



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

16th June 2026

To: All Members of the Assets & Amenities Committee

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **ASSETS & AMENITIES COMMITTEE** to be held on **23rd June 2026** 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.

Please note that vehicular access is now via Mendip Way, TA8 1GA.

what3words: **///dimension.reworked.loved**

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", enclosed in a thin black rectangular border.

Katherine Noble
Town Clerk

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

Members of the Assets & Amenities Committee

Councillor P. Clayton (Chair)
Councillor B. Metcalfe
Councillor P. Mills
Councillor S. Perry
Councillor B. Vickers

Councillor Hendry
Councillor L. Millard
Councillor M. Murphy
Councillor C. Searing

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 Chair. In accordance with standing orders the public participation time will not exceed 15 minutes in total with no individual speaker exceeding 3 minutes.

Assets & Amenities Committee Meeting Agenda

23rd June 2026

- 184.A26 Apologies for absence**
- 185.A26 To receive any declarations of interest on items included on this agenda**
- 186.A26 To receive and approve the minutes of the Assets & Amenities Committee meeting held on 21st April 2026**
- 187.A26 To note the most recent committee income and expenditure report**
- 188.A26 To consider response to correspondence received**
 - 188.1 To consider request from the Green Team to install water butts at the Crosses Penns public conveniences
- 189.A26 Princess Theatre**
 - 189.1 To receive Theatre Manager's update report
- 190.A26 Cemeteries**
 - 190.1 To receive cemeteries update report
- 191.A26 Allotments**
 - 191.1 To receive allotments update report
- 192.A26 Public Conveniences**
 - 192.1 To receive public conveniences update report and to make any decisions required
- 193.A26 To receive the estates team general update report**
- 194.A26 To receive floral displays update report**
- 195.A26 To receive the speed indicator device's report**
- 196.A26 To consider quotations for replacement of the "You are Here" boards**
- 197.A26 Date of next meeting**

The next meeting of the Assets & Amenities Committee is scheduled for 7th July 2026 at 7 pm.



Minutes of a meeting of the Assets & Amenities Committee held on 21st April 2026 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm

Present: Councillors L Millard, P. Mills, M. Murphy, S. Perry, C. Searing, B. Vickers

In attendance: K. Noble (Town Clerk) and 2 members of the public

Councillor Perry Chaired the meeting in the absence of Councillor Clayton.

Public Participation: There were no items raised.

171.A25 Apologies for absence

Apologies were received from Councillor Clayton.

172.A25 To receive any declarations of interest on items included on this agenda

There were no declarations of interests.

173.A.25 To receive and approve the minutes of the Assets & Amenities meeting held on 17th February 2026

The minutes of the previous meeting of the Assets & Amenities Committee meeting held on 17th February 2026, were presented by the Chair.

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

174.A25 To note the most recent committee income and expenditure report

Several queries were raised regarding the accounts and Councillors found them difficult to understand. Councillors were advised that the end of year accounts would be presented to Council in due course.

175.A.25 To consider response to correspondence received

175.1 To consider a request for a dog bin to be installed in Westfield Drive

A lengthy discussion took place. Councillor Millard advised that the Green Team had requested that the dog bin near to the proposed community garden is moved, which will make it more accessible.



There are no dog fouling signs on the lampposts. Somerset Council will be asked to erect some signs on lampposts and the litterbins.

Resolved that the Council are not minded to install another bin the area at this time, but will work with Somerset Council to move the dog bin to a more accessible location.

176.A.25 Princess Theatre

176.1 To receive Theatre Managers update report

The Committee commented on some of the amazing shows scheduled and felt the report was very positive.

The participation groups advertising could be reviewed to encourage better attendance.

The Committee were pleased with how the customer feedback had been reported.

The Highbridge Festival had written to the Committee to pass on their thanks to the Theatre Team.

The Theatre Managers report was noted.

176.2 To review regular hirers fees and charges

The circulated report was discussed.

Resolved that the Committee agree to offer the 50% discount hire fees, for rehearsals only, for two established regular hirers and introduce the offer of a flat additional fee of £20.00 if they wish to use the stage.

177.A.25 Cemeteries

177.1 To receive cemeteries update report

If possible, in the next report the Committee would like to see interment comparison figures for the past 5 years.

The cemeteries report was noted.

177.2 To consider the Grass Keep Agreement report for Brent Road Cemetery

Resolved that the Committee approved the continuation of the grass keep agreement with J&W Welland for the 2026 season (1st April – 30th November), with the annual fee to be waived in exchange for hedge cutting.

178.A.25 Allotments

178.1 To receive allotments update report



The allotments report was noted.

179.A25 Public Conveniences

179.1 To receive public conveniences update report

The Town Clerk was asked to contact Danfo for an update on the recruitment for a cleaner in Cheddar.

When events are due to take place at Manor Gardens, it would be helpful if organisers were advised if any of the toilets are closed at Crosses Penn.

