

# Notes of the Meeting of the Town Council's Community Development Working Group held on 23 February 2010, in the Council Chamber, Cannards Grave Road, Shepton Mallet.

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**Present:** Chairman - Councillor Jeannette Marsh(JM)

Members - Cllrs Bartlett(JB), Champion(RC), Dunscombe(WD), Gilham (JG), Height(BH), Inchley (CI), Lockey(CL), Lovell(ML), T. Marsh(TM ), Marvin(DM), Parham(JP), and Shearn(NS).  
Jane Sharp (MDC Economic Regeneration Team)

The Chairman opened the meeting, welcoming members and provided a brief on Health & Safety requirements including emergency evacuation and assembly point procedures. Mobile phones were requested to be switched off or to silent mode.

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**Note CD34. 09/10 Apologies for absence –** Cllr Kinison(health)and Robinson.

**Resolve;** Proposed by Cllr ML, Seconded by Cllr JB that the apologies are accepted and recorded.

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**Note CD35. 09/10 Members Declarations of Interests**

Cllrs Marsh J and Marsh T both declared a Personal and Prejudicial Interest in the Town Clock as Mr Terry Marsh was currently contracted to the Council to wind the clock. Both would leave the room at the point of consideration.

**Resolve;** that the above Declarations are recorded.

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**Note CD36. 09/10 Notes & Actions Points of the Previous Meeting**

The Notes of the Community Development Working Group Meeting held on the 15 December 2009 were considered for accuracy and content. Cllr CI requested that the heading for Note CD29 be changed to read the Shepton Mallet Cricket Club and not Bolters Lane.

**Resolve:** Proposed by Cllr ML, Seconded by Cllr DM by a unanimous vote with the above amendment that the Notes of the Community Development Working Group Meeting held on the 15 December 2009 be approved as a true record and signed by the Chairman.

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**Note CD37. 09/10 Matters Arising from the Notes / Action Points**

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| <b>a)</b> | <b>CD 29 SM Cricket Club</b> | Cllr CI confirmed the outcome of a meeting held with both MDC and the SM Cricket Club, the notes of which had already been distributed to all Cllrs.  |
|           | <b>Resolve;</b>              | Proposed by Cllr CI, Seconded by Cllr WD, by a unanimous vote that the Town Council endorse the way forward following the above meeting, which the Cricket Club are to work up development plans, the sports directory with MDCs website is to be investigated and that the Town Council lead and arrange a meeting with all sports & leisure groups within the Town to discuss and share information to assist collation of a survey as to the collective requirements to progress possible improvements of individual and shared / sustainable, fit for purpose facilities within the Town. |
| <b>b)</b> | <b>SCC Council Tax</b>       | As SCC had chosen to resolve a zero budget / Council tax increase in the forthcoming year several members raised concern as to the possible cuts in services.   |
|           | <b>Resolve;</b>              | Proposed by Cllr CI, Seconded by Cllr RC, by a unanimous vote that the Town Council reply to Cllr Ken Maddock (Leader of SCC) and enquire a breakdown of where the cuts in funding were to be made to SCC services and details of what likely impact this may have on the community of Shepton Mallet.  |

**Note CD38. 09/10 Partnership Matters**

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| <p>a)</p>              | <p><b>MDC</b></p> | <p>Update from Economic Regeneration Team – Jane Sharp</p> <ul style="list-style-type: none"> <li>• Market Expansion</li> <li>• Town Information Boards</li> <li>• Town Centre Film Project</li> <li>• Local Development Framework</li> <li>• Urban Design Study</li> </ul> <p>Shepton 106 Monies Working Group – Minutes of Meeting held 7 Dec 2009 previously distributed to all Cllrs. Next meeting scheduled Thursday 25 February at 5.30pm.</p>  |
| <p><b>Resolve;</b></p> |                   | <p>Town Information Boards – Members raised points that were noted by Jane Sharp who would take them back to MDC as follows;</p> <ul style="list-style-type: none"> <li>• List or delist The Academy</li> <li>• Not happy with current photos and perhaps these could be incorporated in the map, leaving additional space to enlarge the map</li> <li>• Commercial Car Park Public Toilets not shown</li> <li>• Increase historical information and additional concentration on the Town Centre</li> <li>• Put direction arrows to outlying locations</li> <li>• Swimming Pool to be shown</li> <li>• Norah Fry building to be shown</li> <li>• Remove information relating to non-Shepton facilities / attractions</li> <li>• What has happened to original preferences previously supplied by the Town Council as these appear not to have been taken into account?</li> <li>• As the Town Council had to procure the information boards then they should be kept fully in the information, consultation and decision loop.</li> </ul> <p>Cllr CL raised concern as the reduction of parking restriction from 4 to 2 hours at the Townsend Shopping Park.</p> <p>Jane Sharp confirmed the launch date of the expanded Market as 14 May 2010. A road closure would be put in place and it was expected to have around 50 market stalls for this date. It was considered that building up and sustaining the number of stalls after this date was not easy and not quick, they were however keeping Town Centre retailers updated as to progress on at least monthly bases, by way of a newsletter.</p> <p>The Urban Design Study was being lead by Mr Paul Tomlinson and this should be available by the end of April. It was agreed to postpone the next meeting of the 106 Monies working group until the report had been made available as this would give a focal point as to what the remaining and available 106 Tesco monies should be allocated to.</p> <p>The BBC Filming project would be publically announced next week. Initial outline information was that filming to five retail units in the Town Centre would take place from June to September over a 10 week period resulting in six programs being broadcast on the History of Shopping over the last 150 year period.</p> <p>The LDF was currently looking at Leisure and Retail provision all over Mendip.</p> <p>Jane Sharp informed she wished to work in proactive partnership with the Town Council and would wish to discuss future priorities in the near future.</p> <p>Following the 45 minute presentation and debate the Chairman thanked Jane Sharp for attending and updating the Town Council. All the above matters were noted.</p> |

