Mayall, G Kayum, M Lovell, B Manley, A McGuire, G Mayall, T O'Connor, N Shearn.

**Absent:** Councillors Frapple and Tolson

**Present:** C Starkie, Town Clerk and T Jessop, Project Officer

**Public:** 4 members of the public and 4 representatives from Somerset County Council.

### 15.1 Apologies for Absence

No apologies of absence had been received.

### 15.2 Declarations of Interest

There were no declarations of interest.

### 15.3 Chair's Announcement

The Chair welcomed the visitors from Somerset County Council and Skanska to the meeting and invited them to make their presentation to the meeting.

### 15.4 Market Place resurfacing

- a. Councillors received a presentation from the project lead, Somerset County Council, on the more detailed proposals to resurface the market place, in a funding partnership between Somerset County Council, Mendip District Council and Shepton Mallet Town Council, with Somerset County Council being the project lead for the design and build aspect of the project.
- b. SCC were aware of the budget constraints of £300k for the project and were mindful of this throughout the designing of several proposals but also need to discuss quality and priorities for the council, in relation to additional features that it might like to incorporate.

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The proposals put forward at the meeting did not include any additional requirements of the town council and so they are at an additional cost. Four proposals were put forward;

**i. Option One:**

To replace the market place and town street slabs throughout with a buff coloured resin and to replace drainage channels. Time to complete: between 8 and 10 weeks. Total cost: £287,450.

**ii. Option Two:**

To replace the market place and town street slabs throughout and replace with a buff coloured resin but to incorporate stone slabs around the edges of the area and market cross and shambles, to create defined pedestrian zones, and to replace and improve the drainage channels. Time to complete: between 10 and 12 weeks. Total cost: £299,778

**iii. Option Three:**

Similar in design to option two but with natural stone slabs and definitive metal edging and with a heritage feel, to create pedestrian zones. For the draining channels to be replaced with an improved system. Time to complete: between 10 and 12 weeks. Total cost: £314,135.

**iv. Option Four:**

Similar to option three but with corridors running through a larger area of natural stone slabs and improved drainage system. Time to complete; between 14 and 16 weeks. Total cost: £468,360.

c. All options include a financial contingency of 15% to meet additional unknown costs. The option to tarmac the whole area had previously been eliminated as it was not inspirational. The proposals are subject to approval from the heritage planners at SCC but those discussions were ongoing. Environmental matters had been considered and the resin finish will reduce the carbon footprint of the town centre, the resin is partially manufactured from recycled materials, the stone will be sourced locally and the slabs that need to be disposed of can either be offered to anyone locally or will be disposed of locally.

d. There was a general discussion and questions asked of the designers: Questions were raised about the tendering process, but as Skanska is SCC's agreed contractor for highways maintenance this was already a competitive contract that had met the contractually arrangements of SCC. There is no requirement to go through the competitive tender process as this has already been undertaken by SCC.

e. The designers had undertaken site meetings, surveyed the drainage system and prepared a detailed design to SCC. The heritage planners were currently considering the proposals, though the scheme does not require planning permission as it is classed as an adjustment to the highway that is managed by SCC. The cost plan has already been viewed and agreed by the commercial team at SCC but with the 4 options for consideration and agreement.

f. There would always be some risks with a project and they had been considered. As this was a resurfacing scheme and not going underground the risks were reduced. A Section 58 restriction (of the Highways Act) would be applied that

prevents other statutory bodies (ie utility companies) from digging up the area within a specific time period, except in an emergency.

g. This new resin surface will reduce the potential for slips and trips as it will be a smooth surface and will be easier to maintain as it eliminates weeds. The surface will withstand pressure washing and the removal of chewing gum with machinery.

h. The new surface had an expected life of a minimum of 20 years, and likely to be much longer as the area is predominantly pedestrianised. The surface is pliable and of a high quality and is easy to repair.

i. Councillors considered the merits of moving the Shambles to either a different location or rotating it by 90 degrees. This would have to be costed separately and presented to the council for consideration in advance of the project commencing.