180.A25 To receive the Estate Managers general update report

The Committee requested to be provided at future meetings with data from the Speed Indicator Signs (SIDs) . A question was asked regarding how many SID locations are approved, it was believed to be 10 but an email would be sent to confirm this.

The 'You Are Here' signs are in poor condition. Councillors were advised that quotations are currently being obtained for replacing the signs.

The report was noted.

181.A25 Update on the office refurbishment

It was confirmed that the costed plans were significantly higher than the allocated budget. Amendments to the plans are being considered.

182.A25 To appoint a Task and Finish Group to review dog waste facilities

The group would look at how many bins are available and how to advertise this information. The costs involved will also be published.

Resolved Councillors Perry and Searing are appointed onto the Task and Finish Group.

183.A25 Date of next meeting

The date of the next meeting of the Assets and Amenities Committee will be held 16th June 2026 at 7pm.

09/06/2026

Burnham & Highbridge Town Council Current Year

Page 1

09:43

Detailed Income & Expenditure by Budget Heading 31/05/2026

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>500 Cemeteries</u>								
1500 Wayleaves	0	0	4,850	4,850			0.0%	
1515 EROB	2,068	2,483	10,000	7,517			24.8%	
1520 Interments	1,209	2,328	13,000	10,672			17.9%	
1525 Memorials	940	1,441	5,500	4,059			26.2%	
4350 Business Rates	(945)	(1,540)	(9,100)	7,560		7,560	16.9%	
4355 Utilities	(94)	2,945	(5,000)	7,945		7,945	(58.9%)	
4605 Provision For Paths	0	0	(15,000)	15,000		15,000	0.0%	
4610 Pump Maintenance	0	0	(2,000)	2,000		2,000	0.0%	
4615 General Maintenance	0	0	(13,000)	13,000		13,000	0.0%	
4620 Mech Grave Digger	0	(250)	(8,500)	8,250		8,250	2.9%	
4635 Waste Collection	(159)	(311)	(2,800)	2,489		2,489	11.1%	
4640 Provision for Walls	(27,402)	(27,402)	(2,000)	(25,402)		(25,402)	1370.1%	27,402
4645 Water Testing	0	0	(1,500)	1,500		1,500	0.0%	
<u>600 Princess</u>								
1600 Storage Hire	0	0	3,700	3,700			0.0%	
1605 Lettings	650	4,213	33,500	29,287			12.6%	
1615 Café Rent/Commission	605	1,086	5,920	4,834			18.3%	
1625 PT Merchandise	363	743	4,100	3,358			18.1%	
1630 Donations Received	26	85	0	(85)			0.0%	
1645 Show income	6,041	7,507	35,000	27,493			21.4%	
1655 Participation PT	1,193	2,225	8,000	5,775			27.8%	
1660 Art Sales	11	11	350	339			3.1%	
1670 PV Cells	1,436	1,436	5,000	3,564			28.7%	
1680 Advertising income	0	71	750	679			9.4%	
4000 Salaries & Wages	(8,459)	(17,349)	(115,100)	97,751		97,751	15.1%	
4005 Employers Nat Insurance	6	(1,028)	(15,600)	14,572		14,572	6.6%	
4010 Employers SAnnuation	(1,450)	(2,900)	(26,500)	23,600		23,600	10.9%	
4060 Training	0	(205)	(2,500)	2,295		2,295	8.2%	
4065 Travel, Expenses & Subsistence	0	0	(50)	50		50	0.0%	
4070 Office/IT Equip & Furniture	(203)	(761)	(5,000)	4,239		4,239	15.2%	
4080 Telephone & Broadband	(199)	(400)	(2,750)	2,350		2,350	14.5%	
4100 Insurance	0	0	(5,775)	5,775		5,775	0.0%	
4350 Business Rates	(707)	(1,416)	(7,680)	6,264		6,264	18.4%	
4355 Utilities	(1,941)	(1,676)	(33,000)	31,324		31,324	5.1%	
4375 Cleaning	(531)	(2,800)	(8,100)	5,300		5,300	34.6%	
4380 Security & Alarms	0	(794)	(3,000)	2,206		2,206	26.5%	
4385 Maintenance	166	(271)	(28,000)	27,729		27,729	1.0%	
4390 H&S/Fire/Inspections	0	(337)	(3,500)	3,163		3,163	9.6%	
4635 Waste Collection	(190)	(351)	(2,800)	2,449		2,449	12.5%	