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| b)              | <b>Shepton Mallet Flood Alleviation Scheme</b>                         | Update received, scheme to proceed. Team now progressing with detailed design and construction planning phase of the project.   |
| <b>Resolve;</b> |  | Proposed by Cllr CL that the matter is noted.   |
| c)              | <b>Highway Safety – Speed Indicator Devices / Safe Route to School</b> | <p>Dates for provision (fully funded by others) for two weeks starting each date in the current year;<br/> Waterloo Road – 8/2 – 28/6 – 18/10<br/> Old Wells Road – 25/1 – 10/5 – 6/9</p> <p>Review provision and funding of Speed Indicator Devices to both Waterloo Road and Old Wells Road (currently funded next year by Cllr Robinsons allocated SCC Community Fund for total £700).</p> <p>Review the requirement for Waterloo Road School in respect of Safe Route to Schools Policy (20mph zone) and the possibility of a pedestrian crossing outside the school.</p>   |
| <b>Resolve;</b> |  | <p>Cllr Robinson informed that following a meeting with the manager of the Children’s Centre, the Leader of SCC and the MP, all of which agreed that a crossing was imperative, so was hoping for a positive outcome.</p> <p>Proposed by Cllr JM by a unanimous vote that a written reply is sent to Cllr Robinson thanking her for the positive update and good to be informed that senior personnel (the Children’s Centre Manager, the Leader of SCC and our MP) were all in support. The Town Council would however wish to see action. The Town Council request more details, timescale for delivery and the next action point / timeline. A copy of this letter is to be copied to the Children’s Centre Manager, the Leader of SCC, the MP and the Police.</p> |
| d)              | <b>SCC Rural Services Fund</b>   | Details received from SCC and distributed by email to Cllrs. Fund available to help sustain and develop rural retail services and social enterprises during harsh economic times.   |
| <b>Resolve;</b> |  | Proposed by Cllr JM that the matter is noted.   |
| e)              | <b>Amenity Grass Cutting</b>   | <p>MDC advise from April 2010 reduction in grass cutting operations to council owned land and highway verges.</p> <ul style="list-style-type: none"> <li>• Public Open Spaces including residential areas/verges reduced from 14 to 10 cuts per annum.</li> <li>• Highways verges will be cut minimum of four times per year as required by the Highway Authority.</li> </ul> <p>Also letter received from Quadron Services informing same matter but indicating that they would be pleased to tender for any further requirements of the Parish Council’s.</p>   |
| <b>Resolve;</b> |  | Proposed by Cllr CI, Seconded by Cllr CL, by a unanimous vote that the Town Council raise strong objection to the cuts in maintenance schedules which were deemed unacceptable and to request Mendip District Council to reconsider the matter.   |
| f)              | <b>Trees &amp; Verge – Kings Close</b>                                 | Following request for support from resident of Kings Close to identify ownership of two trees on highway grass verge adjacent to 1 Kings Close and Old Market Road. MDC inform they do not own land or trees. MDC further inform trees not within Conservation Area, not subject to TPO, therefore no planning approval / or consent required in order to carry out essential maintenance. SCC inform they do not own or maintain this land.  |

