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All other recipients for information only.

09 July 2024

Dear Councillor

Summons

You are summoned to a meeting of 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, 16 July 2024** in the Committee room, Shape, Cannards Grave Road. The quorum for this Committee is 3

Audio Briefing

An audio briefing to Councillors is available using [this link](#) to support preparation for this meeting, alternatively an audio file is provided for each individual report section by clicking 🎵 at the relevant page.

Public Participation

Members of the public, non-committee members and press are entitled to be at this meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 and may join via computer, mobile app or room device [Click here to join the meeting](#) Meeting ID: 312 917 976 882 Passcode: 8vwEgk unless precluded by the Recreation, Amenities and Environment Committee 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. When attending in person, an area separate from the meeting table will be allocated. 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. The public question time shall not exceed 20 minutes and each person shall be limited to 3 minutes.

If a member of the public wishes to share a document with the 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 line.

Claire Commons BA (Hons), Fellow SLCC, Town Clerk



RECREATION, AMENITIES AND ENVIRONMENT COMMITTEE

Agenda

PUBLIC PARTICIPATION.....	1
The public question time shall not exceed 20 minutes and each person shall be limited to 3 minutes.	
RAE2.1 APOLOGIES.....	3
(7:00 pm) To receive and consider for acceptance, apologies for absence	(1 min)
<i>(Local Government Act, 1972 s.85).....</i>	
RAE2.2 DECLARATIONS OF INTEREST	4
(7:01 pm) To declare interests relating to the business of the meeting.....	(2 min)
<i>(Shepton Mallet Town Council Code of Conduct, 2022).....</i>	
RAE2.3 MINUTES	5
(7:03 pm) To receive the minutes of the previous meeting of the Recreation, Amenities and Environment Committee.	(2 min)
<i>(Local Government Act 1972 Sch 12)</i>	
RAE2.4 ALLOTMENT REPORT	6
(7:05 pm) To agree the fees for allotment holders for 2025/2026.....	(10 mins)
<i>(Small Holdings & Allotments Act, 1908 s 23).....</i>	
RAE2.5 SUMMERTIME STREET DECORATIONS	7
(7:15 pm) To agree a plan for summertime seasonal decorations from 2025 onwards	(20 mins)
<i>(Local Government Act, 1972 s.144).....</i>	
RAE2.6 URBAN TREE CHALLENGE FUND PROPOSAL FOR COLLETT PARK.....	9
(7:35 pm) To agree the location and type of trees as part of the Urban Tree Challenge Fund bid.....	(10 mins)
<i>(Open Spaces Act , 1906 s.10).....</i>	
RAE2.7 MEMORIAL BENCH POLICY AND REQUESTS	11
(7.45pm)To adopt a Memorial Bench policy and agree live requests.....	(10 mins)
<i>(Open Spaces Act , 1906 s.10).....</i>	
RAE2.8 LEISURE AND WELLBEING WORKING PARTY.....	13
(7.55pm) To agree membership and Terms of Reference of the Leisure and Wellbeing Working Party..	(15 mins)
<i>(Local Government Act 1972 Sch 12).....</i>	
RAE2.9 SHELTER BY POND IN COLLETT PARK.....	15
(8.10pm) To agree how to proceed with the Shelter by the Pond	(15 mins)
<i>(Open Spaces Act , 1906 s.10).....</i>	
RAE2.10 TREE WORKS ON GARSTON STREET LAND.....	17
(8.25pm) To consider a request to reduce the size of some trees on the Garston Street land	(10 mins)
<i>(Open Spaces Act , 1906 s.10).....</i>	
RAE2.11 OFFICER REPORT TO THE COMMITTEE	20
(8.45pm) To receive reports pertaining to the Recreation, Amenities and Environment Committee.	(5 min)
<i>(Local Government Act 1972 Sch 12).....</i>	

Anticipated meeting end time 8.50pm

Date of next meeting: 24 September 2024

RAE2.1 Apologies

(7:00 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 There have been no apologies received prior to issuing these papers.

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.