Continued over page

Detailed Income & Expenditure by Budget Heading 31/05/2026

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4700 Technician Cost	(784)	(2,020)	(18,000)	15,980		15,980	11.2%	
4701 Show costs	602	(2,100)	(15,000)	12,900		12,900	14.0%	
4705 Advertising & Marketing	(892)	(1,813)	(7,000)	5,187		5,187	25.9%	
4710 Licences (exp)	0	(703)	(750)	47		47	93.8%	
4715 Card Payment Fees	(136)	(372)	(3,000)	2,628		2,628	12.4%	
4725 Technical Theatre	(50)	(50)	(4,500)	4,450		4,450	1.1%	
4730 Backstage Expenses	0	0	(500)	500		500	0.0%	
4740 PTAC Merchandise	(352)	(373)	(3,000)	2,627		2,627	12.4%	
4745 Participation Freelance	(1,170)	(1,674)	(3,500)	1,826		1,826	47.8%	1,194
4770 Cafe Equipment & Maintenance	0	0	(3,000)	3,000		3,000	0.0%	
<u>700 Estates</u>								
1300 Allotment Rents Received	37	1,332	1,330	(2)			100.2%	
1400 Signal Box	113	113	50	(63)			225.0%	
1410 Grass Cutting	0	0	520	520			0.0%	
4350 Business Rates	0	0	(1,800)	1,800		1,800	0.0%	
4360 Electricity Town Centre	(42)	(42)	(400)	358		358	10.4%	
4365 Highbridge Clock Elec	(195)	(196)	(1,800)	1,605		1,605	10.9%	
4370 Water Rates	0	0	(700)	700		700	0.0%	
4385 Maintenance	(215)	(251)	(11,500)	11,249		11,249	2.2%	
4415 Water Fountain	0	53	(500)	553		553	(10.6%)	
4430 Benches	0	0	(2,500)	2,500		2,500	0.0%	
4440 Dog/Litter Bins	0	0	(500)	500		500	0.0%	
4445 Speed Indicator Devices	0	0	(1,000)	1,000		1,000	0.0%	
4450 Floral Decorations	0	(77)	(2,000)	1,923		1,923	3.9%	
4485 Defibrillator	0	0	(750)	750		750	0.0%	
4500 Tools & Equipment	(537)	(71)	(5,000)	4,929		4,929	1.4%	
4505 Vehicle Running Costs	(658)	(1,177)	(6,000)	4,823		4,823	19.6%	
4510 Vehicle Replacement	(540)	(1,079)	(38,000)	36,921		36,921	2.8%	
4515 Vehicle Insurance	0	0	(4,000)	4,000		4,000	0.0%	
4625 Tree & Hedge Maintenance	0	0	(6,500)	6,500		6,500	0.0%	
4630 Fuel For Equipment	0	(225)	(2,000)	1,775		1,775	11.2%	
<u>800 Public Conveniences</u>								
4355 Utilities	0	0	(30,000)	30,000		30,000	0.0%	
4375 Cleaning	(3,437)	(6,870)	(53,000)	46,130		46,130	13.0%	
4385 Maintenance	(3,096)	(3,446)	(25,000)	21,554		21,554	13.8%	
4775 Provision for HB Toilets	(100)	(218)	(10,000)	9,782		9,782	2.2%	
<u>900 Play Areas</u>								
4385 Maintenance	0	0	(25,000)	25,000		25,000	0.0%	
4390 H&S/Fire/Inspections	0	0	(4,000)	4,000		4,000	0.0%	

Detailed Income & Expenditure by Budget Heading 31/05/2026

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	14,690	25,073	131,570	106,497			19.1%	
Expenditure	53,709	79,550	608,455	528,905	0	528,905	13.1%	
Net Income over Expenditure	(39,019)	(54,477)	(476,885)	(422,408)				
plus Transfer from EMR	28,092	28,596		(28,596)				
Movement to/(from) Gen Reserve	(10,927)	(25,881)	(476,885)	(451,004)				

09/06/2026

Burnham & Highbridge Town Council Current Year

Page 1

09:42

Detailed Income & Expenditure by Budget Heading 31/05/2026**Month No: 2****Cost Centre Report**

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200 The Old Court House</u>								
4350 Business Rates	(1,086)	(512)	(9,200)	8,688		8,688	5.6%	
4355 Utilities	(495)	(329)	(6,900)	6,571		6,571	4.8%	
4375 Cleaning	(69)	(329)	(1,500)	1,171		1,171	21.9%	
4380 Security & Alarms	0	(213)	(6,000)	5,787		5,787	3.6%	
4385 Maintenance	(143)	(209)	(50,000)	49,791		49,791	0.4%	
4390 H&S/Fire/Inspections	0	656	(3,000)	3,656		3,656	(21.9%)	
Grand Totals:- Income	0	0	0	0			0.0%	
Expenditure	1,792	936	76,600	75,664	0	75,664	1.2%	
Net Income over Expenditure	(1,792)	(936)	(76,600)	(75,664)				
Movement to/(from) Gen Reserve	(1,792)	(936)	(76,600)	(75,664)				

Request to install water butts

The Green Team are in the process of setting up a Community Garden and have made a request to the Council to install 4 water butts at the back of the Crosses Penn toilet block.

There would be no cost to the Town Council as the water butts and connectors would be purchased by the Green Team. As this is on public land, a risk assessment has been completed and the Green Team have confirmed that they will fulfil all the requirements required.

This would also support the Council's biodiversity policy.

