



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:** All Councillors; Berkeley, Brittain, Crisfield, Ducker, Harrison (Chair), Heaton, Hobbs, Kennedy, Lovell, Makin, Mayall (Vice-Chair), McGuire, Nicklin, Roth & Stokes-Stephens  
All other recipients: for information only.

**22 June 2023**

Dear Councillor

### Summons

Further to the Full Council meeting of 20<sup>th</sup> June 2023, you are required to reconvene as the Full Council of Shepton Mallet Town Council for the transaction of the remaining business shown on the agenda below. To be held at 8 pm on **Tuesday, 27 June 2023** in the Council Chamber, Somerset Council.

### Public Participation

Members of the public and non-committee members may attend in person or join via computer, mobile app or room device. [Click here to join the meeting](#) Meeting ID: 359 282 702 237 Passcode: VFayht, unless precluded by the Town Council by resolution during the whole or part of the proceedings. It should be noted that there is an expectation to enter a confidential session for all remaining items. As this is a reconvening of the meeting held on 20<sup>th</sup> June, the period of time set aside for public participation has already been exercised. No members of the public will be invited to speak unless by the express permission of the chairman.

### Attendance

As this is a continuation of the previous meeting, 'Apologies' have been discharged. The Clerks will report any changes to attendance from 20<sup>th</sup> June.

### 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

# FULL COUNCIL



## Agenda

*Items TC2.1 to TC2.15 were discharged at the meeting on 20th June 2023*

- TC2.1 — Apologies*
- TC2.2 — Declarations of Interest*
- TC2.3 — Minutes*
- TC2.4 — Report for Information to Full Council*
- TC2.5 — Committee Reports to Full Council*
- TC2.6 — Accounts Year-Ending 31st March 2023*
- TC2.7 — Members Motion 23-009 Health & Wellbeing*
- TC2.8 — Collett Park entrance Cannards Grave*
- TC2.9 — Local Community Networks*
- TC2.10 — Duchy Tree Planting*
- TC2.11 — Economic Regeneration Strategy*
- TC2.12 — Shepton Experience*
- TC2.13 — Wayfinding signage*
- TC2.14 — Financial Risk Assessment*
- TC2.15 — VE / VJ Day 2025*

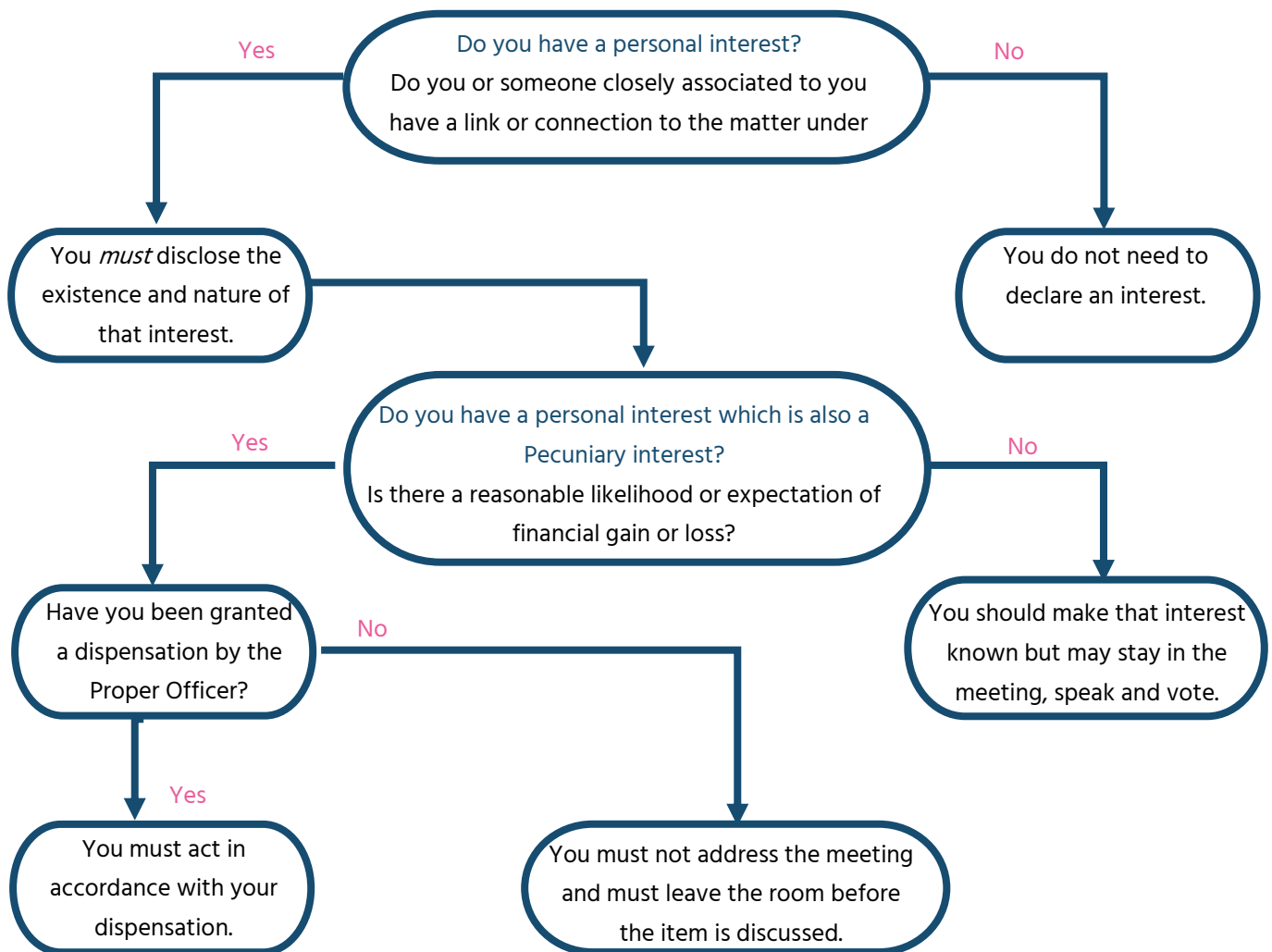
↓ Business for 27<sup>th</sup> June starts here ↓