(2 min)

(Shepton Mallet Town Council Code of Conduct, 2022)



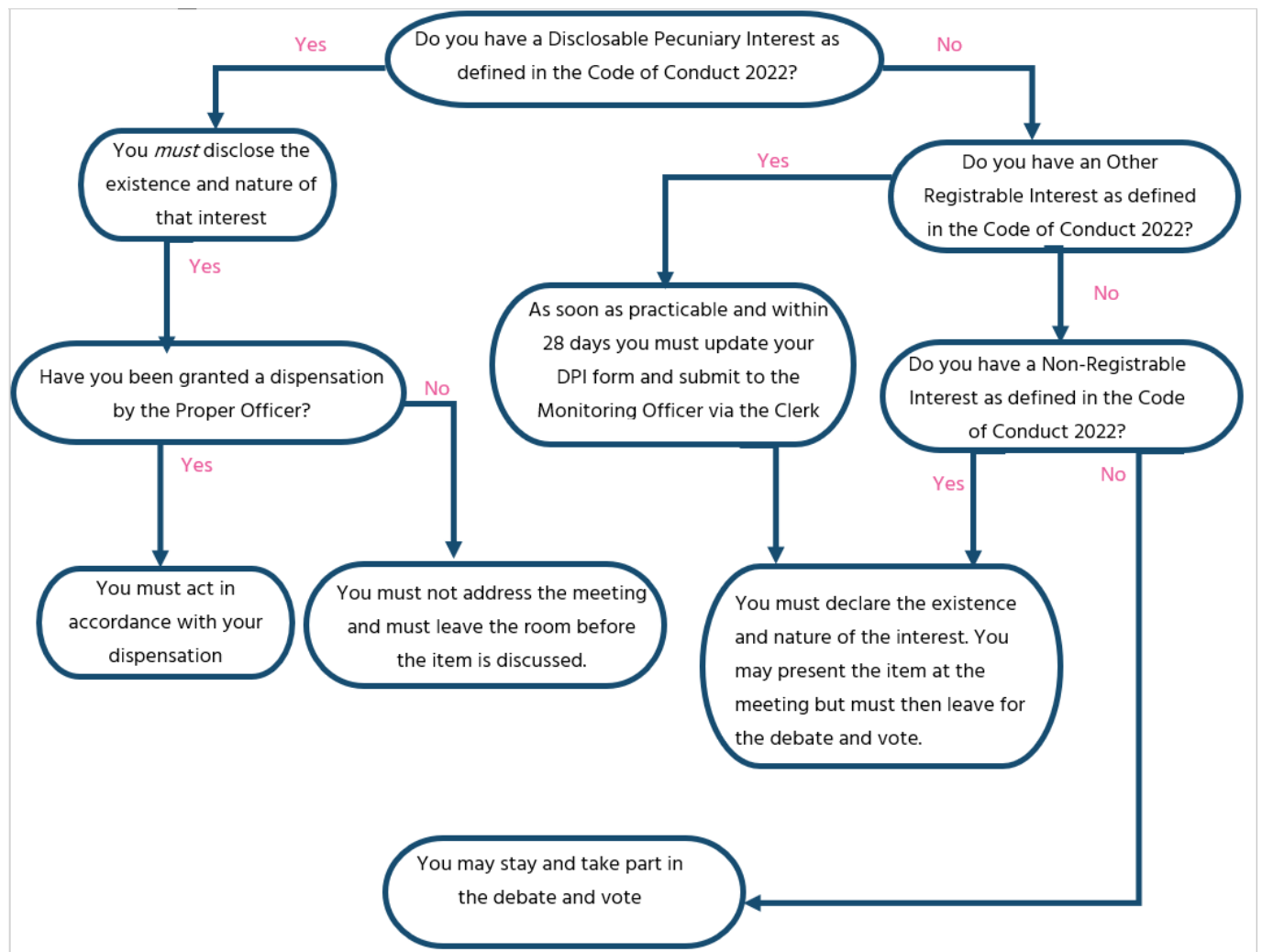
Report Author: Town Clerk

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, 2022)
- c The Clerk may report any dispensations received.

RAE2.2.2 Recommendation

- a To note the declarations made in relation to the business of the meeting.



(End)

RAE2.3 Minutes

(7:03 pm) To receive the minutes of the previous meeting of the Recreation, Amenities and Environment Committee.(2 min)

(Local Government Act 1972 Sch 12)



Report Author: Public Realm and Project Officer

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 [28/05/2024](#) be approved for signing as a true record of the decisions taken. Completion of this resolution to be no later than Wednesday, 17 July 2024. A press release is not required for this decision.

