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

25 October 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, 01 November 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 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 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

A handwritten signature in black ink, appearing to read 'Claire Commons', is written over a horizontal blue line.

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

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RAE3.8	MEMBERS MOTION 22-006 – BBQ PICNIC AREA IN COLLETT PARK	12
	To consider installing a dedicated picnic area in Collett park with one or more BBQ’s and tables. (15 mins) <i>(Open Spaces Act 1906, s 10)</i>	
RAE3.9	MEMBERS MOTION 22-007 – LAKESIDE SHELTER FOR COLLETT PARK	17
	To consider installing a new shelter, by the lake in Collett Park (15 mins) <i>(Open Spaces Act 1906, s 10)</i>	
RAE3.10	MEMBERS MOTION 22-009 – WELCOME TO COLLETT PARK SIGNS	20
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Anticipated meeting end time 08:20PM

Date of next meeting: 31st January 2022

RAE3.1 Apologies

To receive and consider for acceptance, apologies for absence

(1 min)

(Local Government Act, 1972 s.85)

Report Author: Town Clerk

RAE3.1.1 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.

RAE3.1.2 Apologies received and reason

- a Cllr Nicklin owing to a personal commitment.

RAE3.1.3 Recommendation

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

RAE3.1.4 Reason for Recommendation

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

(End)

RAE3.2 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)

