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MINUTES FROM RECREATION, AMENITIES & ENVIRONMENT COMMITTEE MEETING

Held on: Tuesday 10th August at 7.00pm at the **Council Chamber, Mendip District Council Offices, BA4 5BT**

In Attendance: Councillors D Crisfield, C Inchley, G Kennedy (Chair), G Mayall, J Nicklin and M Stadtruckerova

Present: Paula Robertson, Assistant Town Clerk (Planning & Amenities), Conor Ogilvie-Davidson, Marketing, Communications and Community Engagement Officer and Cllr T O'Connor.

Public: No members of the public were present

RAE3.1 To Nominate Vice Chair of Committee

Nominations for the role of Vice Chair were sought. Cllr Kennedy proposed Cllr Mayall and seconded by Cllr Nicklin. All present councillors were in favour of Cllr Mayall being the Vice Chair of the Recreation, Amenities and Environment Committee.

Resolved that:

Councillor G Mayall be the Vice Chair of the Recreation, Amenities and Environment Committee.

RAE3.2 To receive any apologies for absence

Apologies were received from Cllrs Harrison and Hale.

RAE3.3 Declaration of interest in matters related to this agenda

There were no declarations of interest in matters related to this agenda.

SIGNED: (CHAIR) DATE:.....

RAE3.4 Chairman’s Announcements

Cllr Kennedy gave an update on the latest information regarding Somerset becoming a unitary authority.

Cllr Kennedy expressed his thanks to the Project Officer for her work towards the resurfacing of Town Street.

RAE3.5 To consider and approve the minutes of the Place-making and Protection Committee meeting held on 23rd February 2021.

The minutes from this meeting accepted by this committee as a true record and signed by the chair.

Resolved that:

The minutes of the Place-making and Protection Committee meeting held on 23rd February 2021 were agreed and signed.

RAE3.6 To consider the resolution to exclude the public and press in order to consider confidential matters in relation the following confidential business

No members of the public were present.

RAE3.7 Confidential - Award of Festive lights contract December 2021 - January 2024

The Town Council's current Christmas lighting contract ended in January 2020. In accordance with Financial Regulations, a public tender process was carried out to seek a contractor to Supply a Managed Service for Christmas Lighting for 3 years - December 2021 to January 2024. This concluded at 5pm on Monday 24th May 2021. The tender was advertised on Contractsfinder.gov.uk, on the Town Council’s website and companies who had previously expressed an interest in supplying were sent the document. A total of 9 submissions were received by the deadline.

The cross-street installations covered by this contract are in the High Street, junction of Commercial Road/Paul Street, Town Street (including the pedestrianised area down to Waterloo Road), Market Place and the Market Square, together with the lighting of a Christmas tree supplied by the Town Council.

With a budget of £18,000 per annum, two companies came in on budget and the rest were under budget.

Councillors considered the confidential report received from the Assistant Town Clerk (Planning & Amenities) and viewed the images supplied by the companies wishing to be considered for the contract.

As per the recommendation in the report, Company A was approved as the preferred supplier at a total cost of £43,450 for three years December 2021 – January 2024 after being assessed on the criteria laid out in the tender document.

Resolved that:

Company A be approved as the preferred supplier at a total cost of £43,450 for three years December 2021 – January 2024.

RAE3.8 Allotments update including possible rent increases

Councillors received a written report from the Allotments Officer.

It is necessary to advise allotment holders of any increase in rents 12 months in advance. As there had been increases to allotment rents over the past three years, it was suggested that there be no increase in fees for the year 2022/23. It was proposed and agreed that there would be no increase and that a note to this effect be put on the town council website. Cllr Mayall suggested the committee revisit the scheme whereby plots are subsidised for anyone who advises the council that they have difficulty in affording the rent.

Resolved that:

There be no increase in allotment rents for 2022/23.

Two councillors were asked to volunteer to judge the annual allotment awards. Cllrs Nicklin and Stadtruckerova agreed to undertake judging towards the end of August with some guidance from Cllr Inchley as he has had previous experience.