(End)

RAE2.4 Allotment Report

(7:05 pm) To agree the fees for allotment holders for 2025/2026

(10 mins)

(Small Holdings & Allotments Act, 1908 s 23)



Report Author: Events, Planning and Allotment Officer

RAE2.4.1 Summary and Background information- General

- a There are currently 9 people on the waitlist for allotments - 4 of which are new applicants and 5 current allotment holders, who would like an additional plot.
- b There is currently 1 vacant allotment plot, that has been offered to the waitlist. 2 further plots will become available at the end of August.
- c Inspections have taken place and those plot holders whose allotments need attention have been contacted. Another inspection is due the week commencing 15/07

RAE2.4.2 Allotment Rents

- a **The Committee is asked** to consider re-measuring all plots as part of the annual rent review. Currently there are three prices for allotments (invoice/tenancy year 1st October-30th September):
Small - below 500ft² - £28.00 per annum
Medium - above 500ft² but below 1100ft² - £42.00 per annum
Large - above 1100ft² - £56.00 per annum
- b **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. Any changes to terms and conditions/rental must be advised at least one year in advance, ie decisions taken in July 2024 will be implemented in 2025 at the time of invoicing (August).
- c The last allotment increase was in 2023 for 2024 (August).

RAE2.4.3 Allotment Awards

- a It was resolved at the May 2023 RAE meeting, that there will be no allotment awards in 2023 and it will be looked at for 2024. **The Committee is asked** to consider whether there will be allotment awards in 2024.
- b Further investigations in to allotment holders forming an allotment association are ongoing.

RAE2.4.4 Strategic Plan Reference

- a Protected Environment: Allotments

RAE2.4.5 Financial Implication

- a None at the point of issuing the report.

RAE2.4.6 Marketing and Communications

- a No marketing and communications are proposed to accompany this resolution. The resolution must specify if any alteration is required to this proposal.

RAE2.4.7 Recommendation

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

(End)

RAE2.5 Summertime Street Decorations

(7:15 pm) To agree a plan for summertime seasonal decorations from 2025 onwards

(20 mins)

(Local Government Act, 1972 s.144)

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Report Author: Public Realm and Project Officer

RAE2.5.1 Summary and Background information

- a For the past 3 years, the Town Council has paid for the installation of bunting, pennants and banners during the summertime period. The decorations aim to make the Town Centre more attractive and draw attention to the businesses in the High Street.
- b These decorations have come to the end of their life and the council has previously expressed a desire to not continue with the same provision. The committee was told in May that at the next committee meeting there would be an opportunity to discuss alternative proposals. The office will then research costs ahead of budget setting in the Autumn.
- c Committee members are invited to discuss and agree what if any seasonal decorations they would favour for the year 2025 onwards. Examples from the current supplier have been shared with committee members to give a sense of what can be achieved with readily available commercial solutions.

RAE2.5.2 Scheme of Delegation

- a The provision and installation of Festive Lights

RAE2.5.3 Legal Authority and Implication

- a Any new infrastructure that requires fixings on buildings will require a legal agreement with the landlord of the building.

RAE2.5.4 Strategic Plan Reference

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

RAE2.5.5 Financial Implication

There is £8,000 in the budget for bunting this financial year but the 2024 Summertime installation was paid for from the 2023/2024 financial year. From this £8K, £950 has been spent removing the bunting ahead of time owing to its repeated failure. There is now £7,050 available this financial year.

RAE2.5.6 Impact Assessment

- a Equalities – None
- b Environmental – None
- c Crime and Disorder – The council will need to be mindful about the potential for vandalism of any installation.
- d Resources – Dependent on the proposal chosen.
- e Economic – The seasonal decorations would aim to promote footfall to the town centre and support economic regeneration.
- f Risk Management – There is a risk that no alternative proposal can be agreed and there is no provision for 2025.

RAE2.5.7 Marketing and Communications

- a The following marketing and communications are proposed to accompany this resolution. The resolution must specify if any alteration is required to this proposal.

Social Media: None

Website: None

Press Release: None

Community Engagement: None planned but councillors could consider to consult the community on what they would like to see.