Managers Update Report

189.1

9th April 2026 to 10th June 2026

Attendees to Participation Groups	Number of attendees
Community Choir	112
Kurling	422
Open Art Studio	29
Seated Exercise	64
Contemporary Creative Textiles (These sessions are once per month)	11

Events Coming Up	Tickets offered for sale	Tickets sold to date 10.06.26
The Secret (Magic)	198	38
Ed is Elton	198	90
The Enigma of Jewellery in Ancient Egypt (Talk)	50	45
Mollie & The Purple Peaches (Cabaret)	72	31
Divas Live in Concert	198	51
Courtroom Live 2pm, 7pm	100	76
July 2026		
New Jersey Boys	198	137
The Monkees Tale	198	117
Coming up in our late Summer/Autumn Season		
Jayne Eyre by Charlotte Bronte		
60's Talent Show		
Darren Turner Medium		
The Amy Experience		
Hundred Wat Club Halloween Burlesque		

The Addams Family Musical		
Duelling Piano's		
Christmas Memories		
Plus much more coming up..... (follow our Website for full details)		

Show Sales

A report is shown below and as requested by The Assets & Amenities Committee this shows the revenue retained by The Princess Theatre & Arts Centre for shows during April and May 2026. It should be noted that any on costs to the Princess Theatre for Box Office ticketing levies, charges for credit card/payment services and PRS are all recovered from the show sales before payment to the agents or hirers. All figures shown are gross.

April and May 2026											
			<i>We recharge this amount to visiting companies</i>								
	<i>Number of shows</i>	<i>Total ticket sales</i>	<i>Ticket levy included in ticket sale price</i>	<i>Credit card charge/payment processing charge</i>	<i>PRS/royalties</i>	<i>Amount paid to third party</i>	<i>We received this much in commission on a split deal</i>	<i>We received this much from hire charges</i>	<i>We received this much from guarantee deal</i>	<i>Total Revenue for shows retained</i>	
April 2026	4	9456.50	559.00	283.69	359.04	5806.82	1961.95	486.00		2447.95	
May 2026	5	15872.50	748.50	476.17	410.35	10817.47	3420.01			3420.01	
		£25329.00	£1307.50	£759.86	£769.39	£16624.29	£5381.96	£486.00		£5867.96	

News and Updates

Creative Writing

The Initial Sessions of the Creative Writing classes with Jo Middleton have continued to be popular with our patrons and we are pleased to announce that these are being continued monthly.

Pilates

The initial sessions of Thursday morning Pilates held in the Pizey rooms has also been extended and will be continuing.

Art Display in Café Area

We continue to display artwork in the café area of the theatre, showing a wide range of different styles of work. Most of the pieces of work are offered for sale, of which we receive a commission at the Princess Theatre.

Use of spaces at The Princess Theatre

The use of the theatre's rooms for shows, classes, hire's etc are increasing and I have attached a chart showing the use for the Month of May and for bookings so far for the month of June 2026.

May 2026

w/c	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27 April					Show - Main Hall		
4 th May	Bank Holiday	Kurling – Main Hall Open Art – Mendip Rm Contemp Textiles – Hall Hire (eve) – Pizey Rm	Choir – Main Hall	Hire (Eve) – Main Hall Pilates – Pizey Rm Kurling – Main Hall Seated Exercise – Hall Hire (eve) – Pizey Rm	Show – Main Hall		Hire (afternoon) – Main Hall
11 th May		Kurling – Main Hall Open Art – Mendip Rm	Hire (afternoon)- Main Hall Choir – Main Hall	Hire (eve) – Main Hall Pilates – Pizey Rm Kurling – Main Hall	Show (afternoon) – Main Hall	Show – Main Hall	Hire (afternoon) – Main Hall

				Seated Exercise - Hall			
18 th May		Kurling – Main Hall Open Art – Mendip Rm	Choir – Main Hall Seniors Event – Main Hall	Hire (pm) -Mendip Rm Hire (eve) – Main Hall Pilates – Pizey Kurling – Main Hall Seated Exercise - Hall	Hire (afternoon) Mendip Rm		
25 th May	Bank Holiday	Kurling – Main Hall Open Art – Mendip Rm		Pilates – Pizey Rm Kurling – Main Hall Creative Writing – Mendip Rm Hire (eve) - Pizey			Hire (afternoon_ - Main Hall

June 2026

w/c	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 st June		Kurling – Main Hall Open Art – Mendip Rm Contemp Textiles – Hall Hire (eve) – Pizey Rm	Choir – Main Hall	Hire (Eve) – Main Hall Pilates – Pizey Rm Kurling – Main Hall Seated Exercise – Hall Hire (eve) – Pizey Rm	Show – Main Hall		
8 th June		Kurling – Main Hall Open Art – Mendip Rm	Choir – Main Hall	Hire (Eve) – Main Hall Pilates – Pizey Rm Kurling – Main Hall	Show – Main Hall	Talk (afternoon) – Main Hall	Hire (afternoon – Main Hall

				Seated Exercise – Hall Hire (eve) – Pizey Rm			
15 th June		Kurling – Main Hall Open Art – Mendip Rm	Choir – Main Hall	Hire (eve) – Main Hall Pilates – Pizey Rm Kurling – Main Hall Seated Exercise - Hall	Show – Main Hall	Show – Main Hall	
22 nd June		Kurling – Main Hall Open Art – Mendip Rm	Choir – Main Hall	Hire (eve) -Pizey Rm Hire (eve) – Main Hall Pilates – Pizey Kurling – Main Hall Creative Writing – Mendip Rm		Show – Main Hall	
29 th June		Kurling – Main Hall Open Art – Mendip Rm					

Marketing Report

The Assistant Theatre Manager recently completed a Google Analytics course to improve how we monitor activity and performance on The Princess Theatre website. This data helps us identify opportunities to improve the customer experience and, alongside information from other sources, supports the Marketing Update for The Princess Theatre.

