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**To:** RAE Cllrs: Berkeley (Vice-Chair), Harrison, Hobbs, Kennedy (Chair), McGuire, Mayall, Nicklin, Roth  
All other recipients for information only.

**31 August 2022**

Dear Councillor

### Summons

You are summoned to the Recreation, Amenities and Environment Committee (RAE) of Shepton Mallet Town Council for the transaction of the business shown on the agenda below. To be held at 7 pm on **Tuesday, 06 September 2022** in the Council Chamber, Mendip District Council

### Public Participation

Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Town Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the beginning of the meeting providing that prior notice has been given by noon on the day of the meeting on: [info@sheptonmallet-tc.gov.uk](mailto:info@sheptonmallet-tc.gov.uk) or 01749 343984.

Any issues raised during the public session should relate to the remit of the committee. No resolution for action can be taken unless already identified on the agenda. A record of public participation shall not be included in the Minutes, but as an appendix note to the Minutes of the meeting.

The public question time shall not exceed 30 minutes unless by resolution to suspend standing orders or at the discretion of the chairman. If a member of public wishes to share a document with council, these documents must be submitted to [Info@sheptonmallet-tc.gov.uk](mailto:Info@sheptonmallet-tc.gov.uk) by noon on the day of the meeting.

### The 7 principles of public life

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership. Members are reminded of their duty under the Code of Conduct.

Yours sincerely

---

Claire Commons FdA (Comm Gov), Fellow SLCC, Town Clerk

### Encs

(document name and page number where it is referenced)

# RECREATION, AMENITIES AND ENVIRONMENT COMMITTEE

## Agenda

RAE2.1	<b>APOLOGIES</b> .....	3
	To receive and consider for acceptance, apologies for absence .....(1 min) <i>(Local Government Act, 1972 s.85)</i>	
RAE2.2	<b>DECLARATIONS OF INTEREST</b> .....	4
	To declare interests relating to the business of the meeting and receive dispensation requests from the Clerk.....(1 min) <i>(Shepton Mallet Town Council Code of Conduct, 2019)</i>	
RAE2.3	<b>MINUTES</b> .....	5
	To receive the minutes of the previous meeting of the Recreation, Amenities and Environment Committee.....(1 min) <i>(Local Government Act 1972 Sch 12)</i>	
RAE2.4	<b>OFFICER REPORT TO THE COMMITTEE</b> .....	6
	To receive reports pertaining to the Recreation, Amenities and Environment Committee ..... (5 min) <i>(Local Government Act 1972 Sch 12)</i>	
RAE2.5	<b>RAE COMMITTEE BUDGET</b> .....	9
	To consider the committee’s budget requirements for 2023-24.....(40 mins) <i>(Local Government Act 1972 Sch 12)</i>	
RAE2.6	<b>PROPOSAL FROM RBL</b> .....	12
	For councillors to consider a request from the RBL to commemorate the 40 <sup>th</sup> Anniversary of the end of the Falklands conflict with a memorial in Collett Park.....(10 mins) <i>(Local Government Act 1972 Sch 12)</i>	
RAE2.7	<b>REQUESTS FOR NEW BINS</b> .....	13
	For councillors to consider requests for new bins and for councillors to suggest any other appropriate locations. ....(5 mins) <i>(Local Government Act 1972 Sch 12)</i>	
RAE2.8	<b>NOTICE OF MOTION 22-008 – SNOWDROP PLANTING</b> .....	14
	To consider granting permission to Shepton Mallet Snowdrop Festival to plant a further 30,000 snowdrop bulbs in Collett Park this winter. ....(10 mins) <i>(Open Spaces Act 1906, s 10)</i>	

Anticipated meeting end time 8:20pm

### Date of next meeting:

1 November 2022

## **RAE2.1 Apologies**

To receive and consider for acceptance, apologies for absence

(1 min)

*(Local Government Act, 1972 s.85)*

Report Author: Town Clerk

### **RAE2.1.1 Background**

- a The Council (including committees) should approve (or not) the reason for apologies given by absent councillors. If a council member has not attended a meeting of the council (or its committees) or has not tendered apologies which have been accepted by the council (or committee), for six consecutive months, they are disqualified.
- b Councillors are holders of public office and summoned to the meetings of the Council and its committees.

