



The Old Courthouse,
Jaycroft Road,
Burnham on Sea,
TA8 1LE

16th January 2024

To: All Members of the Town Improvements Committee

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **TOWN IMPROVEMENTS COMMITTEE (TIMPS)** to be held on **22nd January 2024** in the Council Chamber, Old Courthouse, Jaycroft Road, TA8 1LE at **7.00 pm** for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

Building doors will be open at 6:45pm

A handwritten signature in black ink, appearing to be "K Noble", written on a light blue background.

Katherine Noble
Town Clerk

Please contact the Town Council reception (01278 788088) if you need further information on this agenda.

Members of the Town Improvements (TIMPS) Committee

Councillor P. Clayton
Councillor M. Facey
Councillor G. Gudka
Councillor B. Vickers

Councillor C. Searing
Councillor J. Warren (Chair)
Councillor P. Wynn

Public participation

A public participation session will now be held before the meeting starts. Anyone wishing to speak on any matters is encouraged to give notice of the request and subject matter to the Town Clerk no later than midday on the last working day prior to the meeting. Public participation shall be restricted to the public participation session, unless directed otherwise by the Chairman. In accordance with standing orders the public participation time will not exceed 15 minutes in total with no individual speaker exceeding 3 minutes.

Town Improvements Committee Meeting Agenda

22nd January 2024

- 96.0.I24 Apologies for absence**
- 97.0.I24 To receive any declarations of interest on items included on this agenda**
- 98.0.I24 To receive and approve the minutes of the TIMPS meeting held on 13th November and the extraordinary meeting held on 13th December 2023**
- 99.0.I24 Matters arising from previous minutes**
- 100.0.I24 To receive the Chairs report**
- 101.0.I24 To receive update report from the Town Rangers**
- 102.0.I24 To receive a verbal update on the Christmas lights**
- 103.0.I24 To note the most recent committee income and expenditure report**
- 104.0.I24 To note the most recent footfall report**
- 105.0.I24 To consider request to hold a continental market**
- 106.0.I24 To consider request from St Joseph's School for a dog bin to be placed at the lane leading into the School**
- 107.0.I24 To consider reprinting of railway leaflets and Town Crier postcards**
- 108.0.I24 To consider report regarding Temporary Traffic Regulation Order application for 2024 events**
- 109.0.I24 Date of next meeting**
 - To note the date of the next meeting, which is scheduled **25th March 2024 at 7pm**



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Minutes of a meeting of the Towns Improvements Committee held on 13th November 2023 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm

Present: Councillors J. Warren (Chair), P. Clayton, M. Facey, C. Searing, B. Vickers, P. Wynn

In attendance: K. Noble, Town Clerk, E. Dutton, Deputy Town Clerk and 3 members of the public.

Public Participation:

A member of the public suggested that the Town Council could consider taking assets and land back from Somerset Council.

79.0.123 Apologies for absence

Apologies were received from Councillor Gudka.

80.0.123 To receive any declarations of interest on items included on this agenda

There were no declarations of interests.

81.0.123 To receive and approve the minutes of the Towns Improvements Committee meeting held on 11th September 2023

The minutes of the previous meeting of the Towns Improvements Committee meeting held on 11th September 2023, were presented by the Chair.

Resolved that the minutes be taken as read, confirmed and signed by the Chairman.

(a member of the public entered the room at this juncture)

82.0.123 Matters arising from previous minutes

Discussions are still taking place on The Nornen Street Art proposal.

The location for re-siting of the dog bin in St Johns Road has yet to be agreed.

83.0.123 To receive the Chairmans report

The Chairman reported that the fountain at Station Approach has been repaired and now up and running.

The Christmas lights contractor has been busy throughout the towns installing the festive lighting.

Signed by Chair.....

Date.....



**Burnham-on-Sea
& Highbridge**
TOWN COUNCIL

The Christmas trees for Burnham and Highbridge have been installed and are ready for the switch on events on in Highbridge on 18th November and 25th in Burnham.

The Chairman congratulated Dusi Cake, who won best in show at cake International.

