



Town Council Offices,  
1 Park Road,  
Shepton Mallet  
BA4 5BS

t: 01749 343984

e: [info@sheptonmallet-tc.gov.uk](mailto:info@sheptonmallet-tc.gov.uk)

w: [www.sheptonmallet-tc.gov.uk](http://www.sheptonmallet-tc.gov.uk)

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

**04 July 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, 11 July 2023** in the Committee room, Shape, Cannards Grave Road 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: 330 021 535 071 Passcode: fZfjSH .

### 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 BA (Hons), Fellow SLCC, Town Clerk

### Encs

(document name and page number where it is referenced)

# Recreation, Amenities & Environment Committee

## Agenda

RAE2.1	APOLOGIES.....	3
(7 pm)	To receive and consider for acceptance, apologies for absence ..... <i>(Local Government Act, 1972 s.85)</i>	(1 min)
RAE2.2	DECLARATIONS OF INTEREST.....	4
(7.01 PM)	To declare interests relating to the business of the meeting and receive dispensation requests from the Clerk. .... <i>(Shepton Mallet Town Council Code of Conduct, 2019)</i>	(2 min)
RAE2.3	MINUTES.....	5
(7.03 PM)	To receive the minutes of the previous meeting of the Recreation, Amenities & Environment..... <i>(Local Government Act 1972 Sch 12)</i>	(2 min)
RAE2.4	SAND PIT- MAINTENANCE.....	6
(7:05 pm)	To agree a plan for managing sand replenishment in the sandpit..... <i>(Local Government Act 1972 Sch 12)</i>	(10 mins)
RAE2.5	MOVING THE FOOSBALL TABLE.....	8
(7:15 pm)	To consider whether to relocate the foosball table ..... <i>(Local Government Act 1972 Sch 12)</i>	(10 mins)
RAE2.6	REPLACEMENT BINS.....	10
(7:25pm)	To consider replacing the teddy bins in Collett Park with litter/recycling bins..... <i>(Local Government Act 1972 Sch 12)</i>	(20 mins)
RAE2.7	HIRE OF COUNCIL LAND.....	13
(7:45 pm)	To consider adopting a charging structure and policy for hire of Council Land and Collett Park. .... <i>(Local Government Act 1972 s.111)</i>	(20 mins)
RAE2.1	OFFICER REPORT TO THE COMMITTEE.....	15
(8.05 PM)	To receive reports pertaining to the Recreation, Amenities & Environment..... <i>(Local Government Act 1972 Sch 12)</i>	(5 min)