### **RAE2.1.2 Apologies received and reason**

- a Cllr Nicklin owing to a personal commitment.

### **RAE2.1.3 Recommendation**

- a That the meeting accepts or rejects each of the apologies presented. A press release is not required for this decision.

### **RAE2.1.4 Reason for Recommendation**

- a Accepting apologies resets the six-month absence rule.

(End)

## RAE2.2 Declarations of Interest

To declare interests relating to the business of the meeting and receive dispensation requests from the Clerk. (1 min)

*(Shepton Mallet Town Council Code of Conduct, 2019)*

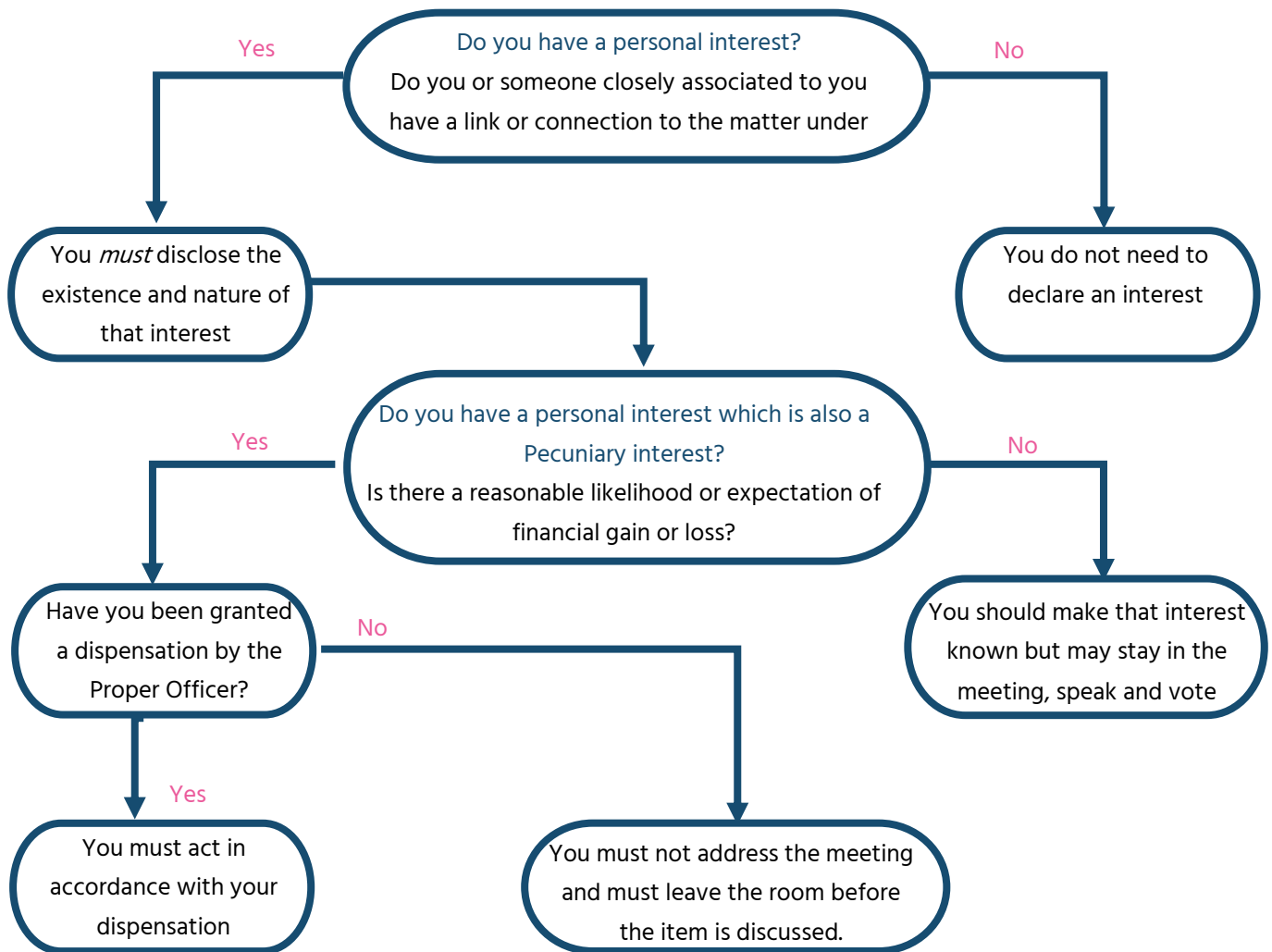
Report Author: Town Clerk

### RAE2.2.1 Background

- a Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2019. The Clerk will report any dispensation requests received.
- b Where a matter arises at a meeting which relates to a councillor's interest, the councillor has the responsibility of declaring that interest in accordance with the adopted code of conduct. (Shepton Mallet Town Council Code of Conduct, 2019)

### RAE2.2.2 Recommendation

- a To note the declarations made during the meeting.



(End)

### **RAE2.3** Minutes

To receive the minutes of the previous meeting of the Recreation, Amenities and Environment Committee. (1 min)

*(Local Government Act 1972 Sch 12)*

**Report Author:** Assistant Town Clerk (Planning and Amenities)

#### **RAE2.3.1** Background

- a When the meeting is approving the draft minutes of a previous meeting as an accurate record, the only issue for the meeting is whether the minutes accurately record the proceedings of the meeting and the resolutions made at them. It is irrelevant if the chairman or other councillors were not present at the meeting to which the draft minutes relate.
- b If it is necessary for the draft minutes of the previous meeting to be corrected because of inaccuracies then the amendments to the draft minutes must be approved by resolution. (Tharmarajah, 2013, p. 154).

#### **RAE2.3.2** Recommendation

- a That the minutes of [14 June 2022](#) be approved for signing as a true record of the decisions taken. Completion of this resolution to be no later than Tuesday, 13 September 2022. A press release is not required for this decision.

(End)

#### **RAE2.4 Officer Report to the Committee**

To receive reports pertaining to the Recreation, Amenities and Environment Committee.

(5 min)

*(Local Government Act 1972 Sch 12)*