j. Councillors considered the option of having “demarcation lines” imprinted within the resin and change of colour to demark certain areas of the market, place, or to feature radial lines out from the market cross to make it a centre feature.

k. Councillors also considered making the most of the opportunity to have underground electrical ducting installed to enable the council to install uplighters/down lighters on surrounding buildings to illuminate features.

l. Councillors asked if there was any scope in negotiating the above costs, and SCC confirmed that the costs were the upper limit and might be reduced at the point of ordering of the materials.

m. It was suggested that this was a unique once in a generation opportunity to make an impression on the town centre and that as much work should be done at the same time to enhance the area. SCC had some reservations about the proposed radial design and would need to consult with the heritage planners, but that the town council was able to contribute to those discussions

n. Councillors were reminded that the purpose of the resurface was to improve the street scheme with a quality surface which would hopefully generate increased activity and footfall in the town centre. The proposals were unimaginative and did nothing to segregate the different carriageways, but that was due to the budget constraints.

o. Councillors considered the 4 options and a proposal from Councillor Hobbs to support **option three** above with additional funding of £14,135 from the town council’s EMF (311) Local Projects Capital, in addition to the previously agreed £100,000. That in proposing option three SCC were requested to be creative with the design, to see if radial lines of demarcation between areas could be considered, the council would then consider their requirements for additional infrastructure from other funds.

p. Councillors then discussed the additional infrastructure that they wanted to incorporate, having set up a working party to consider the matter. The Project Officer gave a breakdown of the 2 areas that had been discussed.

i. Essentials: Bike racks, benches, planters, bins, electrical hook up points for the market and new noticeboard. A bike pump had been considered but agreed that it would potentially be damaged. Based on known costs

of some of the above it was suggested by the Town Clerk that this could be achieved with £12,000, excluding installation costs.

- ii. Nice to haves: Water fountain reconnection and upgrade and up-lighting/down lighting on buildings that will shine down on to the market cross. Discussions had started with electricians and water board on the above but costings were either excessive or unknown although the underground electrical ducting was circa £100 per metre.

q. There was a general discussion on the above. Concerns were raised about other contractors working on the site and having to comply with a number of requirements. Delays could not be experienced by waiting on other contractors/suppliers that were not under the contractual management of SCC. Therefore, it was suggested that the infrastructure additions and installation be undertaken by Skanska at an additional cost to the contract. This would have to be considered in more detail by officers at SMTC and SCC to ensure value for money.

r. Councillors discussed the merits of standalone electricity hook up points for market traders and agreed that if the budget allowed for it, to invest in at least 3 points. The Town Clerk reminded the meeting that there were some funds that could be spent on the scheme upgrade, but that there was not a limitless pot. Some of the additional infrastructure could wait, or be paid for from other funds, such as the noticeboard on the side of the library and the planters.

s. However, the costs for rotating the Shambles was unknown, as were costs for electrical lighting and the reconfiguration of the water fountain.

t. Councillor Kennedy proposed to increase the spend on additional infrastructure to £21,000 and asked the Town Clerk if funds were available. The Town Clerk informed the meeting that if they wish to invest in good quality additional infrastructure, to including lighting and a water fountain that the budget for this work could be raised to £30,000 and be found from an underspend in the current town centre improvements budget and general reserves.

u. Councillor Kennedy amended his proposal to spend up to £30,000 on additional infrastructure and this proposal was supported by Councillor Mayall.

v. Councillor Hobbs made a formal proposal of option three (para 15.4 iii), to invest £114,135, with a colour scheme of a grey outer pavement and a buff coloured centre and that the above proposal of investing up to £30,000 on additional infrastructure that includes benches, bins, noticeboard, bike racks, planters, and electrical hook up points and the necessary ducting to supply them and that these additional items would be installed by the contractor. This proposal was seconded by Councillor Harrison with all councillors in favour.

w. The move/relocation of the Shambles, and additional ducting for a lighting scheme was not part of the above budget envelope and therefore these costs would need to be considered separately at a future meeting.