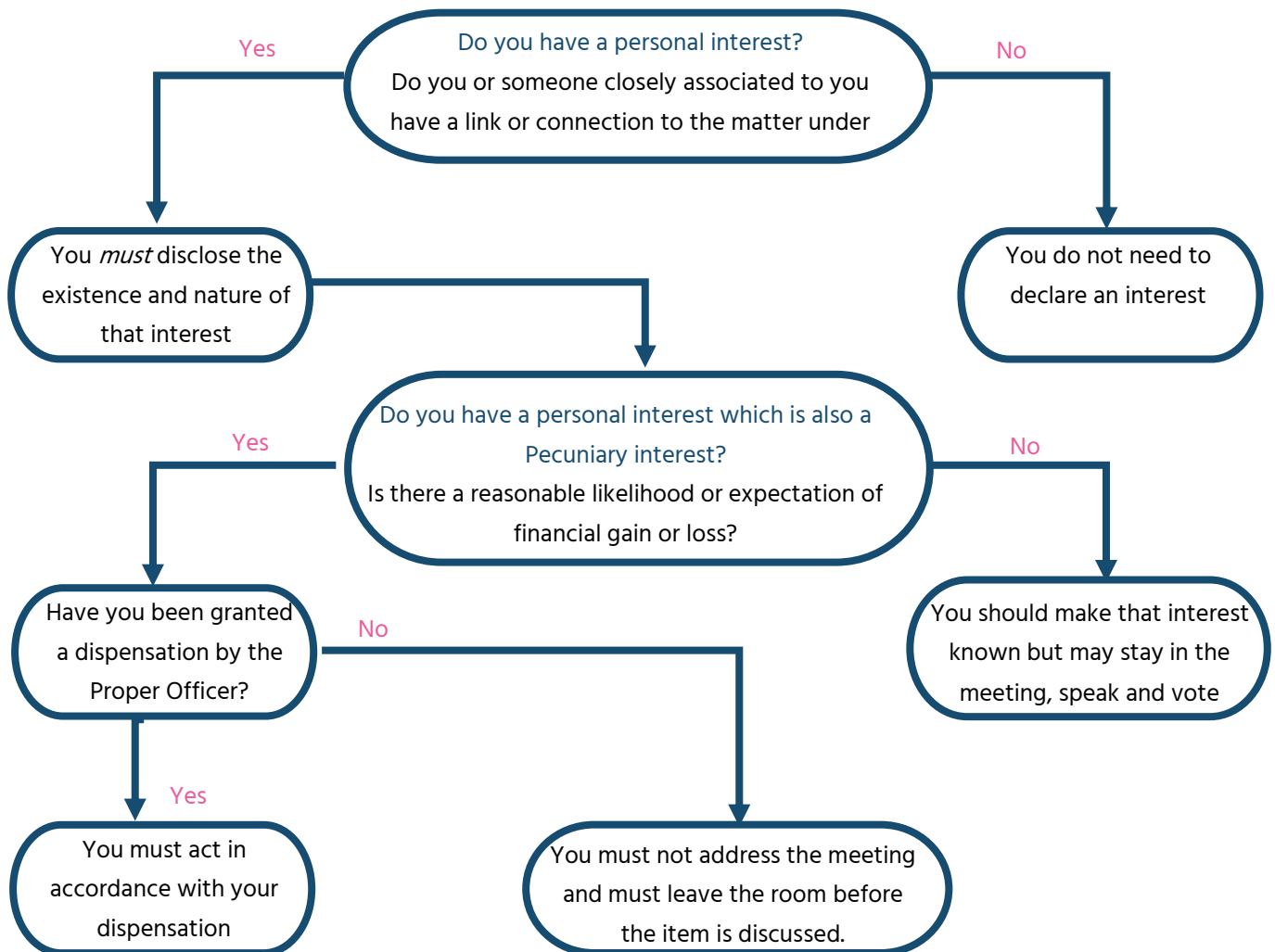
Report Author: Town Clerk

RAE3.2.1 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)

RAE3.2.2 Recommendation

- a To note the declarations made during the meeting.



(End)

RAE3.3 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):

RAE3.3.1 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).

RAE3.3.2 Recommendation

- a That the minutes of [6th September 2022](#) be approved for signing as a true record of the decisions taken. Completion of this resolution to be no later than Tuesday, 08 November 2022. A press release is not required for this decision.

(End)

RAE3.4 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)

RAE3.4.1 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).

RAE3.4.2 Updates and Actions from 06/09/2022

[Complete] [In Progress] [Not started / behind schedule]

RAE2.5 Committee Budget – Budget has been considered by the Policy and Resources Committee and will be resolved by Full Town Council.

RAE2.6 Proposal from RBL - Cllr Berkeley has been in touch with the RBL regarding the most appropriate memorial. Agreed to plant a small cherry and install a stone, on which an inscription can be placed, adjacent to the path leading up to the old football field. RBL to advise size of stone and Cllr Berkeley to advise most appropriate species of tree.

RAE2.7 Request for New Bins

RAE2.8 Notice of Motion 22-008- Snowdrop Planting

RAE3.4.3 Updates and Actions from previous meetings

RAE3.10 Telephone Kiosk – Glass panels have been delivered, needs gold paint. Community groups willing, Update provided from volunteer (name redacted).

Pigeon Spikes – Complete

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. Cllrs Harrison, Nicklin and the Project Officer to meet with shop owner to see if a solution can be reached.

RAE1.5 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. – Complete

RAE1.6 Collett Park Play Equipment – on track.

RAE1.7 Collett Park Paths - RESOLVED that repairs to the path to be carried out – comparison quotes awaited.

RAE1.9 Happy to Chat Benches - RESOLVED that three benches, 2 in Collett Park (includes 1 from MDC) and 1 in the Market Place. – Design finalised. Link to Hello Shepton website needs to be finalised to create QR code.

RAE1.10 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

RAE3.4.4 Allotment Report

- a The annual invoicing has now completed which has given rise to some vacant plots. The office is working through the waiting list to allocate them.
- b Following an enquiry on allotments, the office has carried out a test measurement on a plot that is not as large as originally billed for. The office has adjusted this year's rent and the tenant wishes to be reimbursed the difference for the last three years at a cost of £25.50. The Clerk has authorised this under delegated authority.

RAE3.4.5 Other matters to note

- a The Pergola in Collett Park is in need of repair and this work order has been placed at a value of £368.97
- b The handrail to the disabled toilet needed replacing (currently missing). This works order has been placed at a value of 587.96