Report Author: Assistant Town Clerk (Planning and Amenities)

##### **RAE2.4.1 Summary**

- a Reports provided within this item are to be received, they provide updates on decisions already taken by the Committee and actions taken under the Scheme of Delegation (where not previously reported).

##### **RAE2.4.2 Updates and Actions from 01/06/2022**

- a Allotments - RESOLVED that no allotment increase is applied for 2023. - Complete
- b Allotments - RESOLVED that the committee agrees to the purchase and Installation of a water tank during the autumn of 2022 at a cost not to exceed £800. – Order placed but no installation date advised
- c Collett Park Play Equipment Tender - RESOLVED that Councillors M Harrison, G Kennedy, G Mayall, A McGuire, M Berkeley, K-T Roth and T Makin to be present for the formal tender opening and initial scoring for recommendations to full council. It was agreed to use option 1 for the tender document for upload to contract finder. All details in discharging this decision has been delegated to Town Clerk. – Complete and recommendation made to extra ordinary council meeting.
- d Collett Park Paths - RESOLVED that repairs to the path to be carried out – comparison quotes awaited.
- e Collett Park Accessible Toilet - RESOLVED that 3 Solutions be appointed to carry out improvements to the accessible toilet at Collett Park. - Complete
- f Chatty Benches - RESOLVED that three benches, 2 in Collett Park (Includes 1 from MDC) and 1 in the Market Place. It was decided to use the wording of the 'Happy to chat bench' and Shepton Mallet Town Council branding colours along with the QR code. – In progress
- g Town Flag -RESOLVED that all details in discharging the decision to commission a flag in accordance with the new design and replace once the existing flags are in need of replacement has been delegated to Town Clerk – Order placed, awaiting delivery
- h Festive Lighting - RESOLVED to upgrade the remaining festive timers. – Complete
- i It was PROPOSED to officers requested to obtain a quote of additional icicle lights in the top end of the High Street. These costs would then be discussed with the business owner who has proposed the installation. The committee will be updated at the next committee meeting. The business owner was approached but no response received in time for ratification at this meeting, therefore for Christmas 2022, there will be no additions to the existing scheme.

