

Minutes of the Town Projects Committee meeting held on Monday 17th March 2014 at 7pm in the Old Courthouse, Jaycroft Road, Burnham-on-Sea.

Present: Cllr T Nicholls, Cllr N Jones OBE, Cllr Mrs P Burge, Cllr Ms Lawson Cllr M Mansfield, Mrs D Emery – Town Clerk, Mrs L Brewer – Admin Assistant

09/14/TPC Apologies and Declarations of Interest

- Cllr Clarke (work)
- Cllr Young (work)

There were no declarations of Interest.

10/14/TPC Letter from Mark Newman about the Town Centre Business Improvements Provision in the Tesco 106 Project

Members considered the following points, raised by the Clerk:

- Criteria for scheme
- Defined Area of Town centre
- Who can apply (independents – Majors or anyone)
- What the grant will cover
- Is there to be a standard colour palette and materials
- Will there be a unified grant form (to be drawn up)
- Maximum sum that can be applied for
- Quotes to be included with application (3 for more than £1,000)

Members also considered:

- Need to define how many could apply
- How much is available?
- This would not include the shutter scheme at this stage
- Could houses on the seafront apply? – No this scheme would be about the Town Centre Businesses

Members decided to invite the Chamber of Trade to work with the Town Council.

Cllr Miss Parkin PROPOSED that the Chamber of Trade be invited to draw up the criteria for the Shop Front Improvement Scheme, to be presented to the Town Projects Committee. Once the scheme and its operating procedures had been agreed the Clerk's office would accept grant applications to be presented to the Town Projects Committee in the same way that the grant forms are presented to the Policy & Finance Committee. This was seconded by Cllr Mansfield, all members voted in favour.

ACTION The Clerk would write to the Chamber of Trade

11/14/TPC Seats on the Esplanade and Marine Cove Gardens

Members considered the report from the Clerk:

- A total of 8 seats were required for the shelters on the South Esplanade
- 2 seats would be required to replace the vandalised seats on the sea wall by Marine Cove Gardens
- A quotation had been agreed of £380 per seat including delivery with a small installation cost.
- The Town Council had agreed to fund half of the cost - £2,000 from budget.
- The seats would all be matching and made of wood with mild steel ends.

Cllr Jones PROPOSED the 10 seats be ordered, seconded by Cllr Miss Parkin, all members voted in favour.

Cllr Jones also suggested that a small plaque be placed onto each seat, to be engraved with the name of an HMS War Ship. These ships had been provided by America at the beginning of the Second World War and have a matching town/parish name in Britain and America, for example HMS Burnham, he had a list of ten eg. Buxton.

ACTION The Clerk would contact Graham Newing from Sedgemoor District Council to inform him of member's decision.

Members also considered two requests regarding provision of seats:

- The Clerk had quoted a figure of £450 - £650 for Mrs Isnell to purchase a seat in memory of her husband.
- Members suggested this be sited on Marine Drive near the entrance to Burnham Holiday Village.

- The Seat by the RNLI on Pier Street had been provided by Mrs Jones and originally had a plaque (which is now missing)
- Therefore it would not be in order to place a plaque from Ms Blake.

ACTION The Clerk would correspond with the two ladies.

Cllr Mansfield requested that the seat he had purchased in memory of his wife be relocated nearer to the water feature. As it originally had been installed too far away from the Town against his original request.

ACTION The Clerk would investigate this.

12/14/TPC Residents Guide Update

The Clerk informed members that most of the updated editorials and photographs had been sent to the publisher. The rest should be completed by the end of this week and the guide hopefully could be ready by the end of April.

Members considered the funding for the distribution of the guide and it was suggested that Hillview Carnival Club be asked if they would be in a position to deliver the guide to all residences in Highbridge and Burnham-on-Sea for a sum of around £500.

ACTION The Clerk would contact the Carnival Club.

13/14/TPC Application from the BASC for RLT3 funding

Cllrs Jones and Ms Lawson declared an interest in this item and took no part in discussion or vote.

Chairman of BASC Mr Neil NcKen was present at the meeting, the Chairman invited him to explain what they would be applying for:

- Amount applied for would be £60 – 70,000
- For the replacement of Spectator Seating Area which would be covered
- Disabled access
- Paths relaid

Cllr Mansfield praised this excellent facility for the towns and PROPOSED the Town Council support this application. Seconded by Cllr Miss Parkin, members voted in favour.

This was an agreement in principle as the Town Council would receive further information on the application when it was made to the District Council, who would consult with the parish as well as the Coastal Cluster Group.

14/14/TPC Clerk's Report on meeting about Water Quality

The Clerk reported that the Environment Agency have asked if a member of the Town Council would like to sit on the Steering Group to discuss the issues of the Water Quality on our beaches.