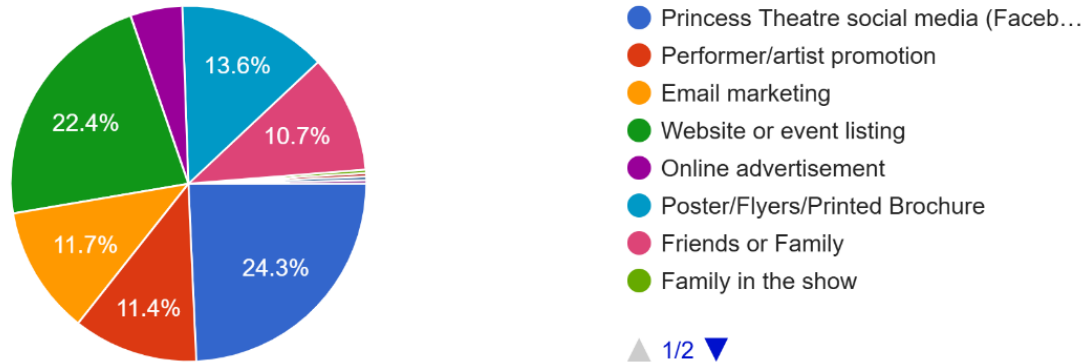
71% of customers who took part in the feedback survey told us they hear about our shows online, from a range of sources. The Princess Theatre social media channels and website account for a large proportion of this total.

In addition, of the 1,405 orders placed while the customer survey has been live (from 2nd January 2026 to 27th May 2026), 72% were purchased online. The remainder were bought through the Box Office, either in person or by phone.

As of 11th May 2026, we changed a telephone Box Office setting to give us a clearer breakdown of in-person and phone Box Office sales.

1.5. How did you hear about the show/event?

317 responses



Our online marketing and digital presence are leading ticket sales, with more than 7,000 visits to our website between 1st April and 27th May 2026. Most of these were from first-time visitors to the website*.

***Please note that this number is based on the level of tracking (cookies) that users allow when visiting our website.**

Customer location – January – May 2026.



This information is based on customers who attended shows from 1st January 2025 to 27th May 2026. The analytics were taken from our Box Office provider (Ticketsolve) and exclude tickets purchased for our afternoon seniors' events. The figures cover tickets bought directly through our Box Office (in person and by phone) and website, and do not include shows or events where tickets were sold externally.

Top 5 Postcodes (tickets purchased)		
Postcode	# of tickets	# of Customers
TA8	1372	371
TA9	465	130
BS22	176	60
TA6	80	36
TA7	73	27

Furthest Distance Travelled		
Direction	Miles*	Kilometres*
North	431	694
South	126	203
East	291	469
West	152	245

***Distances have been rounded to the nearest whole number.**

Out of Home Marketing

We are pleased to have finalised our pitch-side advertising board at Weston-super-Mare Football Club, which has now been installed at the Optima Stadium. The board will remain in place until March 2027.

We have also secured space for a pitch-side advertising board at Burnham-on-Sea Rugby Football Club. The board will be positioned around the 1st XV pitch and will be visible whenever the pitch is in use. We are pleased to be able to support the clubs in this way and the opportunity to promote the Princess Theatre to a wider audience.



Image showing the Princess Theatre advertising board at Weston-super-Mare Football Club

- The Princess Theatre will be included in the next issue of the Burnham-on-Sea Official Tourist Information Map for 2026/27.

Once complete, the maps will be available at the following venues:

- *Tourist Information Centre*
- *Days Inn Sedgemoor*
- *Travelodge Highbridge Burnham-On-Sea*
- *Premier Inn Weston Super Mare Jct. 22 M5 (Lympsham) Hotel*
- *Burnham-on-Sea Holiday Village*
- *Home Farm Holiday Park*
- *Sandy Glade Holiday Park*
- *Northam Farm Holiday Park*
- *Cheddar Woods Resort & Spa*
- *Webbington Hotel & Spa*
- *Channel View Caravan Park*
- *Diamond Farm Holiday Park*
- *Dunstan House Inn (Hotel)*
- *Phippings Farm Caravan Park*

- *Ibis Bridgwater / Zeal Hotel*
- *West Country Parks*
- We have investigated the opportunity of many other advertising avenues, such as outdoor electronic screens and paper publications, but do not feel these are financially viable for us at this time.
- We will continue with our quarterly What's On brochures (covering January-April, May-August, September-December). Over the past 12 months we have distributed 1800 brochures across Burnham-on-Sea and surrounding areas. The brochure also includes our participation groups, information about venue hire, and volunteer opportunities.
- Alongside this, our out-of-home marketing activity is improving and is helping to strengthen visibility across the wider area. Work will continue to expand on this to create a balanced mix of digital and local advertising opportunities.
- We are pleased to announce that we now have a dedicated notice board for The Princess Theatre at the Tourist Information Office, we are showing upcoming shows, events and details of our participation groups.

