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

17 May 2023

Dear Councillor

Summons

You are summoned to the Recreation, Amenities & Environment (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, 23 May 2023** in the Committee room, Somerset Council Offices, BA4 5BT. Members of the public and non-committee members may join via computer, mobile app or room device. [Click here to join the meeting.](#) Meeting ID: 323 957 299 561
Passcode: 6G5DJX

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

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

RECREATION, AMENITIES & ENVIRONMENT

Agenda

RAE1.1	APOLOGIES.....	3
(7.00pm)	To receive and consider for acceptance, apologies for absence <i>(Local Government Act, 1972 s.85)</i>	(1 min)
RAE1.2	DECLARATIONS OF INTEREST	4
(7.01pm)	To declare interests relating to the business of the meeting and receive dispensation requests..... <i>(Shepton Mallet Town Council Code of Conduct, 2019)</i>	(2 min)
RAE1.3	MINUTES	5
(7.03pm)	To receive the minutes of the previous meeting of the Recreation, Amenities & Environment. <i>(Local Government Act 1972 Sch 12)</i>	(2 min)
RAE1.4	MEMBERS MOTION – CHARLTON ROAD TELEPHONE BOX	6
(7.05pm)	To consider granting permission for plants to be installed in the Charlton Road telephone box..... <i>(Local Government Act 1972 Sch 12)</i>	(5 min)
RAE1.5	ALLOTMENT REPORT	8
	To consider allotment judging for 2023 and rents for 2024. <i>(Local Government Act 1972 Sch 12)</i>	(15 mins)
RAE1.6	COLLETT PARK ENTRANCE OFF CANNARD'S GRAVE ROAD.....	9
(7.30 pm)	To consider proposals to redesign the entrance to Collett Park coming off Cannard's Grave Road..... <i>(Local Government Act 1972 Sch 12)</i>	(20 mins)
RAE1.7	COMMITTEE OBJECTIVES FOR THE CURRENT MUNICIPAL YEAR.....	12
	To consider any specific projects or outcomes the committee aims to achieve in 2023/24	(20 mins)
	<i>(Local Government Act 1972 Sch 12)</i>	
RAE1.8	OFFICER REPORT TO COMMITTEE	13
(8.10pm)	To receive reports pertaining to the Recreation, Amenities & Environment..... <i>(Local Government Act 1972 Sch 12)</i>	(5 mins)

Anticipated meeting end time 8.15pm

Date of next meeting: 11 July 2023

RAE1.1 Apologies

(7.00pm) To receive and consider for acceptance, apologies for absence

(1 min)

(Local Government Act, 1972 s.85)

Report Author: Town Clerk

RAE1.1.1 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.

RAE1.1.2 Apologies received and reason

- a Councillor J Nicklin owing to personal commitments, A. McGuire owing to business commitments.

RAE1.1.3 Recommendation

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

RAE1.1.4 Reason for Recommendation

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

(End)

RAE1.2 Declarations of Interest

(7.01pm) To declare interests relating to the business of the meeting and receive dispensation requests. (2 min)

(Shepton Mallet Town Council Code of Conduct, 2019)