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|           | <b>Resolve;</b>                       | The Clerk confirmed a draft letter had been collated and requested consideration of the contents which laid out the facts in the matter. That the Town Council consider the matter unfortunate and recommended that the resident seek and obtain independent legal advice in the matter. The Town Council wished to see all trees within the Town, where possible, be maintained and managed rather than felled. The Town Council also wished to be consulted as should both MDC and SCC before they proceed with any such proposals.<br>Proposed by Cllr JG, Seconded by Cllr WD, by a unanimous vote that the draft letter and contents dated 23 February 2010 is approved.   |
| <b>g)</b> | <b>Expression Of Interest in Land</b> | MDC seek expression of interest in land adjacent to junction of Coombe Lane. It was understood that the existing applicant wishes to use the land for garden and off road parking. Ref SL008/2010 Coombe Lane.  |
|           | <b>Resolve;</b>                       | Proposed by Cllr CL, Seconded by Cllr JG, by a unanimous vote that the Town Council strongly objects to proposals to sell off public owned land. The Town Council formally requests consideration of MDC to donate or transfer the designated public owned land to the Town Council for the purpose of community use such as Allotments which the Town Council currently has an extended waiting list of applicants.  |
| <b>h)</b> | <b>Market Place Paving / Bollard</b>  | Unknown vehicular traffic had collided with and moved one of the granite bollards surrounding the Victorian Fountain. This has caused the bollard to lean and also become loose as well as the adjoining paving to raise / tilt which form a trip hazard to pedestrians. 11/2 Email sent to SCC Highways requesting the matter be put right and to advise works program. Digital images taken and also sent. 15/2 confirmation email received stating SCC Highways to inspect.  |
|           | <b>Resolve;</b>                       | SCC Highways confirmed verbally today that they had made safe and would undertake repairs / reinstatement, however there was no current budget and they had to undertake a survey before they could start to excavate. These factors implied that the work would have to wait until April and the temporary bollards would have to remain in situ until then. Cllr CL informed that the veg lorry during market day was regularly and illegally reversing and parking upon the pedestrian area and this was a possible cause.<br>Proposed by Cllr CL by a unanimous vote that the Police are requested to investigate, the CCTV to be reviewed, the Academy and MDC Market Officer Stuart Beeton be informed. No vehicular traffic should use the pedestrian area and the veg lorry should use Regal Road access point. SCC is requested to bring forward the repair works as the Town Council wished the reinstatement work to be done now and no further delay in the matter. |

**Note CD39. 09/10 Community & Leisure Portfolio Matters – Cllr Judy Bartlett**

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| <b>a)</b> | <b>Somerset Art Works</b> | Annual review 2008/09 received.  |
|           | <b>Resolve;</b>           | Proposed by Cllr CI by a unanimous vote that the matter is noted.  |
| <b>b)</b> | <b>Superact</b>           | Provided Bandstand Marathon within Shepton Mallet (Collett Park) over last 2 years. Plan to increase number of venues each year until just before London 2012 Games. Each concert costs around £500 and seeks financial grant or information as to possible funding pots which may assist partnership funding from the Arts Council. |

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|    | <b>Resolve;</b>              | Proposed by Cllr CI, Seconded by Cllr RC, by a vote of 10 For and 2 Against that no further action is taken as there is no current funding available.   |
| c) | <b>Grit / Salt Provision</b> | Notes to meeting of the working group previously distributed to all Cllrs. Update and recommendations following further meeting held on Saturday 20 February.   |
|    | <b>Resolve;</b>              | A Town Map was provided to all members with 12 priority areas shown for location of bins within the current budget of £1500 allocated, along with further location areas designated as lower priority should additional funds become available. Exact numbers and locations would require Highways approval prior to proceeding. Cllr WD also informed that a third party had offered to obtain funding for a further 20 bins if the Council so wished, however they would wish input into their locations. |
|    | <b>Resolve;</b>              | Proposed by Cllr JG, Seconded by Cllr CL, by a unanimous vote that Town Council would wish to support and accept the offer of a possible 20 extra Grit Bins being funded by a third party and Cllr Dunscombe was requested to contact and liaise on behalf of the Council with the third party to obtain the required funding. The Town Council would proceed with the extra 20 Grit Bins subject to exterior funding being obtained.   |
|    | <b>Resolve;</b>              | Proposed by Cllr ML, Seconded by Cllr DM, by a unanimous vote that Town Council is to proceed in principle within the current budget of £1500 for the supply and installation of 12 Grit Bins as set in red upon the Town street map (attached to these notes) once the possible funding of the extra 20 Grit Bin provision from an external source is known.   |
| d) | <b>Shepton Mallet AFC</b>    | John Hugill raised concern and wished the support of the Town Council against MDC's written proposal to require permission and to set conditions, terms and charges to alleged use of the public part of West Shepton Playing Fields.   |
|    | <b>Resolve;</b>              | The Clerk confirmed that late information had been received that the matter had been fully resolved to the agreement of all parties.<br>Proposed by Cllr JB by a unanimous vote that the matter is noted.   |
| e) | <b>Community Council</b>     | The Community Council request change of Standing Order to increase annual membership from £25 to £30 and change date of payment from 30 April to the 1 April 2010.  |
|    | <b>Resolve;</b>              | Proposed by Cllr JG, Seconded by Cllr CI, by a vote of 11 For and 1 Against that the Standing Order to the Community Council is increase for annual membership from £25 to £30 and change the date of payment from 30 April to the 1 April 2010.  |
| f) | <b>CPRE</b>                  | Membership Renewal received for Campaign to Protect Rural England (CPRE). Requesting increase annual subscription as from 28/2/2010 from £25 to £29.  |
|    | <b>Resolve;</b>              | Proposed by Cllr ML, Seconded by Cllr CL, by a unanimous vote that the annual subscription for the CPRE is increased to £29.  |
| g) | <b>Dog Bin</b>               | Confirmation that the replacement bin has been fitted to Bowlish Lane Community Hospital.   |
|    | <b>Resolve;</b>              | Proposed by Cllr JB by a unanimous vote that the matter is noted.   |
| h) | <b>NSPCC Contacts</b>        | Information received to raise awareness of their helpline – 24hrs support and advice from 0808 800 5000 or <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a> . Also seeking campaign partners to raise this awareness to which they can provide images and logo's.   |