Princess Theatre Marketing for Local Businesses

We have successfully launched our new advertising scheme offering low- cost marketing for outside organisations to showcase their company's on our digital screens at the theatre. This is a good opportunity to work with local business owners, who are also displaying our What's on Programmes at their establishments. We are working with Care Homes, Beauticians, Food Outlets, Mobility Providers and Printed Clothing Suppliers.



Report for councillors: Cemeteries Update Report

Issued to: Assets and Amenities Committee – 23rd June 2026

1. Purpose of Report

To give an update on the 3 cemeteries at Highbridge, Brent Road and Westfield Road.

Burials

May 2026

	Number of Burials	Number of Ashes
Westfield Road		
Brent Road	1	1
Highbridge		2

Up to 6th June 2026

	Number of Burials	Number of Ashes
Westfield Road		
Brent Road	1	2
Highbridge		

2. Highbridge Cemetery Wall

The repair work to the boundary wall at Highbridge Cemetery has now been completed. The restored wall presents a significantly improved appearance and enhances the overall condition of the site.

3. Brent Road Footpaths

The footpath replacement works at Brent Road Cemetery have been successfully completed. The new surfaces provide improved accessibility and a more consistent standard of presentation throughout the cemetery.

4. No Mow May

In line with the Council's Biodiversity Policy, carefully selected areas in Brent Road and Westfield Road Cemeteries were allocated for 'no mow May'.



Report for councillors: **Allotment Update Report**

Issued to: **Assets and Amenities Committee – 23rd June 2026**

1. Purpose of Report

To give an update on the management of the allotments at Walrow, Highbridge.

Number of plots	Number of vacant plots	Number on waiting list
36	0	11

2. Inspections

Routine inspections were undertaken on 4th June 2026. Three plots were identified as overgrown and not being maintained to the required standard. All three tenants have been contacted and asked to tidy their plots ahead of the next inspection in July.



Report for councillors: Public Conveniences Update Report

Issued to: Assets and Amenities Committee – 23rd June 2026

1. Purpose of Report

To give an update on the four public conveniences sites managed by the Town Council.

2. Complaints

The following complaints were reported to Danfo between 1st February –

Month	Number of Complaints	Issues
April	0	
May	2	Disabled toilet not staying locked. Blocked toilet

The Estates Team are monitoring the cleanliness and visiting all sites on a regular basis. The Town Clerk raises any concerns with Danfo.

3. Repairs

There have been numerous issues with the toilets and several repairs have been undertaken including replacement of flushes, repairs to the wallgates, loose drain cover, several minor blockages, lights not working.

Apex toilets had to be closed early on Saturday 23rd May due to a blockage in drains. The drains were jetted and the toilets were re-opened Sunday lunchtime. There was another blockage on Friday 29th May, caused by a packet of wet wipes being flushed down a toilet, and again the drains were jetted and the toilets were only closed for a few hours.

The door on the Esplanade men's toilet was in poor repair, but on 17th May 2026 we were advised that the cleaner was unable to lock the door. Quotes had already been obtained for the replacement door. Due to the urgency, in consultation with the Committee Chair and Vice Chair, an order was placed for a new door at a cost of £3,525 + VAT. The men's toilets were also broken into on 27th May and the door was further damaged.

There were issues with the locks on both the disabled toilets on the Esplanade; a radar key had been snapped in one and the other could still be opened when locked from inside. Both locks were not repairable and were replaced on 29th May.

There was an issue with someone sleeping in the disabled toilets on the Esplanade and another in the Oxford Street toilets, but both have now moved on.

The toilets at Apex Park were blocked again on Saturday 6th June, after jetting them again, the cause was identified to be an adult nappy that had been flushed down the toilet.

4. Cleaning Contract

The usual cleaner is away from 12th June to 13th July. The Cleaner from Cheddar is covering during this period, so additional checks by the Estates Team are being undertaken during this time.

5. Family Friendly and stoma friendly toilet provision

Family Friendly

Quotations have been sought for providing a family friendly cubicle in both the men's and ladies toilets on the esplanade.

Two quotes have been received;

Quote 1 - £9,376+ VAT

Quote 2 - £7,619 + VAT

A third quote will be required.

The Committee need to confirm that they would like to go ahead with the alternations.