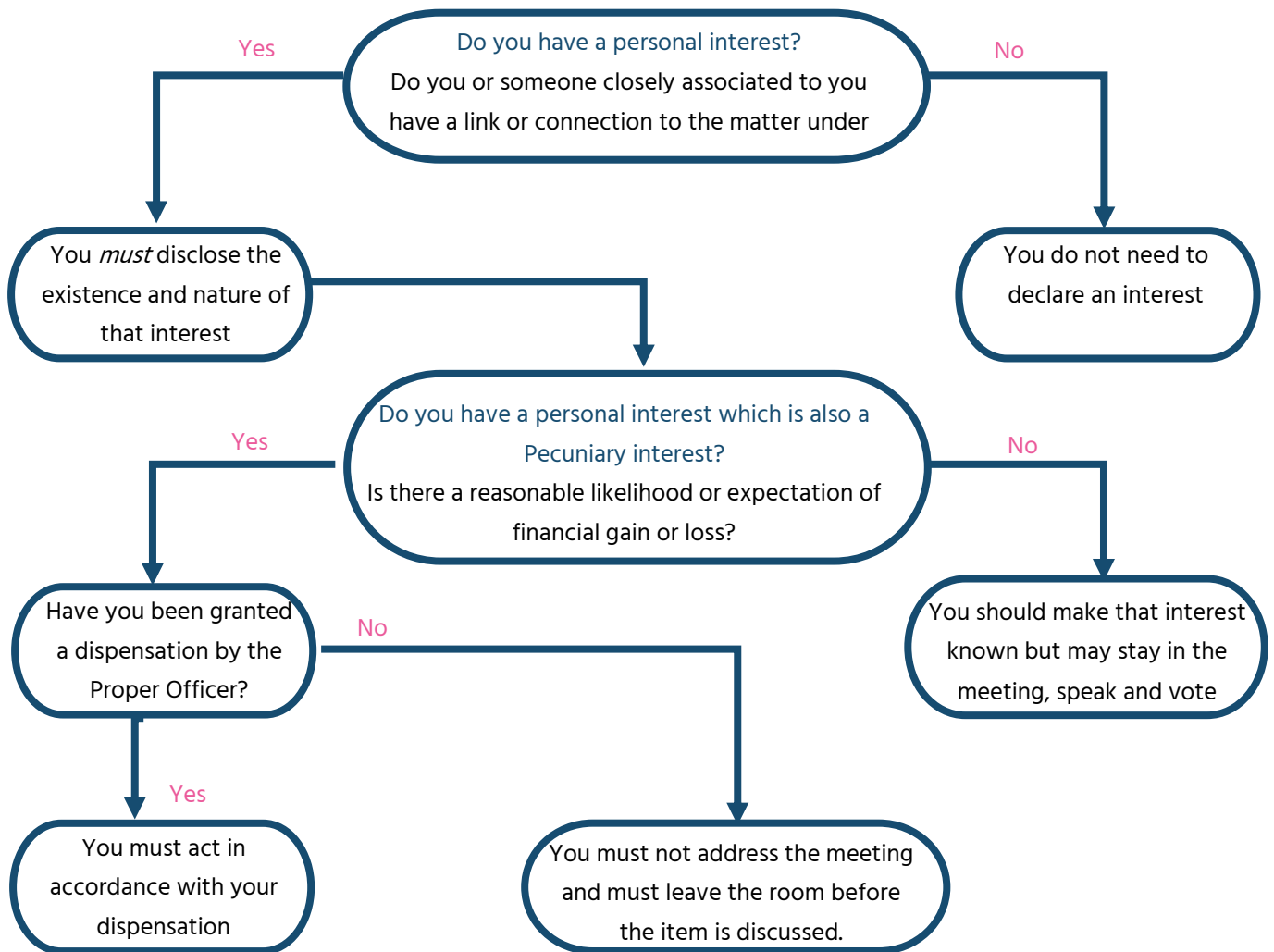
Report Author: Town Clerk

RAE1.2.1 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)

RAE1.2.2 Recommendation

- a To note the declarations made during the meeting.



(End)

RAE1.3 Minutes

(7.03pm) To receive the minutes of the previous meeting of the Recreation, Amenities & Environment. (2 min)

(Local Government Act 1972 Sch 12)

Report Author Democratic Support Assistant:

RAE1.3.1 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)*

RAE1.3.2 Recommendation

- a That the minutes of [11/04/2023](#) be approved for signing as a true record of the decisions taken. Completion of this resolution to be no later than Tuesday, 23 May 2023. A press release is not required for this decision.