It was agreed that the Environment Agency would use Courtroom 1 for their next meeting, to which any member could attend. This would be held towards the end of April 2014.

15/14/TPC SID Results for Marine Drive

Members considered the chart and graph and decided that the average speed over two weeks was 36mph, however speeds were recorded of over 40mph and 50mph.

Members requested that in future the results be more detailed, showing the times of speeding and how many.

ACTION The Clerk would contact County Highways to see if this information was available

16/14/TPC Cllr Miss Parkin's Proposal for Dog Access to the Beach

Cllr Miss Parkin raised the following points:

- Dog Ban between the Jetty and Pavilion is Year Round 24/7
- There is a 6 month ban from the Pavilion to Maddocks Slade
- There is a 6 month ban from the Jetty to the Boat Club
- There is confusion from when the 6 months bans run from
- People staying at the Holiday Village have to walk to Maddocks Slade before taking their dog onto the beach

Cllr Miss Parkin PROPOSED the 6 month bans be dropped completely to avoid confusion and to be dog friendly to visitors.

Members considered the following:

- The area of beach between the Jetty and Pavilion was Designated as a Children's Play Area
- Sedgemoor District Council in consultation with the local parish decided the policy for Dogs on the beach.
- Berrow beach allowed dogs all year round, had suitable signage and was supervised
- Members questioned who supervised the dog situation in Brean and Berrow, and whether this could be repeated on Burnham Beach

Cllr Nicholls seconded Cllr Miss Parkin's proposal, members voted in favour of the 6 months bans to be dropped.

ACTION The Clerk would investigate the dog bans and would write to Sedgemoor District Council to request beach supervision for Burnham beach.

17/14/TPC Job Description and Person Specification - Town Centre Manager

Members considered the notes from the Clerk on the areas to be considered when looking at the Job Description and Person Specification for the role of Town Centre Manager.

It was agreed that the Staffing & Resources Committee was asked to work on a recruitment package that included the following

Job Description

- Hours: Part time 20hrs a week for 2 years to enable 2 seasons to be covered
- Salary – £15,000 for 20 hrs per week for 2 years
- Qualifications – Degree level
- Based at Jaycroft Road:
- Responsible to bring in the projects as agreed with the District Council within the Tesco 106 agreement
- To draw up a sustainable action plan for the town, that will increase footfall and increase the publicity for the town centre
- Responsible to the Working party who will report back to the TPC, therefore must attend such meetings
- Line Manager: The Clerk
- Financial: Authorised to spend according to budget in 106 agreement and in agreement with the Working Party/Clerk
- Improve the operational and commercial viability of the town
- Need to demonstrate an understanding of the current issues facing businesses and encourage new trade

Person Specification

- Good communicator
- Need to liaise with Chamber of Trade, BiARs and other groups and work with appropriate authorities such as Town Council, District Council and Somerset County Council to aid business in the town
- Marketing and Promotional skills -
- Would like them to have excellent contacts in the business world that will enable them to encourage new businesses into the town
- Be familiar and able to use modern communications such as Twitter and Facebook? As well as IT literate
- Be able to give presentations
- Be experienced in event management
- Members considered that experience in grant applications could be a preferred quality rather than essential.
- Bring forward additional attractions and events for the Town

Mr Alex Turco on behalf of the Chamber of Trade was invited to speak:

He reminded members that previous meetings had decided £6,000 EMR for expenses over a 3 year period, there was an unallocated fund of £67,000 – suitable for potential matched funding, and he therefore thought it was essential that the appointed person was experienced in grant applications and suggested that this would be a stated objective of the role and the Town Council may wish to go as far as requiring a percentage of match-funding to be brought in by the manager with the £67,000 seed funding available.

The selected capable person would have money to spend and this would act as a key performance indicator.

ACTION The Clerk could now take these suggestions to the Staffing Committee to progress the recruitment.

18/14/TPC Date for next meeting of this Committee

The Chairman reminded members this would be scheduled for Wednesday 9th April 2014, and Civic Awards would be on the Agenda.

Cllr Mrs Burge had requested the matter of the Christmas Light Competition be on the agenda for today's meeting. The Clerk apologised as it had been missed, but as this item did not have any financial implications the Chairman allowed the some discussion .

19/14/TPC Christmas Light Competition

Cllr Mrs Burge expressed her disappointment in the lack of interest shown by residents of the towns. Many of whom did not know about the competition.

Members considered how to inform residents to encourage them to enter the competition.

- Newspaper advertisements had been used but a quarter page in 2013 had not seen any increase in entries
- Burnham-on-sea.com always gave good publicity
- Could an advertisement be included in the new Town Guide, stating a judging date of the 2nd Monday of December each year.

ACTION The Clerk would compose an editorial for the new Guide.

There being no further business the Chairman closed the meeting at 20.25hrs.