RAE3.4.6 Financial Update

18/10/2022
17:44

**Shepton Mallet Town Council Current Year
Detailed Income & Expenditure by Budget Heading 18/10/2022**

Page 1

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>500 Recreation, Amenities & Enviro</u>							
4076 Allotment Land Rent & Rates	332	1,300	968		968	25.6%	
4080 Ground Care - Town Environs	19,681	22,000	2,319		2,319	89.5%	
4084 Town Repairs & Maintenance	165	0	(165)		(165)	0.0%	
4088 Town Improvements	20,103	30,000	9,897		9,897	67.0%	9,546
4128 Christmas Lighting	10,575	20,000	9,425		9,425	52.9%	
4174 Town Signage	60,925	15,000	(45,925)		(45,925)	406.2%	30,770
4177 Capital Replacement Fund	0	25,000	25,000		25,000	0.0%	
4227 Bunting	5,940	5,000	(940)		(940)	118.8%	
Recreation, Amenities & Enviro :- Indirect Expenditure	117,722	118,300	578	0	578	99.5%	40,316
Net Expenditure	(117,722)	(118,300)	(578)				
6000 plus Transfer from EMR	40,316						
Movement to/(from) Gen Reserve	(77,406)						
<u>600 Collett Park Management</u>							
4081 Ground Care - Collett Park	8,476	50,000	41,524		41,524	17.0%	
4202 Other Expenditure	(179)	30,000	30,179		30,179	(0.6%)	
4203 Collett Park Zone 2	0	15,000	15,000		15,000	0.0%	
4210 Park Depot & Toilet Rates	405	1,200	795		795	33.7%	
4220 Trees & habitat	39	7,500	7,461		7,461	0.5%	
4221 New Infrastructure	0	15,000	15,000		15,000	0.0%	
4222 Capital Replacement	1,393	15,000	13,607		13,607	9.3%	
Collett Park Management :- Indirect Expenditure	10,133	133,700	123,567	0	123,567	7.6%	0
Net Expenditure	(10,133)	(133,700)	(123,567)				

RAE3.4.7 Recommendation

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

RAE3.4.8 Reason for Recommendation

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

(End)

RAE3.5 Summer 2023 Planting

To consider Summer Planting for 2023

(5 mins)

(Open Spaces Act 1906, s 10)

Report Author: Assistant Town Clerk (Planning and Amenities)

RAE3.5.1 Summary and Background information

- a Councillors are asked to agree a sum of no more than £7,000 to come out of the Town Improvement budget line for the provision of the hire of:
- b 7 x 3-tier planters
- c 15 x barrier planters
- d 22 x hanging baskets

RAE3.5.2 Scheme of Delegation

- a The committee is delegated to resolve matters relating to equipment and street furniture (new or replacement) within the area of its responsibilities and not under the control of any other committee

RAE3.5.3 Town Plan Reference

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

RAE3.5.4 Financial Implication

- a £6136.92 not including installation or watering costs. Note, current town maintenance delivered by IDVerde through the Mendip District Council contract includes watering town planters and baskets. In previous years, installation has been included – this cost is awaited.
- b Extract from income and expenditure report for relevant budget line(s):

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>500 Recreation, Amenities & Enviro</u>							
4088 Town Improvements	20,103	30,000	9,897		9,897	67.0%	9,546

RAE3.5.5 Impact Assessment

- a Equalities – None
- b Environmental – planting supports pollinator insects.
- c Crime and Disorder – Non
- d Resources – Non
- e Economic – Attractive displays in the town may boost economic development through increased footfall.
- f Risk Management – Non

RAE3.5.6 Recommendation

- a Hire 7x 3-tier planters, 15x barrier planters and 22x hanging baskets for the summer of 2023. Delegate to the Town Clerk all details in discharging this decision. A press release to be prepared by the Communications Officer and authority to provide quotes and media interviews delegated to Cllr Kennedy *(Up to £7,000 Town Improvements)*

(End)

RAE3.6 Dog Walkers Code of Conduct

To consider adopting a dog walkers voluntary code of conduct

(10 mins)

(Local Government Act 1972 Sch 12)

Report Author: Project Officer

RAE3.6.1 Summary and Background information

- a To promote the benefits of responsible and considerate dog walkers and Professional companies
- b To keep Collett Park as a safe and welcoming place for all

RAE3.6.2 Legal Authority and Implication

- a Open Spaces and burial grounds, (Open Spaces Act, 1906 s.15)

RAE3.6.3 Town Plan Reference

- a Protected Environment: Protectg and improve Collett Park and its Green Flag status

RAE3.6.4 Recommendation

- a That Councillors adopt the Dog Walkers Code of Conduct. Delegate to the Town Clerk all details in discharging this decision. Completion of this resolution to be no later than Wednesday, 02 November 2022. A press release is not required for this decision.

(End)

RAE3.7 Members Motion 22-001 – Table Sports Collett Park

To consider installing table sports facilities in Collett Park

(10 mins)

(Open Spaces Act 1906, s 10)

Proposer: Martin Berkeley

Seconder: Matt Harrison

RAE3.7.1 Summary and Background information provided by the proposer

- a One concrete table-tennis table and one concrete table-football table to be installed on either side of the Youth Shelter, on the north west side of the park, adjacent to the bandstand
- b This would improve facilities for young people aged 15 and above in Collett Park, who currently have little provision.
- c The tables would fill the vacant locations on either side of the Youth Shelter, as recommended by Swan Paul in their 2018 consultation. This area is already popular with young people and is far enough away from housing to not cause noise impact.
- d The tables are made from concrete and are simply craned into place. They do not need to be bolted down to the surface so with the right lifting equipment, could be moved to another location if required.
- e Bats and balls would be purchased or hired from the park cafe or town centre shops. The table-tennis net and football players are made from steel to withstand vandalism.
- f During Collett Park Day additional mobile tables could be added and the area used by a community group to run a table-tennis tournament.
- g Full details at <https://concretesports.co.uk>