Other: None

Timescale: None

RAE2.5.8 Recommendation

- a To identify a preferred proposal for seasonal decorations for 2025 onwards and a second choice if desired, such that costed proposals can be considered in September. Communications to be executed as outlined above. Delegate to the Town Clerk all details in discharging this decision.

RAE2.5.9 Reason for Recommendation

- a The committee needs to decide whether it wants to continue with seasonal summertime street decorations or not. If it does, it must provide a steer on what it would like these to be given that current offer has come to the end of its life.

(End)

RAE2.6 Urban Tree Challenge Fund proposal for Collett Park

(7:35 pm) To agree the location and type of trees as part of the Urban Tree Challenge Fund bid

(10 mins)

(Open Spaces Act, 1906 s.10)



Report Author: Public Realm and Project Officer

RAE2.6.1 Summary and Background information

- a At the Policy & Resources meeting in April it was agreed that the Town Council would apply to the Urban Tree Challenge Fund as a co-applicant within the Somerset Council bid for some new trees in Collett Park. The members of this committee were invited to be involved in the decision of which trees to plant and where, in consultation with the Horticultural Society who volunteered to support the proposal.
- b A list of trees and locations has now been put forward and shared with the officer coordinating the bid at Somerset Council. This can be found in Appendices [2](#) and [3](#).
- c The committee is being asked to agree this list such that, if successful, the office will be able to proceed with purchasing and planting the trees.

RAE2.6.2 Scheme of Delegation

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

RAE2.6.3 Legal Authority and Implication

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

RAE2.6.4 Strategic Plan Reference

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

RAE2.6.5 Financial Implication

- a The bid if successful will cover £216.36 per tree to cover the cost of purchase, and £151.20 per tree to cover maintenance for the first 3 years.
- b This may not be enough to cover the costs of either purchase or maintenance in which case the council will need to find alternative funds.

RAE2.6.6 Impact Assessment

- a Equalities – None
- b Environmental – The planting of trees now will ensure a succession of mature trees, whose numerous health and wellbeing benefits are recognised by this council.
- c Crime and Disorder – The trees will need to be protected to ensure they are not damaged in their infancy and prevented from thriving.
- d Resources – Officer time. Grounds team operative time. Volunteer support for planting.
- e Economic – None
- f Risk Management – There is a risk that the application is unsuccessful, and no funds are received. There is a risk that the trees do not survive and the council will be liable to repay a proportion of the funding.

RAE2.6.7 Marketing and Communications

- a The following marketing and communications are proposed to accompany this resolution. The resolution must specify if any alteration is required to this proposal.
Social Media: If the bid is successful, a post about the plan for succession planting within the park to ensure there are mature trees to enjoy in years to come.
Website: News article along same lines as above.

Press Release: Same as above.

Community Engagement: None

Other: Need to approach the Horticultural Society and Friends of Windsor Hill Tunnels to help with planting.

Timescale: Likely to be Autumn time.

RAE2.6.8 Recommendation

- a To agree to the tree species and locations as shown in the appendices. Communications to be executed as outlined above with quotes and media interviews to be provided by Cllr Kennedy. Delegate to the Town Clerk all details in discharging this decision.

RAE2.6.9 Reason for Recommendation

- a To ensure that the proposal has been presented to RAE members and the locations are considered suitable.

(End)

RAE2.7 Memorial Bench Policy and Requests

(7.45pm) To adopt a Memorial Bench policy and agree live requests

(10 mins)

(Open Spaces Act, 1906 s.10)



Report Author: Public Realm and Project Officer

RAE2.7.1 Summary and Background information

- a The Town Council regularly receives requests for Memorial Benches in Collett Park. A process has been in place but hasn't until now been formally adopted as a policy.
- b The proposed policy can be found in [Appendix 1](#) Collett Park Bench Seat Policy.
- c Furthermore, a memorial bench seat installed in 2016 has been vandalised and is beyond repair. Assuming that the policy is adopted, the council is responsible for covering the cost of a new bench given that this one is still within its 10-year useful life.
- d In future, any costs associated with repairs, maintenance or replacement of benches in line with the policy adopted will be delegated to the office to deliver from the 600-4087 Repairs & Maintenance budget for Collett Park.

