

Minutes of the Town Projects Committee meeting held on Monday 12th August 2013 at 7pm in the Old Courthouse, Jaycroft Road, Burnham on Sea.

Present Cllr Nicholls, Cllr Jones, Cllr Mrs Burge, Cllr P Young, Cllr Ms Lawson
Mrs D Emery – Town Clerk, Mrs L Williams – Deputy Clerk

Cllr Nicholls chaired the meeting

40/13/TPC Apologies and Declarations of Interest
Apologies were received and accepted from:

- Cllr Clarke - (work commitment)
- Cllr Mansfield (holiday)

Cllr Mrs Parkin was not present.

There were no Declarations of interest.

Mr Alex Turco, as a member of the Burnham Chamber of Trade spoke on agenda items 3 and 4. Mr Turco had attended the meetings last year when the plans for the 106 Tesco money had been formulated, and spoke of his concerns on the employment of a Project Manager.

He questioned why a Project Manager was necessary.

- When would they be appointed?
- For how long?
- The financial impact on the project as a whole?

The Chamber of Trade were represented at the meetings that put the project together and would like to be kept informed of the developments as this would have an impact on the business quarter. Whilst the chamber's members recognised that the Town Council were elected and had the responsibility for this project they would be grateful if there could be on-going dialogue with Chamber of Trade so that the cooperative spirit can be continued.

The Clerk informed the meeting that a written response to some of these concerns had been given prior to this meeting, and the appointment of the project manager was to be discussed on this agenda.

41/13/TPC Project Work

Members NOTED the report from the Clerk, on the possible appointment of a Project Manager for the 106 Tesco Funding. The report outlined various avenues and companies that had been approached by the Clerk to discuss what their company could offer in terms of project management.

As members of the press and public were present the committee did not want this agenda item to go into Confidential, therefore no names or financial amounts were disclosed at this stage.

Members discussed the following:

- Clarification around the powers to appoint – This committee could appoint as they have the delegated authority to take this project forward.
- A timeline for all the projects would be required which would be the responsibility of the Project Manager, this would enable the road-works to be scheduled with SCC Highways and the other projects to be slotted in at the appropriate time in the schedule.

- It was suggested that a local person, who knew the area, the impact of tourism for retailers in the area and who had work with the Town Council before would be advantageous to the Project.

Cllr Jones PROPOSED that the person named in item 5 on the report be invited to talk to the Clerk in consultation with the Chairman, Vice Chairman; or one other committee member, if either were unavailable, to establish exactly what was required of them and the cost. If this was satisfactory to both parties an agreement was to be drawn up on that basis.

This was SECONDED by Cllr Ms Lawson
A vote was taken, with 4 in favour and 1 abstention

ACTION The Clerk was asked to arrange this meeting
The Clerk would keep the Chamber of Trade and Town Team informed of progress as soon as possible after each meeting and when there is something to report.

42/13/TPC Terms of Reference in regard to the person/company recruited to Project Manage

- It had been agreed by full council that this committee was to oversee the project including persons appointed to carry out the work.
- Members AGREED that the person appointed would be answerable to this committee.
- Terms of Reference, including how the project manager would report back to the committee, how often etc would be fully discussed at the next Town Projects meeting on 9th September.

ACTION The Clerk to put this matter as an agenda item for next meeting.

43/13/TPC Dog bin request

The clerk informed the members that there is £400 in Ear Marked Reserves (ERM). The consideration is not the cost of the bin but the on-going expense of emptying the bin.

Cllr Jones PROPOSED that a new bin be installed at the end of the alleyway in Tregelles Close.

This was SECONDED by Cllr Young
Members AGREED unanimously.

44/13/TPC Quotations for the wall by Highbridge Town Clock

Three quotes had been obtained for the work to rebuild the wall by the clock in Highbridge, ranging from £2,886 to £4,297. The Clerk advised that there was £4,200 in Town Improvements Miscellaneous ERM.

- Cllr Mrs Burge PROPOSED that the cheapest quote from Nigel Haggett of £2,886 was accepted.
- This was SECONDED by Cllr Jones
- Members AGREED unanimously.

45/13/TPC E-mail correspondence on the legal costs for the Railway Buffer Stop Monument

Members NOTED the emails.

46/13/TPC Joint Funding request (with SCC) to install Chevrons on Brewery Bend

Members recalled they had discussed and supported the reinstatement of the Chevron at recent meeting.

- Cllr Young PROPOSED that the Town Council contributed the £250 (being half the cost) and that this was funded from the current Miscellaneous budget.
- This was SECONDED by Cllr Mrs Burge.
- Members AGREED unanimously

47/13/TPC SID's results for Berrow Road

Members NOTED this report.

Non Agenda item discussed

The Clerk advised that she had exchanged emails with Tom Dougall and Ian Jefferies about urgently purchasing a sign for Pier Street coach park. (SDC to take out of the RDA money). As six signs were in the 106 Tesco money project it had just been a case of bringing this one forward to assist with Project Coach.

48/13/TPC Date of next meeting

Members agreed that the next meeting of this committee would be on Monday 9th September 2013

There was no other business and the Chairman closed the meeting at 20:00hrs