

Minutes of the Town Projects Committee meeting held on Monday 15 June 2015 at 7pm in the Old Courthouse, Jaycroft Road, Burnham-on-Sea.

Present: Cllr Young (Chairman), Cllr Tolley, Cllr Mrs Ripley, Cllr Cox, Cllr Parkes, and Cllr Clarke (Ex-Officio)
Mrs D Emery – Town Clerk, Mrs L Brewer – Admin Assistant,

14/15/TPC Apologies and Declarations of Interest
Cllr Burridge-Clayton (Prior Engagement)
There were no declarations of interest

15/15/TPC Tesco 106 Project

The Clerk reminded members that the Tesco Project was managed by the Working Party and Town Projects Committee, appointments and work to be agreed by the committee through delegated powers. This Project was not part of the Clerk's role, other than accounts and line-management of the Town Centre Manager

- Appointment of working party
- Members AGREED the Working Party would be:
Cllrs Cox, Tolley and Young
Cllr Young suggested Cllr Ms Lawson be invited as well, as she had sat on the previous working party.
- Update from Town Centre Manager
Members NOTED the report from the Town Centre Manager.
Cllr Parkes asked the Clerk to explain the Remits of the TC Manager and the Project Manager. All members had received copies of the Tesco Project as agreed with SDC, the letter of appointment for the Project Manager, a copy of the notes from a meeting with Highways outlining the scope of works and who was responsible for them, and a copy of the minutes where it was agreed to employ a Project manager and Town Centre manager

Cllr Ms Lawson arrived at the meeting.

The Clerk informed members that the Project and TC Manager Remits involved two skill sets, which is why:

- Paul Martin Associates was employed to start the project with the civil engineering works in the High Street, Change of Street Lights, Hanging basket posts, Highways Improvements, street furniture and an electric power socket for the events area.
 - Beverley Milner Simonds was taken on as TC Manager to co-ordinate projects to regenerate the Town Centre. To actively seek funding, encourage new business ventures, organise events and smaller projects in the Town Centre.
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- Invoice from Nigel Haggett for works in the High Street
Members NOTED the invoice from Nigel Haggett and AGREED it should be paid from the Tesco S106 funding, with a small exception for works in areas outside the events area of the High Street which was to come from the seat maintenance budget. It was recognised that much of this work was to bring street furniture up to a standard to match the new street furniture and that this would be over budget and have to come from the contingency budget of the Tesco funding

Cllr Young invited Cllr Ms Lawson to join the Working Party, which she agreed to do.

- **Snag List of High Street Works**
Cllrs Cox and Young had met with Liam Gill & Andrew Turner from Somerset County Council's Highway dept to go over a snag list following the work in the High Street (events area). There had been several complaints about the quality of the working on the paving and having gone through several pages of photographs with highways it was agreed that the contractors be asked to follow up on several areas discussed. Since this meeting Cllr Cox & Cllr Young had revisited the area and taken more photographs, which members had received copies of with their papers. It appeared that the list of snags that were to be dealt with by the Town Council and Paul Martin had been carried out but the work on the highways had not been dealt with, including the Cash Point, which had now rusted through with a hole large enough to take a small hand
ACTION The Clerk was asked to follow up on the snag list with Highways, and the Cash Point, owned by BT, as this may be a health & safety matter.

- The Cycle rack, outside the Railway Inn, had been damaged once again and had been removed.
- Cllr Tolley asked if the metal drain gullies, which had gaps at the joints and could prove to be a trip hazard, could be added to the list.

16/15/TPC Firework Display 2015

The Clerk reported to members that Skyburst were offering a £9,000 display but would be charging £7,000 as in past years. However, because of the forecasted high tide they would have to include the cost of a scaffold tower, which would be £2,275. Road Closures, Road Signs and First Aid would cost £1,000 and around £1,000 Sponsorship income. This left a shortfall of £1,000, the Clerk asked members if this was to come from the Miscellaneous Improvements budget or a request to Policy & Finance Committee?

Cllr Tolley asked if Skyburst could shop around for scaffold at a lower cost even if it were £500 less?

ACTION The Clerk would contact Skyburst to ask about the cost of scaffolding.

It was noted that this was in fact part of Skyburst's costs for the event as they managed the event and carried out the work assessment, and therefore had to be sure of the company providing the scaffolding.

17/15/TPC Seat in Rectory Road

This seat which belonged to the Town Council had been vandalised and part of the seat had been removed. Members also considered a seat at Westfield Road which was in disrepair, but belonged to Sedgemoor District Council.

The Clerk suggested that Nigel Haggett, who was an approved contractor for Sedgemoor District Council and the Town Council, be asked if he could make good the seat at Rectory Road with the wooden slats from the Westfield Road seat.

ACTION The Clerk would contact Sedgemoor District Council about the seat in Westfield Road.

Members considered whether it was worth setting a policy for Seats to be donated

- Cost £500 to £650 to purchase plus installation costs
- 10 year life span if wooden seats
- Possible sponsorship from Local Businesses
- Installation needs to be carried out by preferred Contractors as they would be working on highways
- Long term maintenance

18/15/TPC Letter from Mr & Mrs Parkin

Members NOTED the letter from Mr & Mrs Parkin.

19/15/TPC Draft Policy on Advertisements and Unauthorised Signage on the Highways

Members NOTED the document as prepared by Sedgemoor District Council and the comments made by the Clerk.

ACTION

The Clerk to continue to monitor this policy as it progresses through Sedgemoor District Council

20/15/TPC Requests for Dog Bins

Members considered these requests for Marine Drive, near Willis Court, and between Nunney Close and Conway Crescent. There was £1,180 in budget for bins.

Cllr Cox PROPOSED a Dog Bin be provided for Marine Drive and a Litter Bin between Nunney Close and Conway Crescent. Seconded by Cllr Tolley, members voted unanimously in favour.

ACTION

the Clerk would order the bins from Sedgemoor District Council.

21/15/TPC Quotation for additional grass cuts

Members NOTED and accepted the quotation from Sedgemoor District Council for the extra grass cuts at Queen's Drive and A38 Isleport to Bristol Bridge Inn.

22/15/TPC Sign on the Sea Front

It had been agreed by the previous Committee that the sign will be replaced with a new one, on the other side of the pavement.

23/15/TPC Date of the next meeting

Members NOTED the date of the next meeting of the Committee would be Monday 20 July 2015.

24/15/TPC

At the end of the meeting members considered the Homeless person in the Shelter on Victoria Street and the problems at the Tuckers Garage site. The Clerk was asked to contact Sedgemoor District Council and the Police about these issues, again.

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