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|    | <b>Resolve;</b>                     | Proposed by Cllr JB by a unanimous vote that the matter is noted.  |
| i) | <b>Cenotaph Enhancem'nt Project</b> | Planning Application submitted. MDC advise 3 week delay to confirming registration due to back log of applications. Further progress to project on hold pending outcome of Planning decision.  |
|    | <b>Resolve;</b>                     | The Clerk confirmed that a further letter had now been received confirming that the Application should be determined by 26 March 2010. Proposed by Cllr CL by a unanimous vote that the matter is noted.   |
| j) | <b>United Charities</b>             | Copy letter received advising that they are requesting Coxley Developments to reinstate street light previously removed from The Fives in Church Lane.   |
|    | <b>Resolve;</b>                     | Proposed by Cllr CI, Seconded by Cllr CL, by a unanimous vote that the matter is noted.  |
| k) | <b>Home Alone Campaign</b>          | Details of Home Alone article received and gratitude from Devon & Somerset Fire & Rescue Service for supporting the campaign.  |
|    | <b>Resolve;</b>                     | Proposed by Cllr JB, Seconded by Cllr CL, by a unanimous vote that the matter is noted.<br>Cllr RC then left the meeting not to return.  |
| l) | <b>Town Clock</b>                   | Final quotations received following site visits by three contractors. Options and prices to consider along with situation regarding internal illumination, street lighting services and new unswitched, unmetered electrical supply were considered.   |
|    | <b>Resolve;</b>                     | Cllrs Marsh J and Marsh T then both left the room<br>The Clerk confirmed that the existing light and electrical service within the clock drum was to be removed and not replaced by SCC. The Town Council would have to contract WPD to install a new unmetered electrical service to the clock area, the Council would then need to contract an Electrical Contractor to provide and fit a weather proof cabinet high level by the Clock and finally contract one of the companies to totally refurbish the clock and upgrade to electric movement. Using the lowest tender the project would require a total budget of £6,000.<br>Proposed by Cllr CL, Seconded by Cllr WD, by a unanimous vote that the Clerk proceed with the project to upgrade the Town Clock to electrical movement and to totally refurbish the Clock drum within the total budget of £6,000 which includes the services of Gillett & Johnson to upgrade and refurbish the Town Clock as quotation £3,970 and Western Power Distribution for a new unmetered electrical supply as quotation £1,432.<br>Cllrs Marsh J and Marsh T then both rejoined the meeting. |
| m) | <b>Collett Park Public Toilets</b>  | Outline advice and options received from InterPublic as to the possible refurbishment and modernisation of the facility.   |
|    | <b>Resolve;</b>                     | Members considered the specification was very high and the associated costs stated were prohibitive and that the way forward was to look for upgrade and refurbishment of the existing to an acceptable level.<br>Proposed by Cllr CL, Seconded by Cllr WD, by a unanimous vote that the Clerk is delegated to obtain the services of a suitable and qualified architect to draw up outline plans and provide QS costings to refurbish the current Public Toilet facility within Collett Park and this is to be submitted for further consideration.   |
| n) | <b>Rectory Road Bus Shelter</b>     | Quotation received for supply and fitting of a bench seat with the Shelter received consideration.   |