Anticipated meeting end time 8.10 pm

Date of next meeting: Tuesday 26<sup>th</sup> September 2023

**RAE2.1** Apologies

(7 pm) 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 none

**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

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

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

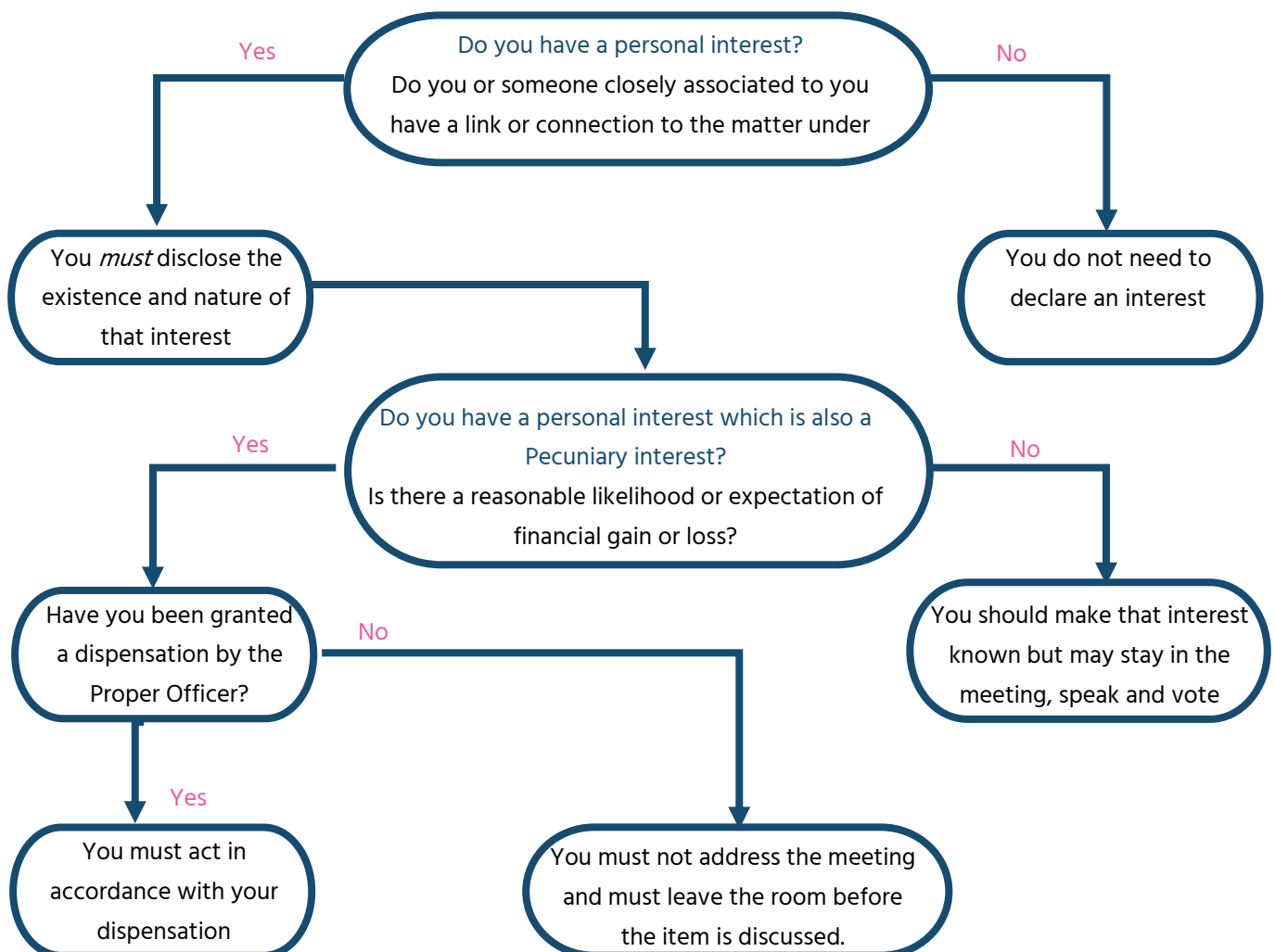
Report Author: Town Clerk

### 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

(7.03 PM) 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:

#### **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 [23<sup>rd</sup> May 2023](#) be approved for signing as a true record of the decisions taken. Completion of this resolution to be no later than Wednesday, 12 July 2023. A press release is not required for this decision.

(End)

## **RAE2.4 Sand Pit- Maintenance**

(7:05 pm) To agree a plan for managing sand replenishment in the sandpit

(10 mins)

*(Local Government Act 1972 Sch 12)*

Report Author: Project Officer

### **RAE2.4.1 Summary and Background information**

- a At the RAE meeting in May 2023 it was resolved to agree to replenish the sand in the sandpit an average of 4 times a year at a cost of £101 per refill. This is the cost of one builder's bag which fills the sandpit to approximately half its capacity.
- b However, it has since become apparent that more refills will be required if the sand continues to be removed at the current rate. A refill was carried out in May and already the sand level is low.
- c Councillors are therefore being asked to consider how they wish to proceed.
- d Option A:  
One option would be to agree to refill the sandpit with one builder's bag every two months. Over a 12-month period this would cost £606.
- e Option B:  
Alternatively, to consider a schedule of replenishment in keeping with anticipated activity over the year. For example, no less than every 9 weeks between November and March, no less than every 5 weeks between April and October. Over 12 months the estimated cost for this is £909 assuming 9 refills in total.
- f Option C:  
Another option would be to consider closing the sandpit altogether using the lids for the period between the October half-term and the February half-term. This would enable cleaning and maintenance of the sandpit to take place during that period. It would also mean 4 months of the year when no sand replenishment was required (October, November, December and January). If the sandpit were refilled every 2 months the rest of the year, over a 12-month period the cost for this option would be £404. If it were refilled every month, the cost would be £808.
- g Option D:  
Councillors may suggest their own schedule of replenishment and maximum yearly spend.

### **RAE2.4.2 Scheme of Delegation**

- a Administration, maintenance and use of the Collett Park in its entirety

### **RAE2.4.3 Legal Authority and Implication**

- a (Open Spaces Act, 1906 s.9) (Open Spaces Act, 1906 s.10)

### **RAE2.4.4 Town Plan Reference**

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

### **RAE2.4.5 Financial Implication**

- a A single refill of one builder's bag costs £101.
- b There was no budget for sand agreed for 2023/2024 so the expenditure will be an unplanned cost from a cost centre.
- c Extract from income and expenditure report for relevant budget line(s):  
600 – 4202 Collett Park Other Expenditure  
Opening budget £30,000 Currently committed: £24,441.58

#### **RAE2.4.6 Impact Assessment**

- a Equalities – None
- b Environmental – The sand is delivered by truck from Wales.
- c Crime and Disorder – None insofar as the removal of the sand is not considered vandalism but this should be monitored.
- d Resources – Officer time
- e Economic – None
- f Risk Management – There is a risk that the sandpit becomes a costly piece of equipment with costs exceeding what is considered reasonable.