Stoma provision

Following guidance from Colostomy UK, one disabled toilet at each of the public conveniences sites has now been adapted to include a shelf, mirror and hooks which now make them stomas friendly. These toilets have been registered with Colostomy UK, so they are listed on the stoma friendly toilet finder and a sticker is on each door.

Unfortunately, two days after the installation in the Esplanade toilet, the hooks were broken, one shelf ripped off the wall and removed and another damaged. The missing/damaged items have now been replaced.

6. Highbridge Community Toilet Scheme

The toilet scheme commenced on 1st April 2026. Unfortunately, only one business has signed up to the scheme. However, they have reported that their facilities have been used few times and there have been no issues.

7. Showers on Esplanade

A couple of repairs have been undertaken on the showers on the Esplanade, but one is no longer repairable. The cost for a foot shower is approximately £500 + VAT and for the antivandal shower unit it is £700 + VAT.

The Committee need to decide if they should be replaced?

Report for councillors: Estates Team General Update Report

Issued to: Assets and Amenities Committee – 23rd June 2026

1. Cycle Racks

All the Town Council's cycle racks have been painted.

2. Benches

All benches have been re-varnished.

3. Speed Indicator Devices (SIDS)

The SIDS are being rotated in the locations allowed, on a regular basis.

4. Portable Appliance Testing (PAT)

PAT testing has been completed at the three cemeteries and The Old Courthouse.

5. General Painting

The fence at The Old Courthouse has been painted.

The posts at the front of the Princess Theatre have been painted.

Several doors in the Princess Theatre have been painted.



6. Litter Pick



A community litter pick is taking place on 19th June.






Report for councillors: Floral Displays Update Report





Issued to: Assets and Amenities Committee – 23rd June 2026





1. Background






At the Assets & Amenities Committee meeting in December 2025, it was agreed to plant up the following areas;

Burnham-on-Sea		
Location		Approved 10/12/25
Outside B & M on Pier Street		Maintain and fill gaps. Planted up by Growing Group in 2024
Sea front outside Bay View Café x 3		Plant.
Sea front along side of Bay View Café x 4		Plant
Manor Road, at the junction with Victoria Street		Plant

		
<p>Two tubs at the junction of Westfield Road and Berrow Road</p>		<p>Plant</p>
<p>Marine Cove – see separate suggested planting list</p>		<p>Fill gaps. Sustainable planting undertaken by Growing Group in 2025</p>
<p>Outside Mays café, Abingdon Street</p>		<p>Maintain and add some annuals</p>
<p>Police Station, Highbridge Road</p>		<p>Plant</p>

<p>Grassed area each side of the signal box, on Old Station Approach</p>		<p>Reinstate flowerbed either side of Signal Box</p>
<p>Manor Gardens</p>		<p>Plant</p>
<p>On the roundabout at the top of Love Lane/ Oxford Street by Esso garage</p> <p>This was grassed seed in Autumn 2025</p>		<p>Add small flowerbed and plant. Add spring bulbs</p>
<p>Highbridge</p>		
<p>By roundabout Junction of Marine Drive and Burnham Road</p>		<p>Plant</p>

<p>Highbridge war memorial</p>		<p>Plant</p>
<p>Highbridge war memorial has tower displays mounted on removable posts which are only put up in the summer.</p>		<p>Planted cauldrons to be erected</p>
<p>Fosters Court, Church Street</p>		<p>Plant</p>
<p>Outside Wade House on Church Street, Highbridge</p>		<p>Plant</p>

<p>Next to roundabout junction of Church Street and Market Street outside Vault of Gold</p>		<p>Reinstate some flower beds and plant</p>
<p>Highbridge clock A38 roundabout three beds only one currently planted</p>		<p>All 3 beds to be planted</p>
<p>Two tubs on the green outside Highbridge community hall</p>		<p>Plant</p>
<p>Market Street outside Highbridge Town Hall also two more currently looked after by town council on green.</p>		<p>All beds to be planted</p>
<p>Tub opposite Coopers Arms junction of Market Street and Southwell Crescent</p>		<p>Plant</p>

A variety of summer plants, including both colour and sustainable plants have now been planted and the team are rotating the watering duties.

Some more Spring Bulbs will also be purchased and planted in the Autumn.

The Council has set the second Monday of the month for volunteers from the Growing Group to help with maintenance of the town's flowerbeds. Additional sessions will be included during the summer months.

Since the sessions have been widely publicised, several new volunteers have signed up

The Growing Group weeded the flowerbeds in Marin Cove in April. The volunteers also helped with the summer planting of the new flowerbeds by the Signal Box and the additional planting by Mays Café, B&M and had an additional session to help weed and plant Marine Cove.

The final planting session will take place on 22nd June for the planting of the Esplanade tubs and additional plants for the Esplanade flowerbeds

Hanging Baskets

We undertook a large mailshot this year to encourage sponsorship of the hanging baskets and currently 19 baskets have been sponsored, with the majority also purchasing plaques.

The new light columns in the High Street now include the attachments for the hanging baskets. Eight more hanging baskets were purchased this year to ensure an even distribution throughout High Street and Victoria Street.