The Reeds Arms have won a Platinum plus in the annual loo award 2023.

The Chairman gave congratulations to Hillview Carnival Club who have won best junior cart at Bridgwater, Burnham, Weston and North Petherton.

The Chairman thanked all those involved with the clean up after the carnival.

Large numbers attended the Armistice Day and Remembrance Day ceremonies.

84.0.123 To receive report from the Town Rangers

The Town Rangers report was noted.

85.0.123 Estate management update report and to agree any expenditure

The Estate Management report was noted.

86.0.123 To note the most recent committee income and expenditure report

No queries were raised and the report was noted

87.0.123 To note the most recent footfall and vacancy reports

A query was raised if data from other local towns could be provided. The data is only available if provided by the towns.

The footfall and vacancies report was noted.

88.0.123 To consider Councillor Disclosure and Barring Service (DBS) report

Resolved Councillors Clayton, Wynn and Warren will be DBS checked.

89.0.123 To consider the grass cutting at Southwell Gardens

Resolved that the Council continues the grass cutting at Southwell Gardens at a charge of £500.00.

90.0.123 To consider the draft committee budget for 2024-2025

A discussion took place and Councillors were given the opportunity to raise questions, which were answered.

The Committee agreed to take the Seawall Art decision to Council, before the Committee approve the budget.

91.0.123 Date of next meeting

The next meeting is the 22nd January 2024 at 7pm.

Signed by Chair.....

Date.....



Minutes of a meeting of an Extraordinary Towns Improvements Committee held on 13th December 2023 at The Princess Theatre, Princess Street, Burnham-on-Sea at 7 pm

Present: Councillors J. Warren (Chair), P. Clayton, M. Facey, G. Gudka, C. Searing, B. Vickers

In attendance: E. Dutton, Deputy Town Clerk and 2 members of the public.

Public Participation:

One member of the public stated that the Towns needed more information leaflets and the Council should consider paying for them.

92.0.123 Apologies for absence

Apologies were received from Councillor Wynn.

93.0.123 To receive any declarations of interest on items included on this agenda

There were no declarations of interests.

94.0.123 To consider the draft committee budget, deferred from last meeting, for recommendation to the Finance and Resources Committee

The draft budget was reviewed and Councillors were given the opportunity to raise questions, which were answered. Amendments were made as agreed.

Resolved that the Committee submits the budget request for £68,690 (£560 income, expenditure £69,250) to the Finance & Resources Committee.

95.0.123 Date of next meeting

The next meeting of the Town Improvements Committee is scheduled for 22nd January 2024 at 7 pm.

Signed by Chair.....

Date.....

Report for councillors: Update on the work of the Town Rangers

Issued to: Town Improvements Committee 22/01/2024

Purpose of Report

To share the positive work the Town Rangers have been doing in Burnham and Highbridge.
The Town Rangers are continuing to be proactive in tidying the towns.

Litter

Some of the main areas where regular litter picking has been concentrated on since Christmas are:

- Moorlands Estate
- B&M Car Park
- Behind Hurley's – Phoenix Terrace, Technical Street
- Alley between Ashley Avenue and Sutherland Avenue
- Rear of Burnham Infants School and surrounding area
- Walrow M5 Bridge

Repairs

The Rangers have carried out repairs to the allotment shed doors.

PAT Testing

PAT testing has been carried out at the Town Council offices.

Graffiti

The Rangers have been removing graffiti they have found around the towns.

Christmas Tree

The Rangers have been carrying out daily checks on the towns trees to ensure they are safe during high winds and from vandalism.

Cemetery Support

Taking mowers for servicing and having punctures repaired to the ride on mower.

Defibrillator

The defibrillator has now been fitted outside the Princess Theatre and the Rangers are completing the weekly checks and log book for this.