#### **RAE2.4.7 Recommendation**

- a To consider and agree how the committee wishes to manage the replenishment of the sand such that officers can manage the sandpit over the next 12 months. Delegate to the Town Clerk all details in discharging this decision. Completion of this resolution to be no later than Wednesday, 12 July 2023. A press release is not required for this decision.

#### **RAE2.4.8 Reason for Recommendation**

- a The committee needs to agree a management plan for the sandpit such that the matter does not need to continue featuring on the agenda. A previous recommendation did not consider the higher rate at which the sandpit has been emptied and councillors are now being asked to make a decision based on this information.

(End)

## **RAE2.5 Moving the Foosball table**

(7:15 pm) To consider whether to relocate the foosball table

(10 mins)

*(Local Government Act 1972 Sch 12)*

Report Author: Project Officer

### **RAE2.5.1 Summary and Background information**

- a In November 2022 it was resolved to install a table tennis table and foosball table in Collett Park. These were installed in December 2022.
- b Unfortunately, the tables have been the subject of repeated vandalism (removal of parts, bending of poles, etc.) which has required new parts to be ordered at a cost. Councillors have volunteered to reassemble the missing parts.
- c One idea which has been discussed internally is that it may be worthwhile relocating the foosball table to somewhere closer to the café such that it would be covered by the CCTV in the park. However, after further conversation with the Shape Mendip facilities team, it has become apparent that the foosball table is in fact already covered by the CCTV. The office has now provided the CCTV monitoring team with as much detail about dates and times where the vandalism occurred to see whether any footage is available which could be provided to the police.
- d In light of this, the committee is being asked to consider whether it would still like to relocate the foosball table. There is a possibility that by relocating the table to a more exposed area of the park, closer to the CCTV camera, people may be less inclined to commit vandalism.
- e The table weighs approximately 1200kg. It would require two people and a pallet truck or small forklift to be moved safely.

### **RAE2.5.2 Scheme of Delegation**

- a Administration, maintenance and use of the Collett Park in its entirety

### **RAE2.5.3 Legal Authority and Implication**

- a (Open Spaces Act, 1906 s.9) (Open Spaces Act, 1906 s.10)

### **RAE2.5.4 Town Plan Reference**

- a Play: Continue to improve the parks and play areas and open spaces

### **RAE2.5.5 Financial Implication**

- a The cost of having the table relocated by a contractor is not known but a maximum budget of £300 is suggested.
- b Extract from income and expenditure report for relevant budget line(s):  
600 – 4202 Collett Park Other Expenditure  
Opening budget £30,000 Currently committed: £24,441.58

### **RAE2.5.6 Impact Assessment**

- a Equalities – None
- b Environmental – None
- c Crime and Disorder – The foosball table has been the subject of repeated vandalism and this measure is aimed at reducing the chance of this happening in future.
- d Resources – External resource required to move the table
- e Economic – None
- f Risk Management – There is a risk that the table continues to be subject to vandalism even when relocated.



**RAE2.5.7 Recommendation**

- a To consider and agree whether to move the foosball table, where to and at what maximum cost. Delegate to the Town Clerk all details in discharging this decision. Completion of this resolution to be no later than Saturday, 30 September 2023. A press release is not required for this decision.

**RAE2.5.8 Reason for Recommendation**

- a Given the repeated acts of vandalism, the committee ought to consider whether action is required to mitigate the financial and human impact of this.

(End)

## RAE2.6 Replacement Bins

(7:25pm) To consider replacing the teddy bins in Collett Park with litter/recycling bins.

(20 mins)

(Local Government Act 1972 Sch 12)

Report Author: Assistant Town Clerk (Planning and Amenities)

### RAE2.6.1 Summary and Background information

- a We have been advised by the contractors that owing to the increased use of the new play area, the 2 teddy bins are inadequate for the amount of rubbish being put in them. (52L capacity), when they are opened to be emptied, rubbish spills out.
- b During the 2022 Green Flag judging, it was recommended that recycling bins should be installed in Collett Park. At the present time, the contractor doesn't offer the service of splitting recycling from general waste, but the installation of recycling bins would assist with the move to this facility as and when it becomes possible.
- c The ideal situation would be to replace the bin outside the play area with a combined litter & recycling bin and replace the one near the toddler's section of the play area with a litter bin.