- TC2.1 COLLETT PARK REGENERATION: PHASE 2 UPDATE ..... 4**  
(8 pm) To agree the project scope for Phase 2 of Collett Park Regeneration..... (20 mins)  
*(Local Government Act 1972 Sch 12)*
- TC2.2 CAPITAL PROJECT ..... 7**  
(8:20 pm) To consider next steps in relation to a capital project ..... (20 mins)  
*(Local Government Act 1972 Sch 12)*
- TC2.3 GROUNDS CARE ..... 8**  
(8:40 pm) To review the current grounds care arrangements..... (20 mins)  
*(Local Government Act 1972 Sch 12)*

Anticipated meeting end time 9 pm

Date of next meeting: 5<sup>th</sup> September 2023

Flow chart retained to assist if interests need to be declared during an item of debate.



↓ Business for 27<sup>th</sup> June starts here ↓

## **TC2.16 Collett Park Regeneration: Phase 2 Update**

(8 pm) To agree the project scope for Phase 2 of Collett Park Regeneration

(20 mins)

*(Local Government Act 1972 Sch 12)*

Report Author: Project Officer

### **TC2.16.1 Summary and Background information**

- a At the full council meeting on 10 January 2023, it was agreed to adopt the principle and overall brief of Phase 2 of Collett Park. The working party has continued to meet regularly and has considered a variety of options for the space. Particular consideration has been given to enhancing park users' experience of the park and supporting the economic regeneration of our town. The working party has also given careful thought to the impact the new play area has on the park, and the opportunities connected with the new multi-user pathway running alongside the park.
- b The working party is now recommending to Full Council that it agree to the first draft project brief presented in Appendix 2 Collett Park Phase 2 Project Scope. This proposal includes a statement of the aims and desired outcomes for the project.
- c If agreed, the project scope - in particular, the specification for the desired outcomes – will inform a more detailed project brief which will be presented to Full Council at a later date for final approval. The project brief will then be handed over to a design team led by an architect who will prepare a design based on the project brief.
- d Councillors should note that the project brief is a crucial stage of the project. Once agreed and handed over to the design team, any changes to the brief will incur a cost in fees. Hence, any comments, questions or concerns relating to the nature of the project, its scope, cost, design or any other aspect of the project should be raised at the soonest possible opportunity. This meeting is an ideal occasion to do so.
- e Any councillors who would like to join the working party are free to do so at any point in time by making themselves known to the Project Officer.

### **TC2.16.2 Café Lease**

- a The new project and the existing café and its lease are inextricably linked. Councillors have previously considered the existing lease at a meeting on 21<sup>st</sup> March 2023. Councillors are referred to Appendix 3 to read the outcome of this in more detail.
- b The Council will need to provide instruction for the Clerk to provide to the Council's solicitor in relation to the existing lease having due consideration to the impact that it may have on this project and conversely the impact that this project may have on the existing café and lease.