RAE2.7.2 Scheme of Delegation

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

RAE2.7.3 Legal Authority and Implication

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

RAE2.7.4 Town Plan Reference

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

RAE2.7.5 Financial Implication

- a The cost to the town council for each new bench is expected to be in the region of £265 plus officer time.

RAE2.7.6 Impact Assessment

- a Equalities – None
- b Environmental – None
- c Crime and Disorder – The bench model selected is designed for use in public spaces.
- d Resources – Public Realm and Project Officer
- e Economic – None
- f Risk Management – None

RAE2.7.7 Marketing and Communications

- a The following marketing and communications are proposed to accompany this resolution. The resolution must specify if any alteration is required to this proposal.

Social Media: None

Website: Update Collett Park page with information

Press Release: None

Community Engagement: None

Other: None

Timescale: NA

RAE2.7.8 Recommendation

- a To adopt the policy as presented in Appendix 1 and delegate to the office to implement the policy henceforth. Delegate to the Town Clerk all details in discharging this decision. Completion of this resolution to be no later than Tuesday, 04 June 2024. A press release is not required for this decision.

RAE2.7.9 Reason for Recommendation

- a Having a policy in place allows us to communicate the information more clearly to the public and ensure standard response to all requests.

(End)

RAE2.8 Leisure and Wellbeing Working Party

(7.55pm) To agree membership and Terms of Reference of the Leisure and Wellbeing Working Party (15 mins)

(Local Government Act 1972 Sch 12)



Report Author: Public Realm and Project Officer

RAE2.8.1 Summary and Background information

- a Full Council have recommended to this committee that it form a Leisure and Wellbeing working party.
- b The committee should agree the membership of this working party and its Terms of Reference, i.e. what the purpose of the working party is and what task is has been set. Once the task completed and a recommendation provided to the committee, the working party should be dissolved.
- c A draft Terms of Reference document can be seen in [Appendix 4](#).

RAE2.8.2 Scheme of Delegation

- a To set up such sub committees and working groups as necessary

RAE2.8.3 Legal Authority and Implication

- a (Public Health Act, 1875 s.164)
- b (Local Government Act, 1972 sch14 para.27)
- c (Public Health Acts Amendment Act , 1890 s.44)
- d (Open Spaces Act, 1906 s.9)
- e (Open Spaces Act , 1906 s.10)

RAE2.8.4 Strategic Plan Reference

- a Play: Continue to encourage participation in play and physical recreation

RAE2.8.5 Financial Implication

- a £0 is required to deliver the recommendation.

RAE2.8.6 Impact Assessment

- a Equalities – None
- b Environmental – None
- c Crime and Disorder – None
- d Resources – The working party will not have an officer assigned to it.
- e Economic – None
- f Risk Management – None

RAE2.8.7 Marketing and Communications

- a The following marketing and communications are proposed to accompany this resolution. The resolution must specify if any alteration is required to this proposal.
Social Media: Does the committee want public participation in the working party? If so, a call could be put out on social media.
Website: None
Press Release: None
Community Engagement: See comment about social media.
Other: None
Timescale: NA

RAE2.8.8 Recommendation

- a To agree the membership and Terms of Reference of the Leisure and Wellbeing Working Party. Communications to be executed as outlined above with quotes and media interviews to be provided by Cllr McGuire. Delegate to the Town Clerk all details in discharging this decision.

RAE2.8.9 Reason for Recommendation

- a To respond to the request from Full Council to consider the leisure needs of the town.

(End)

RAE2.9 Shelter by pond in Collett Park

(8.10pm) To agree how to proceed with the Shelter by the Pond

(15 mins)

(Open Spaces Act, 1906 s.10)



Report Author: Public Realm and Project Officer

RAE2.9.1 Summary and Background information

- a The committee previously resolved to fund the construction of a bespoke shelter by the pond in Collett Park up to £7,5K. This would provide shelter to people wanting to sit by the pond, including members of the Drifters Model Boat club who have offered to donate £2K to the project (bringing the project total budget to £9.5K).
- b Unfortunately, so far and despite numerous attempts to secure further quotes, the office have been unable to obtain three quotes for the metalwork aspect of the shelter and the quotes they have received so far exceed the agreed budget. The cost to build the concrete plinth for the shelter has been quoted at £4,980 and the cost of the metalwork has been quoted at £12,709.74, meaning a total of £17,689 for the project.
- c The committee must decide whether it wishes to (A) increase the budget for the project from an identifiable budget and suspend financial regulations to appoint the contractor who has quoted for the metalwork; (B) postpone the project indefinitely; or (C) opt to purchase an off-the-shelf shelter option within the agreed budget.