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>400 TIMPS</u>								
1400 Signal Box	0	240	40	(200)			600.0%	
1405 Event Donations Received	0	1,700	0	(1,700)			0.0%	
1410 Grass Cutting	0	417	0	(417)			0.0%	
TIMPS :- Income	0	2,357	40	(2,317)			5891.7%	0
4385 Maintenance	0	662	2,000	1,338		1,338	33.1%	
4430 Benches	0	0	1,500	1,500		1,500	0.0%	
4435 Bus Shelter Cleaning	0	0	1,000	1,000		1,000	0.0%	
4440 Dog/Litter Bins	0	237	1,500	1,263		1,263	15.8%	
4445 Speed Indicator Devices	92	92	500	408		408	18.3%	
4450 Floral Decorations	4,355	4,355	3,000	(1,355)		(1,355)	145.2%	
4455 Christmas Lights	0	6,226	26,000	19,774		19,774	23.9%	
4460 Tourism	0	1,896	2,000	104		104	94.8%	
4465 Events Expenditure	0	6,201	10,000	3,799		3,799	62.0%	
4470 Town Centre Cleaning	0	6,000	7,000	1,000		1,000	85.7%	
4475 Carnival Events Week	(1,521)	9,577	14,000	4,423		4,423	68.4%	
4480 Burnham Evolution	0	1,463	0	(1,463)		(1,463)	0.0%	
TIMPS :- Indirect Expenditure	2,926	36,708	68,500	31,792	0	31,792	53.6%	0
Net Income over Expenditure	(2,926)	(34,352)	(68,460)	(34,108)				
Grand Totals:- Income	0	2,357	40	(2,317)			5891.7%	
Expenditure	2,926	36,708	68,500	31,792	0	31,792	53.6%	
Net Income over Expenditure	(2,926)	(34,352)	(68,460)	(34,108)				
Movement to/(from) Gen Reserve	(2,926)	(34,352)						

GEO-Sense Footfall Headline Report

Burnham On Sea

November 2023

63,450

Total visits this period

Footfall is
-17%
down
based on
last month

2,115

Average visitors per day

Overall footfall statistics



Headlines

- The change in footfall compared to the previous month is a **-17%** decrease
- The total number of visitors was **63,450** of which **49,463** (78%) have visited previously and **13,987** (22%) were new
- The average number of visitors per day has decrease by **-25%** based on the year to date average
- Footfall for the year to date has increased by **2%** (21,473) based on the same period last year
- The busiest zone during November was the **High Street / Regent Street Jct** with **40,352** visitors, **64%** of the total venue visitors

Busiest Days

- The busiest day this month was **Monday 6th** with **3,126**, **5%** of the total of which **1,247** (40%) were new visitors
- During this day the busiest time was between **11:00 and 12:00**
- Average Dwell for the day was **219** minutes

Intelli-Sense Analytics

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<https://proximityfutures.com>

GEO-Sense Footfall Headline Report

Burnham On Sea

December 2023

63,597

Total visits this period

Footfall is
0%
up based
on last
month

2,052

Average visitors per day

Overall footfall statistics



Headlines

- The change in footfall compared to the previous month is a **0%** increase
- The total number of visitors was **63,597** of which **52,656** (83%) have visited previously and **10,941** (17%) were new
- The average number of visitors per day has decrease by **-25%** based on the year to date average
- Footfall for the year to date has increased by **2%** (19,297) based on the same period last year
- The busiest zone during December was the **High Street / Regent Street Jct** with **44,072** visitors, **69%** of the total venue visitors

Busiest Days

- The busiest day this month was **Wednesday 27th** with **2,814**, 4% of the total of which **401** (14%) were new visitors
- During this day the busiest time was between **10:00 and 11:00**
- Average Dwell for the day was **283** minutes

Intelli-Sense Analytics

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<https://proximityfutures.com>

Continental Market

We are an operator of international themed markets and food festivals across the UK. We call these Continental Street Markets and they are an excellent way of attracting footfall in a safe and easy to manage outdoor setting.

These Continental Street Markets feature anywhere between 15 and 30 traders (space permitting), which offer a range of hot food, fresh food and craft offerings, all with an international origin. The traders although international in origin are all UK based.

We have delivered these events successfully for over 10 years throughout the UK.