### RAE2.6.2 Bin Options

Example combined litter and recycling bin to replace the teddy bin outside the new play area:

a

#### Litter & Recycling Bin - £445.00

240L capacity (2 x 120L) – Has front and back apertures which could be accessed from the play area – Flat top with stubbing plate – Seagull flaps to all four apertures.  
H 985mm x W 888mm x D 519mm



b

#### Litter & Recycling Bin - £649.00

240L capacity (2 x 120L) - Has front and back apertures which could be accessed from the play area – Flat top with stubbing plate – Seagull flaps to all four apertures.

RAL 6005  
Moss Green



c

#### Litter & Recycling Bin - £829.00

220L capacity (2 x 110L) – Flat top with stubbing plate to litter side – Seagull flaps to apertures (only front).  
H 982mm x W 1340mm x D 350mm  
Black areas on image coloured green

RAL 6005  
Moss Green



Incidental costs approx. £100 for delivery/fixings

Example litter bin to replace the teddy bin in the corner by the toddler section:

d

**Litter Bin - £760.18**

100L liner capacity. Manufactured from 100% recycled materials and is 100% recyclable, corrosion and vandal resistant. Can be fitted with a fire safety device for additional £83.75.



e

**Litter Bin - £708.37**

This bin is consistent with the other bins in Collett Park. 90L liner capacity – metal with a durable painted coating – is fire resistant. Can be in green but all other bins in Collett Park are black.



**RAE2.6.3 Scheme of Delegation**

- a Administration, maintenance and use of the Collett Park in its entirety

**RAE2.6.4 Legal Authority and Implication**

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

**RAE2.6.5 Town Plan Reference**

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

**RAE2.6.6 Financial Implication**

- a The minimum amount that could be spent (2 litter bins) is £1416.74
- b The maximum amount that could be spent (1 recycled litter bin & 1 timber litter/recycling bin) is £1789.18.
- c Extract from income and expenditure report for relevant budget line(s):  
600 – 4202 Collett Park Other Expenditure  
Opening budget £30,000 Currently committed: £24,441.58 (including £18,000 for the Cannards Grave project)

**RAE2.6.7 Impact Assessment**

- a Equalities – None
- b Environmental – Moving facilities towards being able to separate landfill from recycling
- c Crime and Disorder – Split bins are not anticipated to be created or reduce effect on crime and disorder. Members are asked to consider the anti-fire element available in some of the bin options.
- d Resources – Staff time in ordering. Eventually slight additional staff time in split of recycling and waste to be accommodated within normal working hours.

- e Economic – none
- f Risk Management – none identified over and above normal bin operation and maintenance.

**RAE2.6.8 Recommendation**

- a Purchase 2 replacement bins to be sited in place of the existing teddy bins To include branding and waste/recycling information and to follow the same style for all future replacement bins in the Town. Delegate to the Town Clerk all details in discharging this decision. Completion of this resolution to be no later than Tuesday, 12 September 2023. A press release to be prepared by the Communications Officer and authority to provide quotes and media interviews delegated to Cllr Kennedy

**RAE2.6.9 Reason for Recommendation**

- a To begin to move towards split waste and recycling to improve response to climate change.

(End)

## **RAE2.7 Hire of Council Land**

(7:45 pm) To consider adopting a charging structure and policy for hire of Council Land and Collett Park. (20 mins)

*(Local Government Act 1972 s.111)*

Report Author: Town Clerk and Hayden Bown

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

- a The council's user for Collett park policy is outdated and it does not have any option for charging. This has not only been a matter officers have wanted to address but members of the public have also brought it to the Council's attention.
- b Officers have prepared a revised draft including a charging schedule to allow generation of income to offset some taxpayer expense on the park. The policy has been provided as a separate document to accompany this agenda set and is available to view in draft on the Council's website.
- c The policy has been written to allow hire of any council land there by future proofing for any assets we take on in the coming years.
- d By adopting the policy, the council will have a framework for anyone wishing to hire outside space.
- e During covid some charges were made to some organisations under the Clerks delegated authority, this was not formalised in a charging structure nor adopted by the Council.
- f The previous Clerk suggested the council may want to consider a flag or notice given to any authorised activity to be displayed during the activity. This is not in the current draft policy.