RAE3.7.2 Summary and Background information provided by the Proper Officer

- a The shelter is graffitied on a fairly regular basis and has to be painted to cover it over. Councillors should consider additional maintenance costs for re-painting of the tables or for them to be treated with anti-graffiti paint to make removal easier.
- b Councillors should consider how the scheme for the hiring of equipment would work;
- c This proposal has not been discussed by the Collett Park Feasibility Working Party.
- d Officer experience of tables in other comparable areas are that they are rarely used for their intended purpose.
- e The Council has no information or data from the public supporting this request and thereby indicating that they would be used. It is recommended that this is obtained before agreeing to purchase.

RAE3.7.3 Scheme of Delegation

- a Equipment within the area of its responsibilities and not under the control of any other committee;
- b To consider new or replacement street furniture, provision and installation of Christmas Lights;
- c To oversee and supervise the provision of youth activities such as the Skate Park BMX Track and other Youth Club Projects

RAE3.7.4 Legal Authority and Implication provided by the Proper Officer

- a The Council has the power to acquire land for recreation and to manage and control them (Open Spaces Act 1906, s 10).

RAE3.7.5 Town Plan Reference

- a Protect and improve Collett Park and its Green Flag Status
- b Continue to encourage participation in play and physical recreation

- c Continue to improve the Parks and Play Areas and Open Spaces
- d Promote sports and leisure facilities

RAE3.7.6 Financial Implication provided by the proposer

- a Purchase of one concrete table tennis table at £1595 plus VAT and one concrete table-football table at £1995 plus VAT with delivery and installation for both at £850 plus VAT
- b Extract from income and expenditure report for relevant budget line(s)

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>600 Collett Park Management</u>							
4221 New Infrastructure	0	15,000	15,000		15,000	0.0%	

RAE3.7.7 Impact Assessment Provided by the proposer

- a Equalities – Suitable for use by all
- b Environmental – On existing concrete surface
- c Crime and Disorder – none
- d Resources – none
- e Economic – none
- f Risk Management – none

RAE3.7.8 Impact Assessment provided by the Proper Officer

- a Equalities – additional research will be needed to determine whether these are accessible for wheelchair users.
- b Environmental – additional research will be needed to determine whether the materials are sustainably sourced.
- c Crime and Disorder – Potential for antisocial behaviour with risk of damage or graffiti. Potential theft of non-fixed elements (bats and balls).
- d Resources – managing the bats and balls for table tennis and balls for table football will need to be factored into the decision. This has not currently been costed.
- e Economic – increased footfall may provide an economic benefit to the town
- f Risk Management – Risk of damage and inappropriate use.

RAE3.7.9 Recommendation from Cllr M Berkeley

- a That the Council install a table-tennis table and a table-football table in Collett Park . Delegate to the Town Clerk all details in discharging this decision.

RAE3.7.10 Reason for Recommendation from Cllr M Berkeley

- a For the direct benefit of local residents, to increase visitor numbers and to increase pride in our town by creating a unique, exciting asset, that will be showcased at Collett Park Day

(End)

RAE3.8 Members Motion 22-006 – BBQ Picnic area in Collett Park

To consider installing a dedicated picnic area in Collett park with one or more BBQ's and tables. (15 mins)

(15 mins)

(Open Spaces Act 1906, s 10)