(End)

RAE1.4 Members Motion – Charlton Road Telephone Box

(7.05pm) To consider granting permission for plants to be installed in the Charlton Road telephone box. (5 min)

(Local Government Act 1972 Sch 12)

Proposer: Cllr M Berkeley Seconder: Cllr G Mayall

RAE1.4.1 Summary and Background Information provided by the proposer

- a Permission is requested to install perennial plants in the Charlton Road telephone box.
- b The box has been an eyesore for many years and is in the process of being repainted. The addition of plants will complete the renovation.
- c The work will be undertaken by volunteers from Windsor Hill Woodlands and Shepton Mallet Horticultural Society, led by councillors Berkeley & Mayall.
- d Plastic planters will be installed on self-watering trays, on a timber framework, so that the plants will grow out through the unglazed windows.
- e New window signage to read "SHEPTON MALLET" and "IN BLOOM".
- f Watering and maintenance to be by volunteers for the first season.
- g The door will be secured with a chain and combination padlock.

RAE1.4.2 Scheme of Delegation

- a
- b The Recreation, Amenities & Environment Committee has responsibility to encourage green initiatives that make use of public spaces.
- c

RAE1.4.3 Legal Authority and Implication

- a The telephone box is owned by Shepton Mallet Town Council.

RAE1.4.4 Town Plan Reference

- a Protected Environment: Protect and improve trees, woodland, wild flower areas and habitats

RAE1.4.5 Financial Implication provided by the proposer

- a Total budget: £700, made up from:
 - plastic troughs & trays: £150
 - perennial plants: £350
 - signage: £150
 - compost: £50
- b There is underspend from the £350 previously budgeted for renovation of telephone boxes.

RAE1.4.6 Impact Assessment

- a Equalities – None.
- b Environmental – positive impact through addition of plants in urban area.
- c Crime and Disorder – None.
- d Resources – minimal.
- e Economic – positive impact through encouraging economic regeneration.
- f Risk Management – None.

RAE1.4.7 Recommendation by the proposer

- a That the council grants permission for the installation of plants in the Charlton Road telephone box. Delegate to the Town Clerk all details in discharging this decision. Completion of this resolution to be no later than 10 June 2023. A press release would be good, a quotation will be provided by the Horticultural Society.

RAE1.4.8 Recommendation by the Proper Officer

- a The budget referred to by the proposer is an ACT Committee budget. However, this underspend has not been put into an EMR so would be taken from general reserves.
- b That the costs are taken from the underspend in the budget for the barrel planters/hanging baskets, or
- c This committee asks the ACT Committee or Full Council to fund the project from an ACT budget line as telephone boxes are under the remit of that committee.

RAE1.4.9 Reason for Recommendation by the proposer

- a To improve the appearance of the approach to the town along Charlton Road.



a planted telephone box in Glastonbury.

(End)

RAE1.5 Allotment Report

To consider allotment judging for 2023 and rents for 2024.

(15 mins)

(Local Government Act 1972 Sch 12)

Report Author: Assistant Town Clerk (Planning and Amenities)

RAE1.5.1 Summary and Background information - General

- a There are currently 13 people on the waiting list for allotments - 10 new applicants and 3 current allotment holders who would like an additional plot.
- b Inspections have taken place and those plot holders whose allotments need attention have been contacted.

RAE1.5.2 Allotment Awards

- a Annually, a competition for the best kept allotment at each site is held, and judged by councillors. Enthusiasm for the awards is waning, **the committee is asked** to consider whether to continue with the awards.
- b If allotment awards for 2023 are to proceed, **the committee is asked** to nominate 2 councillors to carry out judging with an officer no later than 27th July 2023.

RAE1.5.3 Allotment Size & Rents

- a Officers have been invoicing/letting plots based on information held on file in the office and had no reason to dispute its accuracy.
- b The office was contacted by an allotment holder disputing the size of their medium plot and that it should be a small plot. Officers measured the plot in question and found it did not match the records held. A verbal update will be provided.
- c The cost of hiring geo equipment for precise mapping of the allotments (and other council assets) is £250 per week.
- d **The Committee is asked** to consider re-measuring all plots as part of the annual rent review.
- e Currently there are three prices for allotments (invoice/tenancy year 1st October-30th September):
Small - below 500ft² - £26.00 per annum
Medium - above 500ft² but below 1100ft² - £39.00 per annum
Large - above 1100ft² - £52.00 per annum
The committee is asked to consider whether the three price ranges are sufficient or whether an alternative, such as price per square metre, would be more appropriate.
- g Any changes to terms and conditions/rental must be advised at least one year in advance, ie decisions taken in May 2023 will be implemented in 2024 at the time of invoicing (August).