##### **RAE2.4.3 Updates and Actions from previous meetings**

- a RAE3.8 Bunting, banners and pennants for 2022 - Installed before 1st May as requested, removal scheduled for 1st September 2022.
- b RAE3.10 Telephone Kiosk - update requested and awaited.
- c RAE4.15 Planning application by SMTC for bridge crossings - Councillors agreed to prepare for formal planning applications by SMTC for bridge crossings and a maximum of £2,000 was set for consultancy fees. Update from Cllrs required.
- d Pigeon Spikes - have been installed at lower levels. After meeting with the contractors on site, an install date for the remaining spikes has been given as 8<sup>th</sup> September.
- e Wayfinding signs - The installation of all but two signs has been completed. Planning permission received for sign in Market Place but underground cabling has prevented installation. Shop-owner disputing positioning

- of sign in planter in Town Street. – Councillor Nicklin and Harrison to visit shop disputing sign position in Town Street to see if a resolution can be reached.
- f Garston Street Footpath – All works to reinstate the damaged path have been completed.
- g Green Flag Award – Collett Park has retained its Green Flag status following hard work from officers and grounds care staff;  
Somerset Playing Fields Association – Collett Park has once again been recognised under this scheme. The actual award won't be known until the presentation evening on Tuesday, 30<sup>th</sup> August 2022. If result is known by the time of this meeting, a verbal update will be provided.
- h Battle of Britain Commemoration – we have received, and granted, a request from RAFA to fly their flag on 18th September at a ceremony at the Cenotaph

#### RAE2.4.4 Allotments

- a Currently there are 9 new applicants on the waiting list and 3 current allotment holders who wish to have an additional plot. The annual invoicing process has begun and we have had several tenants relinquishing their plots. As such, the vacant plots will be offered to those on the waiting list in the coming weeks so a more accurate position will be available for the next meeting.
- b Allotment judging took place on 10<sup>th</sup> August by Cllrs Berkeley & Nicklin. The award winners will be advised in due course and invited to receive their cups/certificates prior to the full council meeting on 8<sup>th</sup> November.

#### RAE2.4.5 Financial Update

10/08/2022  
15:18

#### Shepton Mallet Town Council Current Year

Page 1

#### Detailed Income & Expenditure by Budget Heading 10/08/2022

#### Cost Centre Report

	Actual Year Transfer To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent to/from
EMR						
<u>500 Recreation, Amenities &amp; Enviro</u>						
4076 Allotment Land Rent & Rates 21.0%	272	1,300	1,028		1,028	
4080 Ground Care - Town Environs 28.2%	6,212	22,000	15,788		15,788	
4088 Town Improvements 36.4% 9,546	10,929	30,000	19,071		19,071	
4128 Christmas Lighting 52.9%	10,575	20,000	9,425		9,425	
4174 Town Signage 205.1% 30,770	30,770	15,000	(15,770)		(15,770)	
4177 Capital Replacement Fund 0.0%	0	25,000	25,000		25,000	
4227 Bunting 118.8%	5,940	5,000	(940)		(940)	
Recreation, Amenities & Enviro :- Indirect 54.7% Expenditure	<b>64,699</b> <b>40,316</b>	<b>118,300</b>	<b>53,601</b>	<b>0</b>	<b>53,601</b>	
<b>Net Expenditure</b>	<b>(64,699)</b>	<b>(118,300)</b>	<b>(53,601)</b>			
6000 plus Transfer from EMR	40,316					
<b>Movement to/(from) Gen Reserve</b>			<b>(24,383)</b>			

**RAE2.4.6 Recommendation**

- a That the reports are received and noted and any actions arising identified for future meetings of the Council or its Committees

**RAE2.4.7 Reason for Recommendation**

- a To keep members updated on committee actions and information.