Proposer: Martin Berkeley

Seconder: Matt Harrison

RAE3.8.1 Summary and Background information provided by the Proposer

- a To create a new picnic location in Collett Park, by installing one or more high quality BBQs, with a hot ash bin and additional picnic tables. Use of disposable BBQs to be allowed in this area, on dedicated metal plates fitted to picnic tables
- b A significant number of residents do not have gardens where they may eat outdoors. There is lots of space in the park but only limited picnic facilities
- c To be located in a new picnic area, between the lake and the 'informal sports' area
- d The proposed BBQ is of Californian design, specifically designed for permanent installation in public parks. They are rust and vandal proof with all working parts being non-removable. They have opening lids for enhanced cooking and to reduce rusting from rain ingress. Welded to a metal post that is set in concrete. Dimensions are 45x60x25cm, so large enough to be used by social groups and commercially at events
- e It is safer to allow BBQs in a dedicated area, with hot ash bin provided, thus reducing the fire risk from use of disposable BBQs in the countryside
- f During Collett Park Day this area would host a collection of off-grid grilled food providers, with BBQ food on sale from professional outdoor caterers and community groups. (Most other food vendors at the event require electricity and are therefore all located together near the play area.)
- g Bath's Victoria Park has allowed BBQs for a number of years, with simple metal plates installed on standard picnic tables, with associated hot ash bins. They have not had any significant issues and are now extending the facility to other parks.
- h Ranscombe, Great Wood on the Quantock Hills also has a dedicated BBQ picnic area
Links: <https://www.outdoordesign.dk/balplads/balgrill/q24.html>
<https://www.broxap.com/derby-bbq-secure-and-fire-resistant-waste-bin.html>
<https://www.broxap.com/seating/picnic-benches.html>
- j Photos:



proposed Pilot Rock park grill, with lid



proposed hot ash bin



metal plate fitted to picnic table in Victoria Park, Bath

RAE3.8.2 Summary and Background Information provided by the Proper Officer

- a This proposal is contrary to the principles of the Town Council's adopted Environmental Policy – item 10.4:
- b It will actively seek to minimise all forms of pollution generated from SheptonMallet Town Council operations and prevent where possible
- c Councillors should consider whether there is a risk of mis-use of the equipment which could lead to trees being caught on fire. The Police and Fire Brigade should be consulted as to whether this is an appropriate idea/location;
- d Potential for conflict over use;
- e Excessive smoke/smells could cause nuisance for other park users;
- f Potential for food debris and rubbish being left which will attract rats, pigeons, seagulls;
- g Who will be responsible for cleaning? If meat food residue is left that means that it is unable to be used by a vegetarian?
- h As the location is near to the pond and under trees, there is the possibility of bird faeces on the grill; IDV need to be consulted to ask if they are willing to empty the ash bin;
- j This proposal has not been discussed by the Collett Park Feasibility Working Party.
- k This may encourage consumption of intoxicating substances which then may invoke the PSPO whereby the police may remove substances.

Officers have consulted with the local police for their views:

It is my view that while in principle a permanent BBQ is a positive addition to the park and would indeed serve those without gardens, it will bring the following issues.

- *In terms of maintenance and cleaning I note that the proposal states that the BBQ's will be vandal proof. To some members of society this could be seen as a challenge. I have no knowledge of another site with this set up to know whether it was successful in being resistant to any attempt to cause criminal damage. I would however question how clean this fixture would remain.*
- *However as a free to use community facility and with the combined social aspect of both the park environment and barbecues it will almost be certainly be used by groups rather than individuals. With a degree of stereotyping based on the calls we receive about gatherings (for the purpose of general illustration, so it has to be said that these aren't absolute scenarios), a group of middle aged people may be light hearted and jovial. There may be tea, coffee and cake rather than alcohol and the presence of such a group would not be intimidating for other park users and Police are unlikely to be called. However to take the cliché alternative, a group of 8-10 younger people late teens or early 20's potentially playing music and drinking alcohol on a hot day is likely to intimidate other park users even if this gathering remains good natured and crime free. This social gathering could be viewed as Anti-social and create the impression that this social focal point is an ASB (Anti-social behaviour) hotspot to be avoided. Two different groups using the same facility but with a very different perception of the area being created for other members of public in the area. We already receive reports of groups of youths in the park in the early evening and on weekends without facilities present. While not extensive, there are reports of Antisocial behaviour, glass being smashed, cones being thrown on to the roof and recreational drug use. Therefore there is a real potential that the younger groups that are already present will have a monopoly on the*