RAE1.5.4 Town Plan Reference

- a Protected Environment: Allotments

RAE1.5.5 Financial Implication

- a None at the point of issuing the report

RAE1.5.6 Recommendation

- a There are no officer recommendations, please see the detail of the report for decision items.

(End)

RAE1.6 Collett Park Entrance off Cannard's Grave Road

(7.30 pm) To consider proposals to redesign the entrance to Collett Park coming off Cannard's Grave Road. (20 mins)

(Local Government Act 1972 Sch 12)

RAE1.6.1 Summary and Background Information

a As part of the works to extend the Strawberry Line multi-user path through the Shape Mendip car park, a discussion was had between Cllr Kennedy, Cllr Mayall and the organiser of Greenways and Cycloroutes about the possibility of enhancing the entrance to Collett Park located off Cannard's Grave Road. The discussion arose in the context of the agreed plans to relocate the statue currently situated on the Tesco site to the Cannard's Grave entrance. This relocation was agreed by what was then Mendip District Council and funds to cover the cost of the relocation have been ringfenced.

b The land on which this entrance sits is now owned by Somerset Council (from the pavement on Cannard's Grave Road, across the Strawberry Line / Millenium Way and up to the boundary with Collett Park.

c An informal outline of the proposal to redesign the entrance on Cannard's Grave Road was presented to the Collett Park Regeneration working party and was well received. The outline reads:

"In partnership with Greenways and Strawberry Line working group of volunteers, it is proposed that the entrance to Collett Park in the corner of Cannard's Grave Road should be widened and enhanced. At present, this 'crossroads' between a nondescript entrance to our park and new extended Strawberry Line is a hodgepodge of signage, metal posts and unnecessary street furniture.

We propose to remove most of the existing unneeded elements and widen the pathway to 3 meters by taking 4 car parking spaces already (already agreed in the Strawberry Line extension plans) to allow us to move the boulders further into the car park.