RAE3.9 Operational update for town environs

Councillors received a written report from the Town Clerk and the Assistant Town Clerk (Planning & Amenities) with an operational update on the town environs.

Following the completion of the resurfacing works, the issue of pigeon mess has become more pronounced, exacerbated by people feeding them. It was agreed that the officers would make some posters to discourage this habit and arrange for them to be displayed in shop windows.

Councillor Inchley asked that the office investigate the costs of a falconer/pest controller for the next meeting.

RAE3.10 Bunting and street decorations

Councillors received a report from the Project Officer to consider and agree a proposal for a yearly budget for bunting and street decorations.

It was proposed and agreed that an amount of £4,000 be included in next year's budget, and going forward, for the provision of the installation/removal of the bunting by a professional installer.

Resolved that:

£4,000 be included in next year's budget, and going forward, for the provision of the installation/removal of the bunting by a professional installer.

RAE3.11 Recommendation from boundary signage working party

Councillors received a written report from the Project Officer which included three different concept designs. Concept 01 was the preferred choice but the Project Officer was requested to go back to the design consultants to find out if the pyramid element could be incorporated in a different way as it currently is not clear as to what it represents. Could they also look at adding a chimney to the representation of the Anglo.

It was proposed and agreed that Concept 01 be put forward to full council for a final decision to be made on the shape and whether the tag-line "Somerset's Festival Town" should be incorporated onto the signage.

Resolved that:

Concept 01 be put forward to full council for a final decision to be made on the shape and whether the tag-line "Somerset's Festival Town" should be incorporated onto the signage.

RAE3.12 Charlton Road Telephone Kiosk

Councillors received a written report from the Marketing, Communications and Community Engagement Officer (MCCEO), to consider options for the refurbishment or other use suggestions.

The MCCEO advised the committee that he had been liaising with Cllr O'Connor regarding the kiosk situated at Commercial Road. It had been suggested that this kiosk could have a changing information board promoting different events.

The preferred suggestion was to have the town council logo incorporated into the kiosk and the kiosk to be used as an information board like at Commercial Road and also other local information, e.g. local walks or heritage information.

Resolved that:

The MCCEO would obtain costs for the preferred suggestions to be presented at the next RAE committee meeting.

RAE3.13 Operational update for Collett Park

Councillors received a written report from the Assistant Town Clerk on operational updates in Collett Park.

Resolved that:

The report be noted and agreed.

Cllr Kennedy suggested that the Town Ranger should be invited to attend the next meeting to introduce him to the committee.

Cllr Inchley wanted it minuted that the reinstatement of the working party for the Collett Park Feasibility Study would be an agenda item for the full town council meeting on 28th September 2021.

RAE3.14 Environmental Enhancements to Collett Park

Councillors received a written report from the Town Clerk that proposed some environmental enhancements to the park.

Councillors were asked to consider and agree if they wished to work with the Horticultural Society to create a Queen’s Green Canopy in the area of the football field near Allyn Saxon Drive.

Resolved that:

The councillors wished to create a Queen’s Green Canopy in Collett Park and for the council to work with the SM Horticultural Society, the community and others to arrange for the planting of trees.

RAE3.15 Budget setting process

To note that the budget for this committee is considered and agreed at the next committee meeting. Councillors are requested to start thinking of projects now, so that they can be costed and presented to the next committee meeting for consideration as part of the budget setting process.

Noted.

RAE3.16 Finance Report

Councillors received a written report from the Responsible Financial Officer on the financial position of the Recreation, Amenities & Environment Committee at position at Month 4.

Resolved that:

The report be noted and agreed.

RAE3.17 Date of next Committee meeting

The next meeting of the Recreation, Amenities and Environment committee meeting will be held on Tuesday 19th October 2021.

The meeting closed at 9.13pm.

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SIGNED: (CHAIR) DATE:.....