barbecue facility during the peak usage times being able to secure the area before people return home from work. If there are tables and seating present then it's also likely that the area will be dominated for the comfort it provides, with no intention of using the barbecue. A BBQ is a summer activity, and it should be considered that schools and colleges are off during this time increasing the chances that certain sections or age groups in our community will not benefit from its use. As an attraction which by its nature will welcome long stay visits it will present as a planned meeting point. If benches and chairs are present, then this will further invite longer visits to the area. There will also be an assumption that users of the area will take heed of signage and clean the BBQ or use the ash bins provided although this will almost certainly not always be the case as we see in other matters of hygiene such as dog mess being left. A BBQ remains very hot for some time and I would expect the ash to be left in situ by some people using the facility. A BBQ cannot be cleaned in this heated state and is likely to be left used unclean for the next person. In relation to the metal tables for disposable BBQ's the same would apply. Disposable BBQ's remain hot for a long period and so there is a reasonable chance that these will be left. There are obviously safety implications of this both in terms of them being blow off the table or food left uneaten on the grill being attacked by seagulls or wildlife causing wildlife injury and potentially spreading hot ash. There is also risk to children or other unsuspecting adults touching the tray (perhaps to remove it to the provided bin) and also becoming injured. We have had an exceptionally hot summer and there was a lot of grass die back and any careless fire control could have resulted in a larger area of damage and during this time the Fire service warned of the dangers of using disposable barbecues. In such circumstances a BBQ can be locked but the tables and disposable barbecues could still be used regardless of signage asking otherwise.

I appreciate that these issues aren't all crime related but my suggestion to mitigate the above factors would be a permanent barbecue which remains locked (perhaps with the same vandalism proof lid as the proposed solution) which can be used by a nominated person. This could be a Town council representative for use on days such as Collett Park day, or organisational representatives if the BBQ were to be used as a fund raiser for instance. Alternatively, it could be hired at a small fee which would provide some funds back to the council for its upkeep and maintenance. This gives the benefit of the facility of a BBQ but minimises the unmanageable negatives and safety risks, while also reducing the chance of a rise in the number of calls of ASB in the park.

RAE3.8.3 Scheme of Delegation

- a The Recreation, Amenities and Environment Committee is responsible for improvements in Collett Park. This project could be overseen by the Collett Park Feasibility Working Party.

RAE3.8.4 Legal Authority and Implication provided by the Proper Officer

- a The Council has the power to acquire land for recreation and to manage and control them (Open Spaces Act 1906, s 10).

RAE3.8.5 Town Plan Reference provided by the Proposer

- a **Headline:** Being bold / Taking pride in where we live / Making an ambitious commitment to improve our future
- b **People:** Encourage and facilitate family based activities

- c Protected Environment: Protectg and improve Collett Park and its Green Flag status
- d Play: Continue to improve the parks and play areas and open spaces
- e Promotion: Promote and encourage tourism

RAE3.8.6 Financial Implication provided by the Proposer

- a BBQ grills @ £900 each
Hot ash bin @ £500 each
Additional picnic tables @ £100 each
Installation @ £500
Picnic table delivery @ £100
- b Consider previous agenda item may have already committed £4,440 from the below budget.
- c Extract from income and expenditure report for relevant budget line(s)

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>600 Collett Park Management</u>							
4221 New Infrastructure	0	15,000	15,000		15,000	0.0%	

RAE3.8.7 Impact Assessment Provided by the proposer

- a Equalities – all items to be accessible to all
- b Environmental – items designed to prevent burn damage to grass
- c Crime and Disorder – may have a reducing effect on antisocial behaviour in Collett Park
- d Resources – Hot ash bin will need to be emptied weekly
- e Economic – Positive impact to park café and town trade by increasing footfall
- f Risk Management – to be carefully sited to burn damage to overhead trees.

RAE3.8.8 Impact Assessment Provided by the Proper Officer

- a Equalities – illustrated designs above are not wheelchair accessible.
- b Environmental – It is not possible to have a carbon neutral BBQ and the traditional charcoal BBQs are considered to have the highest carbon footprint, and are very damaging to the global environment. (Sustainable Build, 2011). This proposal is contrary to the principles of the Town Council’s [Environmental Policy](#).
- c Crime and Disorder – may increase antisocial behaviour in Collett Park
- d Resources – Hot ash bin will need to be emptied weekly and there may be increased littering from food packaging and disposable crockery/cutlery. The cost of this has not been identified.
- e Economic – Positive impact to park café and town trade by increasing footfall
- f Risk Management – consider high risk until further research and mitigation is carried out. Recommend a full risk assessment before proceeding. .

RAE3.8.9 Recommendation from Cllr M Berkeley

- a That the Town Council installs one or more BBQ’s, one hot ash bin and additional picnic tables, fitted with metal plates, in Collett Park, to be located in a new picnic area. Delegate to the Town Clerk all details in discharging this decision.

RAE3.8.10 Reason for Recommendation from Cllr M Berkeley

- a For the direct benefit of the local residents, to increase visitor numbers and to increase pride in our town by creating a unique, exciting asset, that will be showcased at Collett Park Day.

