

Minutes of the Town Projects Committee meeting held on Monday 24th June 2013 at 7pm in the Old Courthouse, Jaycroft Road, Burnham on Sea.

Present Cllr Clarke (Chair), Cllr Jones, Cllr Miss Parkin, Cllr Nicholls and Cllr Mansfield
Mrs D Emery – Town Clerk, Mrs L Williams – Deputy Clerk
Cllr Smout had offered to come to this meeting of the committee to advise on staffing matters
Cllr Williams was present

35/13/TPC Apologies and Declarations of Interest
Apologies were received and accepted from:
• Cllr Burge (Holiday)

Cllr Mrs Parkin declared a 'pecuniary' interest on item 6 – but requested to speak on a related matter.

Cllr Young joined the meeting

36/13/TPC Project Work

Members NOTED the report from the Clerk on the Project Work (106 Tesco Money)

Members had a lengthy discussion concerning the work to be carried out under this project.

Cllr Cox and Cllr Lawson joined the meeting

- Members were reminded that the agreement for the Project and Marketing Managers post was a part-time post for 3 years at 20 hours a week
- The 106 money was to compensate for the loss of trade and to enhance the High Street area
- Members agreed that a different set of skills were required for a Project Manager and a Marketing Manager and therefore considered employing a Project Manager for 18month- 2 years for the Town Centre improvements and the remainder of the time a Marketing Manager
- It was suggested that a couple of professional Project Management Companies in Construction be approached
- To approach an Agency specialising in the Construction Industry that can advertise, receive C.V's, draw up a Job Specification etc.
- Approach Liam Gill to ask if he knows of anyone with the relevant qualifications to manage the projects.

Cllr Mrs Parkin PROPOSED and was SECONDED by Cllr Young and members were all AGREED that:-

Cllr Smout drew up a specification for the work to be carried out by the project Manager.

The Clerk arranged meetings with 3 companies working in Project Management, and if available someone suitably qualified who had previously worked for SCC Highways to discuss the service they could offer and the costs involved

Cllr Young, Cllr Smout and Cllr Clarke would attend the meetings

Action The Clerk was asked to arrange these meetings
Cllr Smout would draw up the specification for the work

37/13/TPC Financial Management of Money from 106 Agreement

Members NOTED the report on the pull down of monies in larger sums i.e. £50,000 from SDC

Cllr Mrs Parkin left the meeting

38/13/TPC Highways – Outside Costa Coffee

The Clerk updated members. Liam Gill had advised that following complaints about seating outside Costa Coffee, he had spoken to the manager and explained that a licence was required to place street furniture on highway land (including pavements). A licence had been applied for but refused on safety grounds. Costa Coffee had stopped putting chairs out during the week but continue the practice at weekends knowing there were no county highway officers on duty.

Members AGREED that the Town Council supported SCC Highways in the enforcement of their policies, as they recognised there was safety issues involved. Also by not following up the breach by policy at Costa Coffee it invited other businesses to do the same.

Cllr Mrs Parkin returned to the meeting.

Non Agenda Items Discussed

Cllr Mrs Parkin informed members:-

- 2 coach signs have been removed from a post outside the ESSO garage and the post just past the swimming pool, directing coaches up Seaview Rd.
- Suggested that 1 new coach sign is required on the Tesco roundabout pointing towards Love Lane.
- Signage for toilets and BiAR Information to be repositioned as are pointing in wrong directions.

Cllr Mrs Parkin brought to the attention of members that Proper Job has placed 4 'A' boards on the highway outside Proper Job in Adam St. along with 5 traffic cones in between. A roadside car parking space had been blocked. Pictures were shown to members.

Another complaint was of a scooter parked in the road in College Street with advertising boards all around it.

ACTION

The Clerk was asked to write to the Police for enforcement of parking and blocking the highway with signage especially at weekends.

The closing time of the Public Conveniences on the seafront was discussed. 5:30pm was extremely early during the summer months.

- The Clerk informed members that Ian Jefferies had arranged for them to be open on a Tuesday night until 9pm to accommodate the Bike Rallies.
- Clean Surrounds to be approached to see if opening times could be extended to 8pm during Summer months
- There is no available money for an automatic toilet
- Businesses can join the 'toilet scheme' where they can obtain up to £4,000 a year in funds.

- Cllr Jones and Cllr Parkin both felt that as the Town Council was doing everything to encourage more tourists into the town, the toilets were essential.

ACTION The Clerk was asked to approach Sedgemoor District Council to ask about the current time of opening and if there was

1. The capacity to open longer hours
2. The cost to the Town Council to have extended hours

39/13/TPC Date of next meeting

Members agreed that the next meeting of this committee would be on Monday 12th August 2013

There was no other business and the Chairman closed the meeting at 20:05hrs