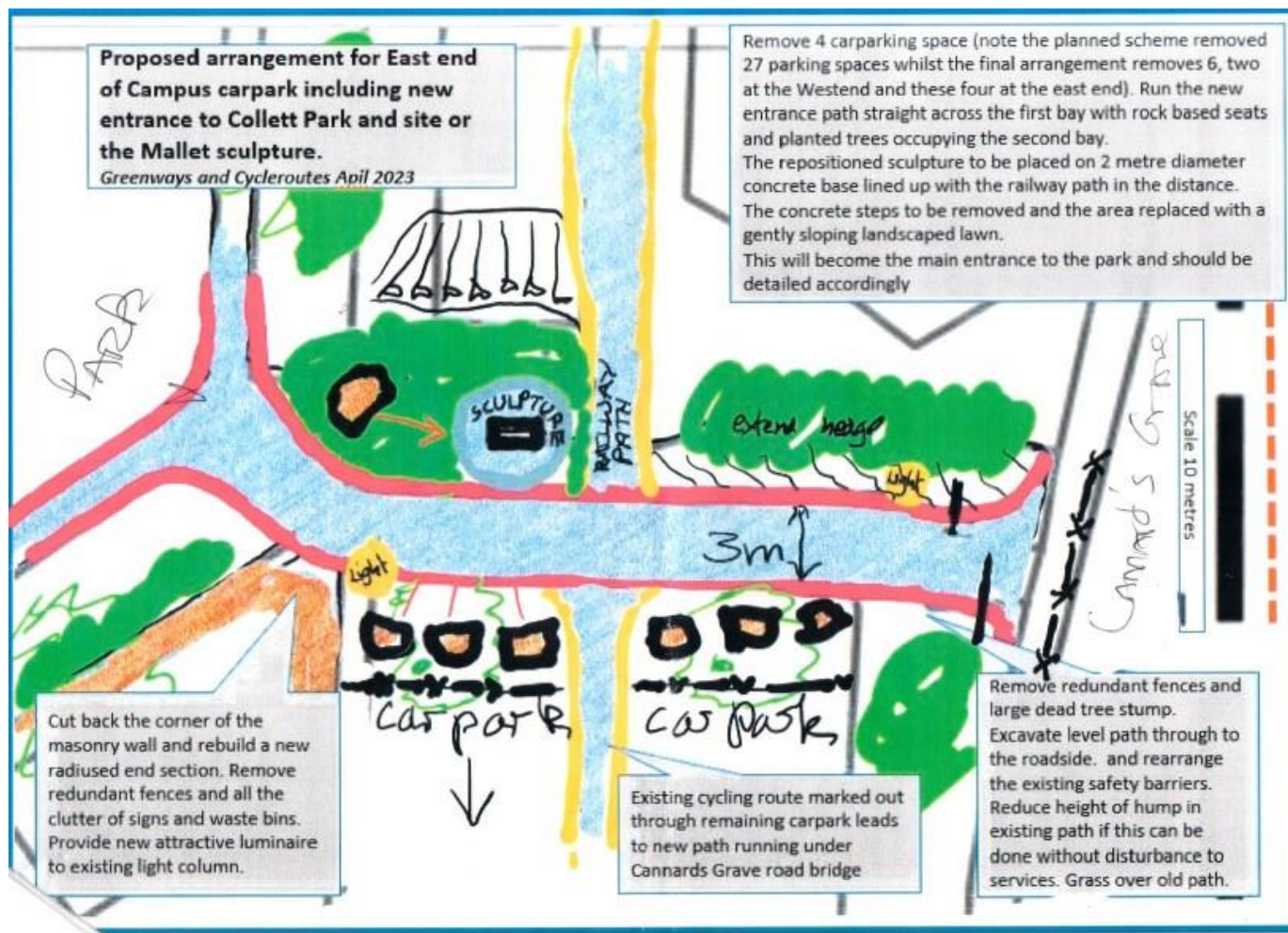
The widening will involve removing the tree stump and redundant fencing next to the Cannards Grave Road footpath, excavating the hump on the path into the park and Strawberry Line (subject to a survey of underground services), removal of a small V-shaped section of flowerbed and short section of wall in the park and re-siting the Collett Park welcome sign to the entrance at Cannards Grave Road. A 3-meter-wide tarmac path would be laid and hedging and landscaping to complete the works.

Replacing the existing modern style luminaire on the lighting post would be desirable and a bin would have to be re-sited. Existing metal barriers could be used or replaced with boulders to slow access to the main road or park.

The Peter Osborn sculpture "Shepton's Mallet" would be re-sited at this pedestrian crossroads. Additionally, the creation of the short linking path from the Strawberry Line to the existing Collett Park pathway to allow wheelchairs to avoid the steep incline would be carried out at this time.

The works would take place under supervision of Greenways during a planned work party session from 8th to 18th September 2023 when the sculpture on the Tesco site will be relocated to this section of the Strawberry Line. Permissions have been granted to move the sculpture and the finance to remove and re-site it is in place. This was arranged in the closing days of Mendip District Council.

- d An illustration of the proposed changes is attached.
- e An initial budget calculation has been provided by Cycleroutes and this is estimated at £18,500.



RAE1.6.2 NOTE FROM THE TOWN CLERK:

- a No members motion has been submitted for this proposal
- b This project was not planned for during budget setting - there are no allocated funds
- c The Council set a deficit budget, drawing on reserves to make up the shortfall. Progressing with this project in the current financial year is not financially responsible.
- d This project directly impacts on work relating to Collett Park phase 2 and Digital noticeboards. The three projects should be considered in the round to ensure they do not negatively impact either the end result of any individual project or incur additional work or cost in re-working any component part.
- e The land proposed for improvement is not Town Council land. Consideration must be given to expenditure on land over which the Town Council has no control.

RAE1.6.3 Legal Authority and Implication

- a (Open Spaces Act, 1906 s.9) (Open Spaces Act, 1906 s.10)
- b Written permission will be required from the landowner (Somerset Council) ahead of ordering the works to be carried out.