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

- a The committee has delegated authority for: Setting of fees and conditions of use, and provision of equipment for areas under its control and Liaison with community organisations which have an interest in recreational facilities in the town, including Collett Park.

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

- a People: Support and promote clubs and societies, to encourage participation and growth

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

- a There are no costs associated with implementing this policy. A small revenue may be obtained.

### **RAE2.7.5 Impact Assessment**

- a Equalities – None
- b Environmental – None
- c Crime and Disorder – Increased use and monitoring of the park may minimize anti-social behaviour.
- d Resources – staff time to administer applications and minister use.
- e Economic – Increased use may improve footfall to the town
- f Risk Management – risk assessments will be submitted with each application.

### **RAE2.7.6 Recommendation**

- a Adopt the policy and charging schedule for hire of council land. Delegate to the Town Clerk all details in discharging this decision. Completion of this resolution to be no later than Tuesday, 25 July 2023. A press release to be prepared by the Communications Officer and authority to provide quotes and media interviews delegated to Cllr Kennedy

**RAE2.7.7 Reason for Recommendation**

- a To formalise use of the park by organisations and businesses and generate some income to offset the cost of the park maintenance.

(End)

## RAE2.1 Officer Report to the Committee

(8.05 PM) To receive reports pertaining to the Recreation, Amenities & Environment.

(5 min)

*(Local Government Act 1972 Sch 12)*

Report Author: Assistant Town Clerk (Planning and Amenities)

### RAE2.1.1 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).

### RAE2.1.2 Updates and Actions from 23/05/2023

- a **RAE1.3 Members Motion - Charlton Road Box** - it was **RESOLVED** that the council grants permission for the installation of plants in the Charlton Road telephone box. Horticultural Society to water the plants for the first year. Details in discharging this decision have been delegated to Town Clerk
- b **RAE1.5 Allotment Report** - it was **RESOLVED** that there will be no allotment awards in 2023 and it will be looked at for 2024. Councillors would like to further investigate allotment holders forming an Allotment Association
- c **It was RESOLVED** that the prices for the allotment plots will increase to the following, from 1st October 2024:  
(Financial provision - 0)  
-Small – (below 500ft<sup>2</sup>) from £26.00 to £28.00  
-Medium – (above 500ft<sup>2</sup> below 1100ft<sup>2</sup>) from £39.00 to £42.00  
-Large – (above 1100ft<sup>2</sup>) from £52.00 to £56.00  
-When an allotment plot becomes vacant, it will be measured to ensure accurate information held by the office.
- d **RAE1.6 Collett Park Entrance off Cannards Grave Road** – it was RESOLVED at Full Council on 20 June 2023 to fund the redesign of the Cannards Grave entrance to Collett Park to a maximum of £18,800 in complement to any funds provided by Somerset Council. The project will be delivered as part of the Somerset Council multi-user pathway Shape Campus programme of work. The Project Officer is liaising with Somerset Council to agree the next steps in order to enable the project to be delivered in September 2023.
- e **RAE1.7 Committee Objectives for the Current Municipal Year** - it was **RESOLVED** that currently there are no additional initiatives to undertake in the current municipal year
- f **RAE5.5 Wayfinding signs**: it was RESOLVED at Full Council on 20 June 2023 to place the order of works for Town Street, Great Ostry and the Market Place once the planning permission and licence has been granted (estimated installation date in August); to seek to install the Petticoat Lane sign as soon as possible (to be delivered separately and ahead of the other signs); and to seek the immediate removal of the Great Ostry sign (delegated authority to the Town Clerk to spend up to £5,000 for this). Update since the meeting: The Petticoat Lane sign has now been ordered and is expected to be delivered in about 4 weeks' time. The Great Ostry sign has been removed. The licence for the Town Street sign has been granted (but planning permission is still pending for all three signs).
- g **RAE3.9 Members Motion 007 Lakeside Shelter for Collett Park** – The call for design entries is now open and the closing date is 31 July 2023. Councillors are invited to share the call for entries information and to take part themselves. More information can be found here: <https://sheptonmallet-tc.gov.uk/2023/05/31/designs-shelter-in-collett-park/> A design proposal and initial costing will be reported back to this committee at its meeting in September. The call for entries has received some negative comments on social media, with some people questioning whether this is a good use of tax payers' money and whether due consideration was given to the need for this shelter. If the committee has any suggestions for how to mitigate these concerns in the delivery of the project they should let the Project Officer know as soon as possible.

**RAE2.13 Recommendation**

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

**RAE2.14 Reason for Recommendation**

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

(End)