(End)



**RAE2.5 RAE Committee Budget**

To consider the committee's budget requirements for 2023-24

(40 mins)

*(Local Government Act 1972 Sch 12)*

Report Author: Town Clerk

**RAE2.5.1 Summary and Background information**

- a The Council must set its budget and precept each year by the end of January.
- b To ensure that the budget is appropriate to the needs of Shepton Mallet, each committee is asked to consider its work for at least the coming financial year and make budget recommendations to Full Council.
- c Officers have started this process with known areas of expenditure provided below. The Clerk will take the committee through each line to understand the projects that sit behind the requested sums.
- d Councillors may have additional projects they would like the committee to undertake and these estimates should be incorporated at this stage.

**RAE2.5.2 Scheme of Delegation**

- a The committee is required to consider and make recommendations to the Town Council and / or Policy & Resources Committee on budget estimates to be prepared no later than November each year.

**RAE2.5.3 Financial Implication**

- a The table below shows last year, current year and first draft proposed budget for next year.

		<u>2021-2022</u>		<u>2022-2023</u>		<u>2023-2024</u>		
500	Recreation, Amenities & Enviro	Budget	Actual	Total	Actual YTD	Budget	EMR	Carried Forward
4076	Allotment Land Rent & Rates	900	13,778	1,300	272	1,000	0	0
4080	Ground Care – Town Environs	22,000	23,638	22,000	6,212	22,000	0	0
4082	Skatepark West Shepton	0	6,550	0	0	0	0	0
4088	Town Improvements	21,000	106,596	30,000	10,929	30,000	0	0
4128	Christmas Lighting	20,000	17,328	20,000	10,575	20,000	0	0
4171	Strawberry Line	0	4,911	0	0	0	0	0
4174	Town Signage	0	20,428	15,000	30,770	0	0	0
4177	Capital Replacement Fund	25,000	0	25,000	0	25,000	0	0
4227	Bunting	0	-990	5,000	5,940	6,000	0	0
	<b>Overhead Expenditure</b>	<b>88,900</b>	<b>192,239</b>	<b>118,300</b>	<b>64,699</b>	<b>104,000</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	131,702	0	40,316	0	0	0

600	Collett Park Management	Budget	Actual	Total	Actual YTD	Budget	EMR	Carried Forward
4081	Ground Care – Collett Park	40,000	33,206	50,000	8,476	40,000		
4202	Other Expenditure	25,750	25,164	30,000	-179	30,000		
4203	Feasibility Study	2,500	220	15,000	0	0		
4210	Park Depot & Toilet Rates	1,000	860	1,200	405	1,200		
4220	Trees & habitat	6,000	2,671	7,500	39	6,000		
4221	New Infrastructure	15,000	0	15,000	0	0		
4222	Capital Replacement	15,000	0	15,000	1,393	5,000		
	<b>Overhead Expenditure</b>	<b>105,250</b>	<b>62,120</b>	<b>133,700</b>	<b>10,133</b>	<b>82,200</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	6,779	0	0	0	0	0