RAE2.9.2 Scheme of Delegation

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

RAE2.9.3 Legal Authority and Implication

- a (Public Health Act, 1875 s.164)
(Local Government Act, 1972 sch14 para.27)
(Public Health Acts Amendment Act, 1890 s.44)
(Open Spaces Act, 1906 s.9)
(Open Spaces Act, 1906 s.10)

RAE2.9.4 Strategic Plan Reference

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

RAE2.9.5 Financial Implication

- a See explanation above and options for finance.

RAE2.9.6 Impact Assessment

- a Equalities – The shelter will be made accessible.
- b Environmental – None
- c Crime and Disorder – Consideration has been given to the risk of vandalism and measures have been taken to mitigate this risk, namely by not making it fully covered and using robust materials for its construction.
- d Resources – Officer time and two separate contractors
- e Economic – None
- f Risk Management – There is a risk that this project is unable to progress due to lack of funds.

RAE2.9.7 Marketing and Communications

- a The following marketing and communications are proposed to accompany this resolution. The resolution must specify if any alteration is required to this proposal.

Social Media: None

Website: None

Press Release: Not now, at time of launch.

Community Engagement: None

Other: None

Timescale: Comms later when construction is about to start.

RAE2.9.8 Recommendation

- a To agree option A, B or C from the list above and identify where any additional funds will come from if Option A. . Communications to be executed as outlined above with quotes and media interviews to be provided by Cllr Berkeley. Delegate to the Town Clerk all details in discharging this decision.

RAE2.9.9 Reason for Recommendation

- a The project is at a standstill and a decision is required one way or another.

(End)

RAE2.10 Tree works on Garston Street land

(8.25pm) To consider a request to reduce the size of some trees on the Garston Street land

(10 mins)

(Open Spaces Act, 1906 s.10)



Report Author: Public Realm and Project Officer

RAE2.10.1 Summary and Background information

- a The Town Council is responsible for maintaining a patch of land on Garston Street which includes some trees.
- b Brothers Cider own an adjoining piece of land and have contacted the Town Council to discuss the possibility of reducing in size some of the trees which cast shade on to their land. Specifically, there is a building on their land which has solar panels on the roof and the shade cast by the trees is reducing the potential of the panels.

- c The company have provided the following note:

"Brothers Drinks are committed to continual environmental improvement and implementing strategies for energy, water usage and natural resource depletion that closely align with net zero goals.

As part of the companies' sustainable energy program we have invested in solar panels, (initially on one of the site buildings) which are already providing a significant part of the overall energy profile.

The building where the panels are sited is immediately adjacent to the conservation area next to Leg Square (between Town Lane and Garston Street). This area has a dense population of tall trees some of which are right next to the building and as such restrict the available UV in the latter part of the day; in addition the trees currently are potentially damaging to the building and their debris (leaves, branches) interfere with guttering.

Some work on trees within this area is already planned due to 'die back' and protection against storm damage. The company would like to extend this work to include reduction of three trees that are closest to the building. The impact of this is minimal and will indeed be positive with respect to more light getting through benefiting plant health and appearance of this area. Some tree reduction was done here in 2018 as there was potential damage to the building so this work is just removing the inevitable re-growth."*

- d * The works reference in the note are works ordered by Somerset Council on trees located on a slither of land which borders the town council's land and the Brother's Cider land. In other words, these are not works being carried out by the Town Council.

- e A site visit was arranged with Brothers Drinks and IdVerde to discuss the scope and nature of the works. Based on this, a quote has been provided for £1,220 to heavily reduce in size three semi-mature trees (two sycamore and one common ash). The arboriculturist has advised that these trees are able to withstand a heavy reduction in size and grow back. Two conifers which are also located alongside the building would in contrast not survive a heavy cut and have therefore not been considered.