### **TC2.16.3 Legal Authority and Implication**

- a (Open Spaces Act, 1906 s.9) (Open Spaces Act, 1906 s.10)
- b Consideration needs to be given to the lease in place with the owner of Collett Park Café.

### **TC2.16.4 Town Plan Reference**

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

### **TC2.16.5 Financial Implication**

- a This is a large-scale construction project which will require a relatively large budget to deliver (relative to other projects delivered by this council). A cost calculation will be commissioned once the project brief has

been finalised. The council will then be able to know how much additional funding is required to deliver the project, and whether it is feasible to do so.

- b If the project remains on track, it is to be expected that some funding will be required in the 2024/2025 financial year and some of this may need to be secured from council funds (e.g., general reserves, levy on the precept, ear marked reserves, etc.). This will need to be considered when the council sets its budget this Autumn. Earmarked Reserves are shown on the following page.

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
311 EMR - Local Projects Capital	118,863.51		118,863.51
314 EMR - Town Capital Replacement	51,070.22		51,070.22
315 EMR - Skatepark	7,370.12		7,370.12
318 EMR - Strawberry Line	12,088.99		12,088.99
320 EMR - Professional fees & Elec	11,965.71		11,965.71
322 EMR - CP Feasibility Study	12,455.00		12,455.00
325 EMR - Wayfinding Signage	6,640.50		6,640.50
327 EMR - CP Capital replacement	38,217.00		38,217.00
328 EMR - Library Support	29,000.00		29,000.00
329 EMR - People & Promotion	8,153.02		8,153.02
330 EMR - Collett Park Play Develo	4,294.40		4,294.40
331 EMR - Twinning	1,400.00		1,400.00
333 EMR - S106	5,731.46		5,731.46
	<b>307,249.93</b>	<b>0.00</b>	<b>307,249.93</b>

**TC2.16.6 Impact Assessment**

- a Equalities – One of the aims of the project is to enhance the accessibility and inclusivity of the facilities in the park.
- b Environmental – Consideration will be given to the impact of any works to the natural realm in the park, and sustainability will be a consideration in the design.
- c Crime and Disorder – None
- d Resources – Project officer currently involved; external project management resource will be required at a later date.
- e Economic – One of the main aims of the project is to support economic regeneration in the town.
- f Risk Management – There are multiple risks which need to be managed and these will be given due consideration at the appropriate time.

**TC2.16.7 Recommendation**

- a To agree the first draft project scope presented in Appendix 2 on the understanding that a final project brief will be refined from this and presented to Full Council at a later date. Delegate to the Town Clerk all details in discharging this decision. Completion of this resolution to be no later than Tuesday, 31 October 2023. A press release is not required for this decision.
- b To provide instruction to the clerk for the Council's solicitor in respect of the existing lease at Collett Park.

**TC2.16.8 Reason for Recommendation**

- a The working party has met regularly, carefully considered the matter and reached the recommendation provided in this report.
- b The recommendation is in line with wider town council aspirations and previous resolutions relating to Collett Park, economic regeneration and town improvements.

(End)

**TC2.17 Capital Project**

(8:20 pm) To consider next steps in relation to a capital project

(20 mins)

*(Local Government Act 1972 Sch 12)*

Report Author: Town Clerk

**TC2.17.1 Confidential Business**

- a Some council matters may be exempt from the public. Click [here](#) for more information.
- b The Public Bodies (Admission to Meetings) Act 1960 provides the framework for exempt information and to exclude public and press from certain items of council business.

**TC2.17.2 Summary and Background information**

- a A confidential report has been provided separately to Councillors and will be provided with these re-issued papers.

**TC2.17.3 Recommendation**

- a Enter confidential session to consider commercially confidential matters in connection to a capital project.

**TC2.17.4 Reason for Recommendation**

- a The business may be resolved to be exempt as it relates to information relating to the financial or business affairs of any particular person.

(End)

**TC2.18** Grounds Care

(8:40 pm) To review the current grounds care arrangements

(20 mins)

*(Local Government Act 1972 Sch 12)*

Report Author: Town Clerk

**TC2.18.1** Confidential Business

- a Some council matters may be exempt from the public. Click [here](#) for more information.
- b The Public Bodies (Admission to Meetings) Act 1960 provides the framework for exempt information and to exclude public and press from certain items of council business.

**TC2.18.2** Summary and Background information

- a A confidential report will be provided separately to Councillors Appendix 4

**TC2.18.3** Recommendation

- a Enter confidential session to consider confidential matters relating to grounds care.

**TC2.18.4** Reason for Recommendation

- a The business may be resolved to be exempt as it may disclose information relating to an individual

(End)