#### RAE2.5.4 Budget detail

- 4076 Allotment Land Rent & Rates – This is for general repairs and maintenance at the allotments.
- 4080 Ground Care – Town Environs. Recommend this remains the same for the coming year and the Grounds Maintenance working party looks at alternative costings to feed into future budgets.
- 4082 Skatepark West Shepton – This had expenditure against it last year but none budgeted or spent this year. The Committee should identify the purpose of this budget line and either assign costed works or discontinue.
- 4088 Town Improvements – This budget has been used for the boundary signage, catenary wires for the banners and bunting, electricity to the market and defibrillator rental. In the previous year it was used for the market surfacing, work to the shambles, bins, clock and fountain.
- 4128 Christmas Lighting. This budget line is self-explanatory. If the Council wants to take on the event and cost it separately to the winter series, an additional budgetary provision should be included here.
- 4171 Strawberry Line – The committee should identify costed works or discontinue.
- 4174 Town Signage – The committee should identify costed works for 222-23
- 4177 Capital Replacement Fund – general fund for any replacements. Committee should consider identifying specifics so that a costed replacement plan can be prepared and works scheduled in line with the plan
- 4227 Bunting – This went overbudget due to the requirement to replace a catenary wire. There has also been a recommendation to replace the banners with airmesh banners to allow the wind to blow through and thus prevent excessive strain on the fixings. Costs would need to be sought for this and included in the budget if the committee wished to replace.
- 4081 Ground Care Collett Park – no change, standard maintenance agreement
- 4202 Other Expenditure – no change, General repairs and maintenance come out of this.
- 4203 Feasibility Study - Committee to identify if any further feasibility work is required
- 4210 Park Depot and Rates - No change
- 4220 Trees and habitat – maintain at this level
- 4221 New Infrastructure – committee to identify what additional infrastructure is required. Consider recommendations from the Collett Park Feasibility Working Party
- 4222 Capital Replacement – general fund for any replacements. Committee should consider identifying specifics so that a costed replacement plan can be prepared and works scheduled in line with the plan

**RAE2.5.5 Recommendation**

- a Recommend to the Policy and Resources Committee meeting on the 18<sup>th</sup> October the budget requirements for the Recreation, Amenities and Environment Committee..

**RAE2.5.6 Reason for Recommendation**

- a The committee must be confident that the budget meets its requirements for work identified for undertaking in 2023-24, Policy and Resources Committee will review the budget in it's entirety and make the final recommendation to the Full Council meeting of 8<sup>th</sup> November.

(End)

## **RAE2.6 Proposal from RBL**

For councillors to consider a request from the RBL to commemorate the 40<sup>th</sup> Anniversary of the end of the Falklands conflict with a memorial in Collett Park (10 mins)

*(Local Government Act 1972 Sch 12)*

**Report Author:** Assistant Town Clerk (Planning and Amenities)

### **RAE2.6.1 Summary and Background information**

- a 2022 marks the 40<sup>th</sup> anniversary of the end of the Falkland's conflict.
- b The RBL has approached the Town Council with a proposal to consider:
  - (i) The planting of a memorial tree with a plaque and/or;
  - (ii) The installation of a granite memorial with an inscription
- c The committee is asked to consider if either proposal is a viable option.

### **RAE2.6.2 Scheme of Delegation**

- a The committee is delegated to deal with, to conclusion, Administration, maintenance and use of the Collett Park in its entirety

### **RAE2.6.3 Legal Authority and Implication**

- a The Council has the power to maintain its open spaces (Open Spaces Act 1906, s 10)

### **RAE2.6.4 Town Plan Reference**

- a Place Making: Heritage

### **RAE2.6.5 Financial Implication**

- a There is no financial cost to the Town Council.

### **RAE2.6.6 Recommendation**

- a That permission is not granted for this 40<sup>th</sup> anniversary and provision be made for the commemoration of the 50<sup>th</sup> Anniversary.

### **RAE2.6.7 Reason for Recommendation**

- a The 50<sup>th</sup> Anniversary of an event is more likely to have impact as it is likely to be part of a wider national commemoration.

(End)

## **RAE2.7 Requests for New Bins**

For councillors to consider requests for new bins and for councillors to suggest any other appropriate locations. (5 mins)

*(Local Government Act 1972 Sch 12)*

**Report Author:** Assistant Town Clerk (Planning and Amenities)

### **RAE2.7.1 Summary and Background information**

- a Annually, the RAE committee receives requests for additional bins around the town. It has been previously agreed by council that combined bins for litter/dog waste be used rather than separate bins.
- b Locations have been identified by members of the public/MDC officer
- c Councillors should decide if they agree that bins should be sited in these locations. Councillors may have received requests directly from members of the public and wish to suggest other locations.
- d The contractor will need to agree if the site(s) are suitable to be emptied safely by their operative.
- e Permission would need to be granted from landowners for the installation of any bins.