(End)

RAE3.9 Members Motion 22-007 – Lakeside Shelter for Collett Park

To consider installing a new shelter, by the lake in Collett Park

(15 mins)

(Open Spaces Act 1906, s 10)

Proposer: Martin Berkeley

Seconder: Matt Harrison

RAE3.9.1 Summary and Background information provided by the Proposer

- a To provide an additional sheltered place to sit in Collett Park.
- b Although there are many benches, there is currently only one sheltered place to sit in Collett Park, which is popular and nearly always occupied. A second shelter in another location is likely to also be popular
- c The new shelter would be used by the many park user groups; Drifters model boat club, Park Run, Drawing On, families, groups of young people, couples, dog walkers, single people
- d The Drifters model boat club have a bequeathment of £1000 that they would like to put towards a new shelter by the lake
- e Design ideas should be collected from the community through a 'back-of-an-envelope' design competition. The public would be invited to submit sketches of possible designs, to a simple Victorian Boating Lake theme. Aspects from one or more of these concepts would then be worked up to become the final design
- f The shelter most likely to be constructed from steel, built by a local fabricator. Potentially with power available for people to charge phones and model boaters to charge their boats
- g Links to standard catalogue shelters (price guide only, not recommended for Collett Park):
<https://www.broxap.com/shelters.html>

RAE3.9.2 Summary and Background information provided by the Proper Officer

Further to the above, the committee should also consider the following:

- a Collett Park is within a Conservation Area so planning permission may be required. Pre-application advice may be required which will incur a fee;
- b The structure will need to be in keeping with the existing structures within the park as anything detrimental may affect the Green Flag award;
- c The proposed site is out of range of the CCTV camera which, depending on the materials used to build the structure, could lead to safeguarding issues, as have been reported in the existing shelter;
- d Graffiti and damage, as happens in other areas of the park, should be expected and maintenance costs arising from this anti-social behaviour needs to be considered.
- e This proposal has not been discussed by the Collett Park Feasibility Working Party.
- f The police have commented at the risk of a shelter close to water where the shelter might encourage drinking. They have expressed concern that it will attract younger adults to congregate which may appear intimidating to other park users.
- g This may encourage consumption of intoxicating substances which then may invoke the PSPO whereby the police may remove substances.
- h Officers have consulted the local beat police and they have commented as follows:

The current shelter should be taken as an indicator of how a second shelter would be used and by whom. Landscaping staff have identified that there is often broken glass left by the bandstand and current shelter confirming that in the evenings group would prefer to congregate in these sheltered places. The Impact Assessment Provided by the proposer suggests that the shelter would be of a construction to withstand anti-social behaviour. ASB is perceived and reported by public and this can be non crime issues such as loud gatherings, music or crime issues such as swearing and public order or drug use. The only way in which a design

could realistically negate these issues is if it were to be a lockable structure with no access in the evenings or after dark. Without this I cannot see a way that the structure itself can design out ASB.

I am informed that consideration has been paid to including electrical power in the shelter with a possible phone charging point. This would also encourage long stay by people who are concerned with using their mobile device. It will encourage the shelters use as a meeting point for people and the demographic that would be drawn to a phone charging point is likely to be weighted towards the younger generation. There has been a report of ASB by the pond and items being thrown. This type of activity may have an impact on the wildlife in or around the pond but that is outside of my area of expertise. However, I think it's reasonable to assume that as well as the additional members of public who could use the shelter, the same people who currently use the stone shelter and the bandstand would also be drawn to the new shelter (especially if light or power is added) during the same times. During weekend evenings the out of the way location is also likely to attract further groups to the park. To minimise the ASB or assist in crime prevention I believe that a part of the proposal should include an overt CCTV camera to monitor the shelter and discourage Anti-social use, along with good lighting to expose the area to the park around it (and allow clear recording).