We would be interested to see if we could use the Promenade space in Burnham-on-Sea to play host to one of these markets. Typically, they last for 4 days at a time, usually taking place from Thursday to Sunday. We provide all the infrastructure for the events and so are just looking for quality space to use and new locations. We ask for some assistance from the host location with advertising locally but apart from that we manage all elements of the event.

We are able to provide references from other local authorities or BIDs that we have worked with, many whom we continue to work with year on year.

Dates required:

7th -11th August (5 days) if possible.

Number of stalls:

There will around 15-25 stalls (see pictures attached), they are of all international foods and crafts. 4 of the local businesses will be invited if they wish to take part (free of charge and can provide them with a stall and power if needed).

Weather:

If bad weather occurs before the event they will postpone, or if bad weather occurs during the event they will close the event. All notifications go through their social media platforms.

Risk assessments/insurance:

Once a date is confirmed they will do another site visit to establish any risks or voids, once they have visited the site they will send over the following documents:

RA

EMP

Operational Plan

Site Plan

Our PLI insurance (10 million)

All traders' details such as food ratings and registration will be sent over one week before the event.



To consider request from St Joseph's School to site a new dog poo bin at the lane leading to the school

The Town Council have received an email from St Joseph's school, stating that a member of the public and parent of children at the school had contacted them to request that a dog waste bin and some stickers are placed along the lane off Ashley Avenue that leads to the school.

This is a main route used by all the children and parents to get to school and is completely littered every day with dog fouling. They do not know who the owner of the dog is, but it is causing a real problem with children treading in it and then walking it into school and on the carpets.

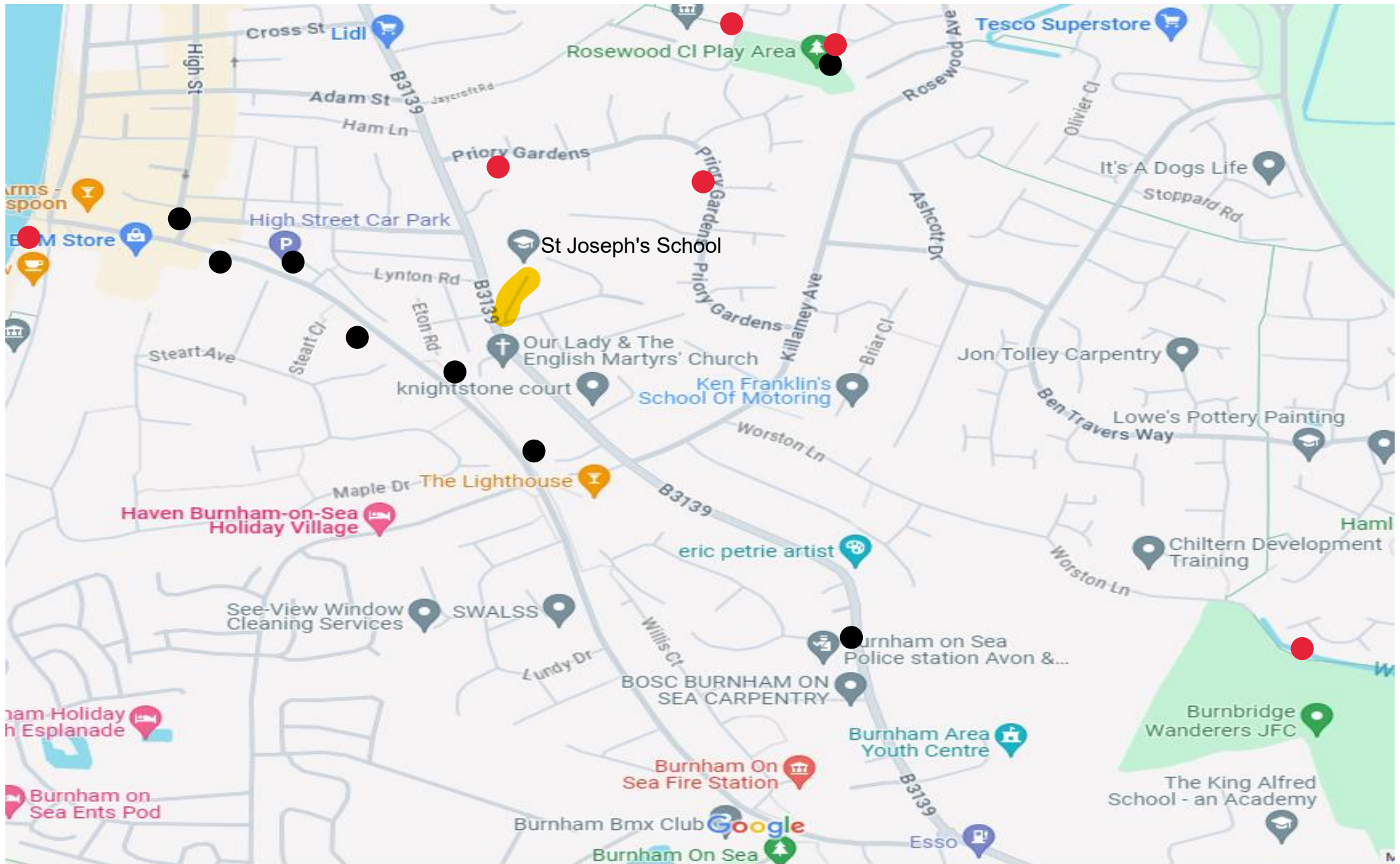
St Joseph's school contacted the Clean Surroundings team to clear the mess up, but they feel that a bin and stickers may help encourage the culprits to clear the mess up.