### **RAE2.7.2 Scheme of Delegation**

- a The committee has delegated authority to implement items that increase public safety, security and welfare

### **RAE2.7.3 Town Plan Reference**

- a Place Making: Ensure the town centre is attractive and welcoming

### **RAE2.7.4 Financial Implication**

- a A combined litter bin costs £643.97. As part of our SLA, IDV will install two bins per year FOC and the cost to install further bins would be in the region of £100 each.
- b Extract from income and expenditure report for relevant budget line(s):

Budget line name	Actual Year to Date	Current Annual Bud	Committed Expenditure	Funds Available	% Spent
<b>Town Improvements - 4088</b>	<b>11,014</b>	<b>30,000</b>	<b>1,131</b>	<b>17,855</b>	<b>40%</b>

### **RAE2.7.5 Recommendation**

- a For councillors to consider the installation of one or two bins on land behind Springfield Court and consider any further locations for bins, subject to permissions. Delegate to the Town Clerk all details in discharging this decision.

### **RAE2.7.6 Reason for Recommendation**

- a To provide adequate street furniture to minimise the risk of littering.

(End)

### **RAE2.8 Notice of Motion 22-008 – Snowdrop planting**

To consider granting permission to Shepton Mallet Snowdrop Festival to plant a further 30,000 snowdrop bulbs in Collett Park this winter. (10 mins)

*(Open Spaces Act 1906, s 10)*

Proposer: Martin Berkeley

Seconder: Kai-Thomas Roth

#### **RAE2.8.1 Summary and Background information provided by the proposer**

- a Shepton Mallet Snowdrop Festival has requested permission to plant a further 30,000 snowdrop bulbs in Collett Park.
- b This planting builds on those of previous years to bring the overall number planted in and around Shepton Mallet to over 500,000 bulbs.
- c The Snowdrop Festival takes place annually in February and promotes Shepton Mallet as a centre of snowdrop interest, focusing on our famous resident James Allen, who was the world's first person to hybridise snowdrops.
- d Planting to be undertaken by volunteers, overseen by members of the Snowdrop Festival, in consultation with Town Council office staff.
- e Proposed locations for planting are to be within new areas of unmown grass, as indicated on the attached plan.
- f Our existing areas of unmown grass were praised by the Green Flag judge, who suggested that they be extended further.

#### **RAE2.8.2 Scheme of Delegation**

- a The Recreation, Amenities and Environment committee is responsible for Collett Park

#### **RAE2.8.3 Legal Authority and Implication provided by the proposer**

- a None

#### **RAE2.8.4 Legal Authority and Implication provided by the Proper Officer**

- a The Council has the power to maintain its open spaces. (Open Spaces Act 1906, s 10)

#### **RAE2.8.5 Town Plan Reference**

- a People: Celebrate Volunteering
- b People: Support and promote clubs and societies, to encourage participation and growth
- c Place Making: Heritage
- d Protected Environment: Protect and improve Green Corridors and rural beauty
- e Protected Environment: Protect and improve trees, woodland, wild flower areas and habitats
- f Protected Environment: Protect and improve Collett Park and its Green Flag status
- g Play: Continue to improve the parks and play areas and open spaces
- h Promotion: Promote and encourage tourism

#### **RAE2.8.6 Financial Implication provided by the proposer**

- a Fully funded by the Snowdrop Festival

#### **RAE2.8.7 Impact Assessment**

- a Equalities – none

- b Environmental – positive impact
- c Crime and Disorder – none
- d Resources – none
- e Economic – positive impact on the town’s economy through tourism
- f Risk Management – risk assessment to be provided by Snowdrop Festival

**RAE2.8.8 Recommendation**

- a To grant permission to the snowdrop festival to plant a further 30,000 snowdrop bulbs in Collett Park, and to instruct the grounds maintenance staff on the new areas of unmown grass. Delegate to the Town Clerk all details in discharging this decision.

**RAE2.8.9 Reason for Recommendation by the proposer**

- a The Town Council should fully support this great initiative to improve and promote our town.

(End)