- f Images attached here:



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RAE2.10.2 Scheme of Delegation

- a To encourage green initiatives that make use of public spaces

RAE2.10.3 Legal Authority and Implication

- a (Public Health Act, 1875 s.164)
(Local Government Act, 1972 sch14 para.27)
(Public Health Acts Amendment Act, 1890 s.44)

(Open Spaces Act, 1906 s.9)

(Open Spaces Act, 1906 s.10)

- b The trees are located in a Conservation Area and therefore permission will need to be granted by Somerset Council for the trees to be cut.

RAE2.10.4 Strategic Plan Reference

- a Protected Environment: Protect and improve trees, woodland, wild flower areas and habitats
- b Protected Environment: Protect and enhance biodiversity and ecology

RAE2.10.5 Financial Implication

- a £1220 is required to deliver the recommendation, from cost centre/code 503-4088. This committee is responsible for this budget and the spend is within delegated authority for this committee. After existing spend and commitments, there is £18,401, the committee may continue with this expenditure

RAE2.10.6 Impact Assessment

- a Equalities – None
- b Environmental – Consideration must be given to both the benefits of having trees and the benefit of the additional solar energy.
- c Crime and Disorder – None
- d Resources – Officer time and contractor time
- e Economic – None
- f Risk Management – There is a risk that the

RAE2.10.7 Marketing and Communications

- a The following marketing and communications are proposed to accompany this resolution. The resolution must specify if any alteration is required to this proposal.

Social Media: None

Website: None

Press Release: None

Community Engagement: None

Other: None

Timescale: None

RAE2.10.8 Recommendation

- a To decide whether the council supports the principle of reducing the size of the trees; and whether the council is willing to pay in full or in part to cover the cost of the works. Communications to be executed as outlined above with quotes and media interviews to be provided by Cllr Kennedy. Delegate to the Town Clerk all details in discharging this decision.

RAE2.10.9 Reason for Recommendation

- a These are not routine works and therefore the council must decide what it would like to do.

(End)

RAE2.11 Officer Report to the Committee

(8.45pm) To receive reports pertaining to the Recreation, Amenities and Environment Committee.

(5 min)

(Local Government Act 1972 Sch 12)



Report Author: Public Realm and Project Officer

RAE2.11.1 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).

RAE2.11.2 Updates and Actions from Tuesday, 28 May 2024 **[Complete]** **[In Progress]** **[Not started / behind]**

- a **RAE1.5 Shape Mendip right of way legal agreement** – The request to finalise the agreement was sent to Somerset Council on the 29th of May however so far no reply has been forthcoming despite several emails. The office have tried engaging with a different officer to see if this could help speed things along.
RAE1.7 new car park signs – the office have contacted the company who assisted with the wayfinding signs to enquire whether the budget would allow for us to work with them again. Otherwise we will contact manufacturers directly and rely on their design services.
RAE1.8 Pigeon control methods – The deep clean is being scheduled although there has been some delay in agreeing a date with the contractor. The bespoke metal sheet solution for the market Cross is proving more difficult than initially envisaged to design and manufacture. One contractor has suggested it would not be a suitable solution. However, Ellis & Co. are considering the request and are due to submit a quote for the work. The issue is the many and varied angles and lines of the ledges which need covering meaning each one will need to be custom made on site.

RAE2.11.3 Updates and Actions from previous meetings

RAE3.9 (2022) Lakeside shelter - see report

RAE1.6 (2023) Entrance to Collett Park – Cannards grave archway proposal is with Somerset Council team who are preparing a legal agreement to cover its maintenance. Once the agreement is signed, the order of works will be placed with the constructor. A Section 171 licence to work on the Highways will also be required.

RAE3.7 (2023) Clock repair by local history society – no news from local history society.

RAE 3.9 (2023) Victorian water fountain repair – the parts have now been delivered to the contractor and they have indicated that works should be able to begin within the next 4 to 6 weeks.

RAE4.9 (2023) Allotment encroachment – Agreement still to be prepared, to be complete before the next meeting of the committee.

RAE5.6 Christmas lights tender – the contract has now been appointed and councillors on RAE have been invited to meet with the contractor to decide the final design. The provision is a series of LED lights which can be programmed to display any colour, stay static or set to any number of animations.

RAE5.9 (2024) White lines around pond – Office will instruct our own team to carry out the work once they have been onboarded.

RAE2.11.4 Recommendation

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

RAE2.11.5 Reason for Recommendation

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

(End)