RAE1.6.4 Town Plan Reference

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

RAE1.6.5 Financial Implication

- a An initial budget estimate of £18,500 has been provided but this not a formal quotation.
- b No budget has been allowed for this project in the current financial year but the council may choose to identify funds from an existing budget line if needed.

RAE1.6.6 Impact Assessment

- a Equalities – The proposal may improve accessibility to the park for wheelchair users and those with reduced mobility.
- b Environmental – The proposed works will be respectful of the natural habitats at the entrance and enhance the overall appearance of the area.
- c Crime and Disorder – The wider entrance with clearer visibility of both the road and the park (with fewer hidden corners) may have a positive impact on safety.
- d Resources – Officer time will be required to manage any utilities searches, planning permissions, licences or other permissions related to the proposed works.
- e Economic – An attractive, well-maintained park will encourage visitors to the park which will in turn help with economic regeneration.
- f Risk Management – Further information about what exactly the proposed works will require to be carried out is needed ahead of being able to provide a complete risk assessment.

RAE1.6.7 Recommendation

- a To support in principle the proposal to enhance the Cannards Grave Road entrance to Collett Park and request that a fully costed and detailed project plan be submitted to the full town council.

RAE1.6.8 Reason for Recommendation

- a The proposal to enhance the entrance to the park ties in with wider Town Council plans to improve Collett Park and particularly the Phase 2 plans considering the facilities and entrances to the park in that southern corner.

(End)

RAE1.7 Committee Objectives for the current municipal year

To consider any specific projects or outcomes the committee aims to achieve in 2023/24

(20 mins)

(Local Government Act 1972 Sch 12)

Report Author: Town Clerk

RAE1.7.1 Summary and Background information

- a The majority of the committees objectives is caught up in the Hello Shepton programmes for both Autumn/Winter and Spring/Summer and the work it supports through community grants.
- b The Committee may wish, however, to consider other projects to work on through the year to further its support of Art, Culture and Tourism.
- c Officers have also been giving this some thought, particularly in relation to support of Totally Locally, Small Business Saturday and Late Night Christmas Shopping to coincide with the lights switch on. A more detailed proposal will be brought to the next committee meeting for decision.

RAE1.7.2 Recommendation

- a To agree scope of additional initiatives to undertake in the current year within the budget framework of the committee or to make request of Full Council for additional funds from General Reserves to deliver particular projects. .

RAE1.8 Officer Report to Committee

(8.10pm) To receive reports pertaining to the Recreation, Amenities & Environment

(5 mins)

(Local Government Act 1972 Sch 12)

Report Author: Assistant Town Clerk (Planning and Amenities)

RAE1.8.1 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).

RAE1.8.2 Updates and Actions from 11/04/2023

- a Memorials In Collett Park - complete
- b Permission to use the Market Cross - complete
- c Collett Park Entrance – complete
- d Church Lane/Peter Street Signage - complete

RAE1.8.3 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).

Wayfinding signs – On-going

RAE5.5 Wayfinding Signs Snagging and Issues - On-going

RAE5.6 Collett Park Sandpit - Following the installation of the new sand pit, the level of sand has slowly been diminishing owing to children playing with it. This is normal behaviour which is to be expected with a sand pit. The level of sand in the sand pit has now become so low that it requires replenishing. An order has been placed for a new builder's bag worth of play sand which the ground care team will be asked to shovel into the sand pit. The cost of this is £101 and it is expected that approximately 4 refills will be required throughout the year. The officers will manage the reordering of sand as and when needed. The committee will need to consider the cost of this replenishment in its 2023/2024 budget setting.

The lids for the sand pit have now been delivered and are being stored in the depot as the bracket to attach the lids to the fencing have been broken. The lids will be stored in the depot and only used if there are any issues such as sand contamination.

RAE5.8 Summer Planting - The planters have been Installed using a temporary S171 licence whilst the permanent S115e licence is applied for.

RAE1.8.4 Financial Update

- a To follow

RAE1.8.5 Recommendation

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

RAE1.8.6 Reason for Recommendation

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

(End)