Please see the map to show where the nearest dog poo bins and litter bins are to the lane.

There is no post currently suitable to attach a dog bin to so a new post would need to be installed.

Costings are to follow and will be circulated once received from Somerset Council.

E Dutton
Deputy Town Clerk



● Dog poo bin ● Black litter bin ● Lane to St Josephs School

To Consider reprinting of railway leaflets and Town Crier postcards

This was referred from Town Council on the 12th December 2023 as it was raised in public participation.

One member of the public stated that the railway leaflets and Town Crier postcards are nearly out of stock and the Council should consider paying for them to be reprinted.

The Committee need to consider if they would be interested in taking this forward, if the decision is made to go forward with this, then further investigation will be carried out into the costs and reported back at the next TIMPS meeting.

Report for councillors: **To consider Temporary Traffic Regulation Order (TTRO) application for 2024 events**

Issued to: **Town Improvements Committee Meeting
22nd January 2024**

Purpose of Report

To consider applying for a joint Temporary Traffic Regulation Order (TTRO) for scheduled events in 2024.

Background

Somerset Council have confirmed that there will be a charge for event road closures, at a cost of £575 per event. The Town Council will have to apply for a TTRO for the fireworks event in November.

Somerset Council have agreed that the Town Council can work together with other local organisations to submit a joint application for events planned in 2024, as long as the application is submitted by 30th January 2024. No amendments can be made to the order once sealed. By submitting a joint application there would only be one charge of £575 for all the events covered in the TTRO.

The Town Clerk and Deputy Clerk attended a meeting with representatives from Burnham Chamber of Trade and Our Highbridge to discuss the events that could be covered by the joint TTRO. The events to be included are the Fireworks Display, the Christmas lights switch-on events in Burnham-on-Sea and Highbridge, Burnham High Street Car Show, BOS Fest, Paper Aeroplane Championships.

The EAT Festival has already received a TTRO and Carnival cannot be included in a joint application. The Remembrance Parade will be covered by a different process and will remain free of charge.

The Burnham Chamber of Trade and Our Highbridge are likely to apply to the Council for grants to cover this cost of the TTRO for the Christmas lights events. The Committee have already budgeted to cover the cost of the road closure for the fireworks event.

Recommendation

That the Committee agree to submit a joint TTRO application with Burnham Chamber of Trade and Our Highbridge and agree to allocate £575 from the events budget to cover the road closure application costs.

E Dutton
Deputy Town Clerk