**Resolved that:**

The council agree to invest £114,115 from the Local Projects Capital Earmarked Fund to support option three proposal for the resurfacing of the market square and Town Street, with the council having influence on the colour and design, and to spend £30,000 from an underspend in the Town Centre improvements budget and general reserves for investment in benches, bins, noticeboard, bike racks, water fountain, planters, and electrical hook up points and the necessary ducting to supply them, and that the contractor would undertake the installation.

The Project Officer will seek quotations from Somerset County Council for the additional electrical ducting to support a future lighting scheme and for the cost for moving/relocating the Shambles.

**15.5 Committee restructure**

Councillors considered the report submitted by the Town Clerk which contained the nominations from individual councillors to restructure the membership of the committees.

**a. Policy and Resources Committee; 9 Councillors**

The nominations put forward were:

Cllr Inchley      Cllr Height      Cllr Kennedy  
Cllr O'Connor    Cllr Manley    Cllr Harrison  
Cllr Lovell        Cllr Hale        Cllr McGuire  
Cllr Shearn

After discussion and counter proposals, it was agreed that the Policy and Resources consist of:

<b>Cllr Inchley</b>	<b>Cllr Height</b>	<b>Cllr Kennedy</b>
<b>Cllr O'Connor</b>	<b>Cllr Manley</b>	<b>Cllr Harrison</b>
<b>Cllr Lovell</b>	<b>Cllr Hale</b>	<b>Cllr Shearn</b>

Plus Hobbs and Frapple as Ex officio (ie by virtue as their role as Chair and Vice)

**b. Place Making and Protection: 6 Councillors**

The nominations put forward were:

Cllr Inchley      Cllr Harrison    Cllr Faith  
Cllr Lovell        Cllr Hobbs       Cllr Mayall  
Cllr Height        Cllr Shearn

After a discussion and counter proposals, it was agreed that the Place Making and Protection Committee consist of:

<b>Cllr Inchley</b>	<b>Cllr Harrison</b>	<b>Cllr Faith</b>
<b>Cllr Kayum</b>	<b>Cllr Kennedy</b>	<b>Cllr Mayall</b>

Plus Hobbs and Frapple as Ex officio (ie by virtue as their role as Chair and Vice)

*Cllr Inchley left the meeting.*

c. **Town Development and Planning Committee:** 8 councillors

The nominations put forward were:

Cllr Lovell Cllr Mayall Cllr Harrison Cllr Shearn

After a discussion and counter proposals, it was agreed that the Town Development and Planning Committee consist of:

<b>Cllr Lovell</b>	<b>Cllr Mayall</b>	<b>Cllr Harrison</b>
<b>Cllr Shearn</b>	<b>Cllr Manley</b>	<b>Cllr McGuire</b>
Vacant	Vacant	

Plus Hobbs and Frapple as Ex officio (ie by virtue as their role as Chair and Vice)

d. **Human Resources Committee:** 5 councillors plus one reserve.

The nominations put forward were;

Cllr Manley Cllr Mayall Cllr Inchley  
Cllr Kennedy Cllr O'Connor Cllr Tolson

After a discussion and counter proposals, it was agreed that the Human Resources Committee consist of:

<b>Cllr Manley</b>	<b>Cllr Mayall</b>	<b>Cllr Inchley</b>
<b>Cllr Kennedy</b>	<b>Cllr O'Connor</b>	<b>Cllr McGuire (reserve)</b>

Plus Hobbs and Frapple as Ex officio (ie by virtue as their role as Chair and Vice)

e. **Collett Park Management Committee:** 7 Councillors

The nominations put forward were:

Cllr Lovell Cllr Mayall Cllr Kayum  
Cllr O'Connor Cllr Manley Cllr Kennedy  
Cllr Inchley Cllr Tolson

After a discussion and counter proposals, it was agreed that the Collett Park Management Committee consist of:

<b>Cllr Lovell</b>	<b>Cllr Mayall</b>	<b>Cllr Kayum</b>
<b>Cllr O'Connor</b>	<b>Cllr Manley</b>	<b>Cllr Kennedy</b>
<b>Cllr Inchley</b>		

Plus Hobbs and Frapple as Ex officio (ie by virtue as their role as Chair and Vice)

f. **People and Promotion Committee:** 8 Councillors

The nominations put forward were:

Cllr Tolson Cllr Mayall Cllr Kayum  
Cllr Kennedy Cllr O'Connor Cllr Faith  
Cllr McGuire

After a discussion and counter proposals, it was agreed that the People and Promotion Committee consist of:

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<b>Cllr Lovell</b>	<b>Cllr Mayall</b>	<b>Cllr Kayum</b>
<b>Cllr Kennedy</b>	<b>Cllr O'Connor</b>	<b>Cllr Faith</b>
<b>Cllr McGuire</b>	<b>Cllr Hale</b>	

Plus Hobbs and Frapple as Ex officio (ie by virtue as their role as Chair and Vice)

*Councillor Height left the meeting.*

The above proposals were made by Councillor Kennedy and seconded by Councillor Hobbs. Several councillors abstained from voting but those who did vote were in favour of the above committee composition. Disappointment was expressed at the manner in which this element of the meeting had been conducted, as some councillors requests to join a committee had been ignored.

**Resolved that:**

The committee membership be agreed as above in the bold text boxes, and at Appendix A.

**15.6 Date of the next meeting**

The next meeting of the Council on Tuesday 17<sup>th</sup> November 2020 at 7pm.

The meeting closed at 2148hrs.

## Appendix A

### SHEPTON MALLET TOWN COUNCIL

Chair of the Council: Cllr Edric Hobbs

Vice Chair of the Council: Cllr Wayne Frapple

#### POLICY & RESOURCES COMMITTEE (9 members)

Cllr Inchley	Cllr Height	Cllr Kennedy
Cllr O'Connor	Cllr Manley	Cllr Harrison
Cllr Lovell	Cllr Hale	Cllr Shearn

Plus Hobbs and Frapple as Ex officio (ie by virtue as their role as Chair and Vice)

#### PLACE MAKING AND PROTECTION (6 members)

Cllr Inchley	Cllr Harrison	Cllr Faith
Cllr Kayum	Cllr Kennedy	Cllr Mayall

Plus Hobbs and Frapple as Ex officio (ie by virtue as their role as Chair and Vice)

#### TOWN DEVELOPMENT & PLANNING (8 members) (meets every 3 weeks)

Cllr Lovell	Cllr Mayall	Cllr Harrison
Cllr Shearn	Cllr Manley	Cllr McGuire
Vacant	Vacant	

Plus Hobbs and Frapple as Ex officio (ie by virtue as their role as Chair and Vice)

#### COLLETT PARK CHARITY MANAGEMENT COMMITTEE (7 members) (5 meetings a year)

Cllr Lovell	Cllr Mayall	Cllr Kayum
Cllr O'Connor	Cllr Manley	Cllr Kennedy
Cllr Inchley		

Plus Hobbs and Frapple as Ex officio (ie by virtue as their role as Chair and Vice)

#### HUMAN RESOURCES COMMITTEE (5 members plus one reserve) 2 or 3 meetings a year

Cllr Manley	Cllr Mayall	Cllr Inchley
Cllr Kennedy	Cllr O'Connor	Cllr McGuire (reserve)

Plus Hobbs and Frapple as Ex officio (ie by virtue as their role as Chair and Vice)

#### PEOPLE AND PROMOTION (8 members) (6 meetings a year )

Cllr Lovell	Cllr Mayall	Cllr Kayum
Cllr Kennedy	Cllr O'Connor	Cllr Faith
Cllr McGuire	Cllr Hale	

Plus Hobbs and Frapple as Ex officio (ie by virtue as their role as Chair and Vice)

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