RAE3.9.3 Scheme of Delegation

- a The Recreation, Amenities and Environment Committee is responsible for improvements in Collett Park. This Project could be overseen by Collett Park Feasibility Working Group

RAE3.9.4 Legal Authority and Implication provided by the Proper Officer

- a The Council has the power to acquire land for recreation and to manage and control them (Open Spaces Act 1906, s 10)

RAE3.9.5 Town Plan Reference

- a **Headline:** Being bold / Respecting the local heritage / Taking pride in where we live / Making an ambitions commitment to improve our future / being a town where everyone feels welcome / Connected to others
- b **People:** Celebrate Volunteering
- c **People:** Encourage and facilitate family based activities
- d **Protected Environment:** Protectg and improve Collett Park and its Green Flag status
- e **Play:** Continue to improve the parks and play areas and open spaces
- f **Promotion:** Encourage future investment

RAE3.9.6 Financial Implication

- a Maximum £6,000
- b Consider previous agenda items may have already committed £6,540 from the below budget.
- c Extract from income and expenditure report for relevant budget line(s)

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>600 Collett Park Management</u>							
4221 New Infrastructure	0	15,000	15,000		15,000	0.0%	

RAE3.9.7 Impact Assessment Provided by the proposer

- a Equalities – to be accessible to all
- b Environmental – design to be sensitive to traditional style of the area and keeping with the bandstand and model boating lake

- c Crime and Disorder – construction to be available to withstand antisocial behaviour
- d Resources – None
- e Economic – positive impact to park café and town trade by increasing footfall
- f Risk Management – none

RAE3.9.8 Impact Assessment Provided by the Proper Officer

- a Equalities – ensure fully accessible
- b Environmental – consider sustainably sourced materials and design in keeping with the natural environment
- c Crime and Disorder – potential for congregation of people drinking and perception of antisocial gathering.
- d Resources – None
- e Economic – positive impact to park café and town trade by increasing footfall
- f Risk Management – risk of gathering to drink and particularly regarding the proximity of the water

RAE3.9.9 Recommendation from Cllr M Berkeley

- a That the council commits to installing a new shelter by the lake, in Collett Park. With the first step being for the public to be invited to submit a 'back-of-an-envelope' sketch ideas for consideration by the Collett Park Feasibility Working Group. Delegate to the Town Clerk all details in discharging this decision.

RAE3.9.10 Reason for Recommendation from Cllr M Berkeley

- a For the direct benefit of local residents, to increase visitor numbers and to increase pride in our town by creating a unique, exciting asset, that will be showcased at Collett Park Day

(End)

RAE3.10 Members Motion 22-009 – Welcome to Collett Park signs

To consider purchasing 4x new signs for Collett Park to replace the existing signs

(10 mins)

(Open Spaces Act 1906, s 10)

Proposer: Martin Berkeley

Seconder: Matt Harrison

RAE3.10.1 Summary and Background information

- a The current 'Welcome to Collett Park' signs have been in situ for 22 years and look dilapidated. They also contain incorrect information (e.g. the website www.sheptonmallet.org doesn't exist) and the overall messaging is unwelcoming (e.g. "don't cycle, don't drink, don't walk dogs off leads" etc.)
- b I propose we replace the 4 existing signs with new signs in the same place and of the same dimensions (1.2m x 1.2m), using the same upright posts but using our new town branding and with more contemporary, friendly messaging (actual messaging to be decided).



RAE3.10.2 Scheme of Delegation

- a The council could consider delegating to officers and the Collett Park Feasibility Working Party to (a) decide on new text to be included on the sign (b) commission our preferred design agency *Overt* to design the signs (c) purchase and have installed new signs (d) Councillors to re-paint the existing posts prior to installation of the new signs

RAE3.10.3 Legal Authority and Implication provided by the proposer

- a There are no known legal implications of this project as it is proposed.

RAE3.10.4 Town Plan Reference

- a Protected Environment: Protectg and improve Collett Park and its Green Flag status

RAE3.10.5 Financial Implication

- a An initial quote from Overt for the design work is c.£500
- b An initial quote from Morlock for the production & installation of 4 signs, 1.2m x 1.2m dimensions is £1,500
- c Some weather-proof paint to refurbish the existing posts should cost no more than £30
- d Extract from income and expenditure report for relevant budget line(s)

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
600 Collett Park Management							
4202 Other Expenditure	(179)	30,000	30,179		30,179	(0.6%)	

RAE3.10.6 Impact Assessment Provided by the proposer

- a Equalities – none
- b Environmental – none
- c Crime and Disorder – none
- d Resources – Officer and Councillor resource needed
- e Economic – none
- f Risk Management – none

RAE3.10.7 Recommendation

- a Give delegated responsibility to the Collett Park Feasibility Working Party and officers to decide on the messaging for new 'Welcome to Collett Park' signs, a design agency is commissioned to design the signs and the signs are purchased and installed. Councillors to volunteer to re-paint the existing posts in an appropriate colour to match the new signs. Delegate to the Town Clerk all details in discharging this decision.

RAE3.10.8 Reason for Recommendation

- a To update and enhance Collett Park

(End)