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| <b>Resolve;</b> | Proposed by Cllr ML, Seconded by Cllr CL, by a unanimous vote that the quotation received from Somerset Forge Ltd for the sum of £840 is accepted and the works order placed to provide bench seating to Rectory Road Bus Shelter. |
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**Note CD40. 09/10 Regeneration Portfolio Matters – Cllr Chris Inchley**

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| <b>a)</b> | <b>Town Centre Retail Services</b>    | Cllr Lovell raises concern as the number of retail units closed on a Saturday PM especially when compared with the extended trading hours of the Townsend Shopping Park. Members had found that some retail units within the Town Centre were still not open at 9.30am and others were closed at either 3pm or 4pm on the same day and the matter should be raised with the Chamber of Commerce, although it was pointed out that many retail units were not Chamber of Commerce members.   |
|           | <b>Resolve;</b>                       | Proposed by Cllr ML, Seconded by Cllr CL, by a unanimous vote that Chamber of Commerce is made aware of the concerns. The Town Council wished to encourage Town Centre traders to be consistent, to act as one and to send a clear message to the community and visitors as to exactly when the Town Centre is open for trading. The Town Council is keen to work with the Chamber of Commerce on all matters, if an early closing hour was agreed then all retail units should comply. The Chamber of Commerce was also requested to review a possible breakdown in communications as none of the Town Council representatives had received any information, invitations or agendas to any meeting there may have been by the Chamber of Commerce, |
| <b>b)</b> | <b>Somerset Co-operative Services</b> | Newsletter received. Request possible appointment of a “Community Enterprise Champion” and completion of a survey, details provided previously to the Portfolio Holder. They also were keen to visit local Councils to deliver a short presentation however they did charge for this with typical costs of around £154.   |
|           | <b>Resolve;</b>                       | Proposed by Cllr JG, Seconded by Cllr BH, by a unanimous vote that the Town Council wished to investigate the Somerset Co-operative Services and invite them to attend and provide a presentation to the Council on their Services and Proposals before making further consideration to participate or appoint a “Community Enterprise Champion”. As they were only located in Stoke sub Hamdon then the Town Council would propose to fund them up to £50 if needed towards expenses for them to attend and provide their presentation. Cllr Marvin agreed to call into their registered office when next in the area to make contact but the Clerk was also to write formally on the matter.  |
| <b>c)</b> | <b>Town Website</b>                   | Progress to upgrade and enhancements to be delivered received consideration.  |
|           | <b>Resolve;</b>                       | Several Cllrs raised concern that sections of the website and links / functions such as Contact Us, Hyperlinks, Search Tools etc were still not working. The Clerk was also unsure of what had been delivered and raised concern that the online booking forms especially that to Collett Festival also appeared not to be yet delivered.<br>Proposed by Cllr CI, Seconded by Cllr CL, by a unanimous vote that a meeting be arranged with Michael Perry is arranged to discuss the current situation. Cllrs Parham, Inchley, Dunscombe and the Clerk are to attend.  |

**Note CD41. 09/10 Allyn Saxon Allotments – Collapsed Walling**

Unfortunately the Insurers have declined cover in this instance. An executive decision by Cllr Shearn and Parham has been made to proceed with the work at a cost of £3,206 considering there was no other option than to proceed with the lowest quotation with the costs being incurred by this Council. Future insurance cover, risk and liability need to be reviewed to boundary walling upon our allotment sites and this matter has been placed on the agenda for the next Service Delivery meeting for further consideration. The working group was requested to support the executive decision.

**Resolve;** Proposed by Cllr ML, Seconded by Cllr CL, by a unanimous vote that the executive decision to proceed and order the work with Race Brothers at a cost of £3,206 is supported and approved.

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**Note CD42. 09/10 Community Development Working Group**

Members considered change of structure to form this Working Group as a Committee or back to full Council with meetings being open to the public. A proposal to upgrade the Working Group to a Committee structure was lost.

**Resolve;** Proposed by Cllr JB, Seconded by Cllr DM, by a vote of 7 For, 2 Against and 2 Abstentions that the current structure and also format of the Community Development Working Group remains as existing for the life of the current Council. The newly elected Council (May 2011) should review the matter.

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**Note CD43. 09/10 Agenda for the next meeting – Tuesday 20 April 2010**

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The Chairman thanked members for their attendance and closed the meeting at 9.35pm.

Cllr J. M. Marsh

Chairman

Signature; \_\_\_\_\_

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