Speed Indicator Devices (SIDS) data

Location: Bennett Road, Lamppost 20, Highbridge

Start date: Friday February 13th 2026 10:30 AM

End date: Friday May 1st 2026 5:30 AM

Average speed:

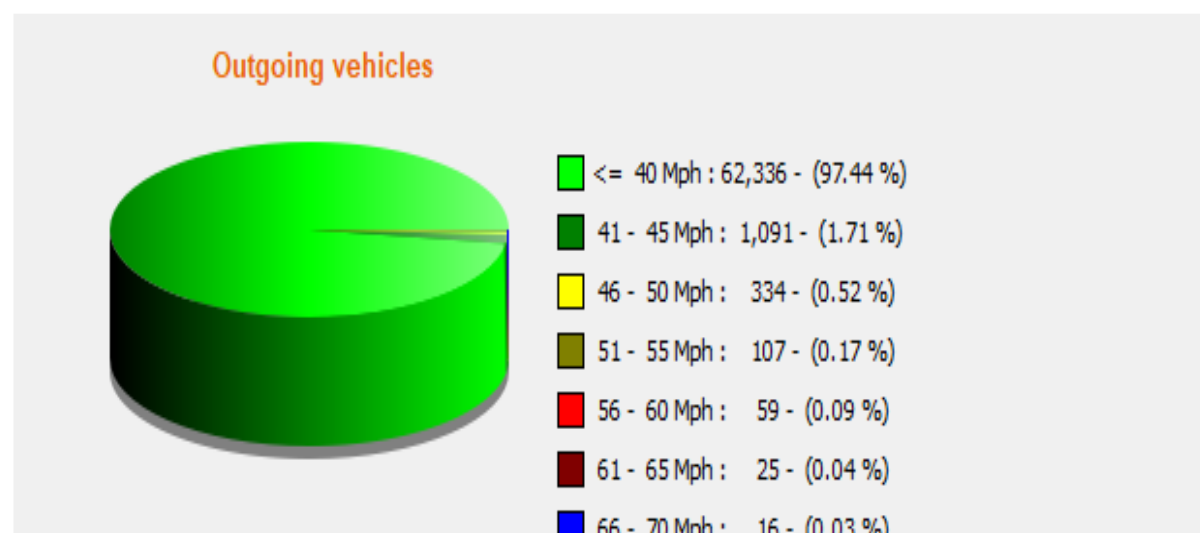
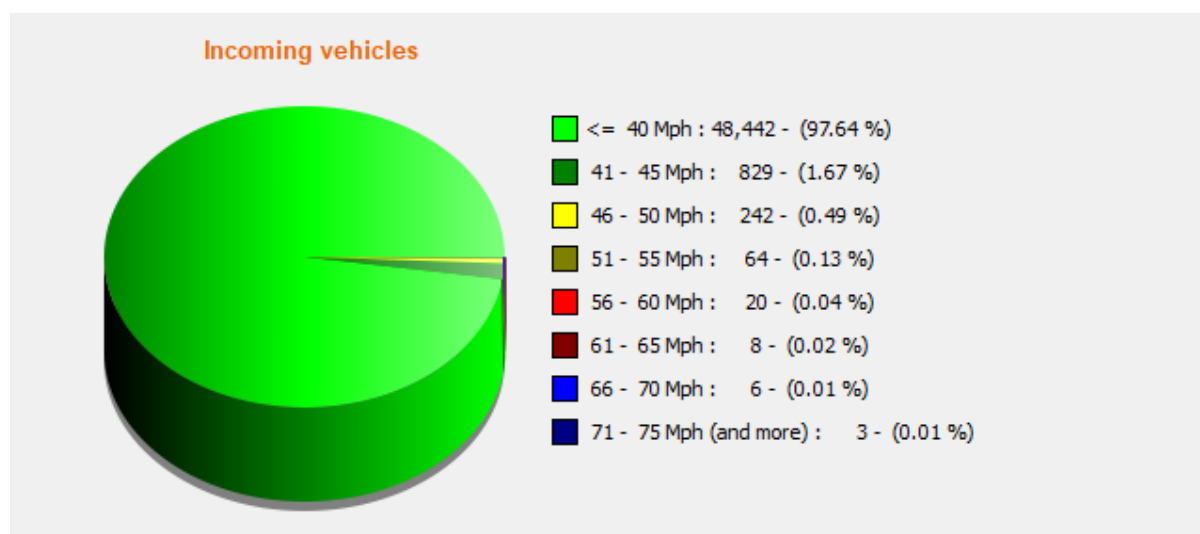
Incoming direction 30.15 mph

Outgoing direction 29.76 mph

Maximum Speeds:

Incoming direction 74.00 mph

Outgoing direction 78.00 mph



Speed Indicator Devices (SIDS) data

Location: Love Lane, Lamppost 54, Burnham-on-Sea

Start date: Saturday May 9th 2026 12:00 AM

End date: Friday May 22nd 2026 7:30 AM

Average speed:

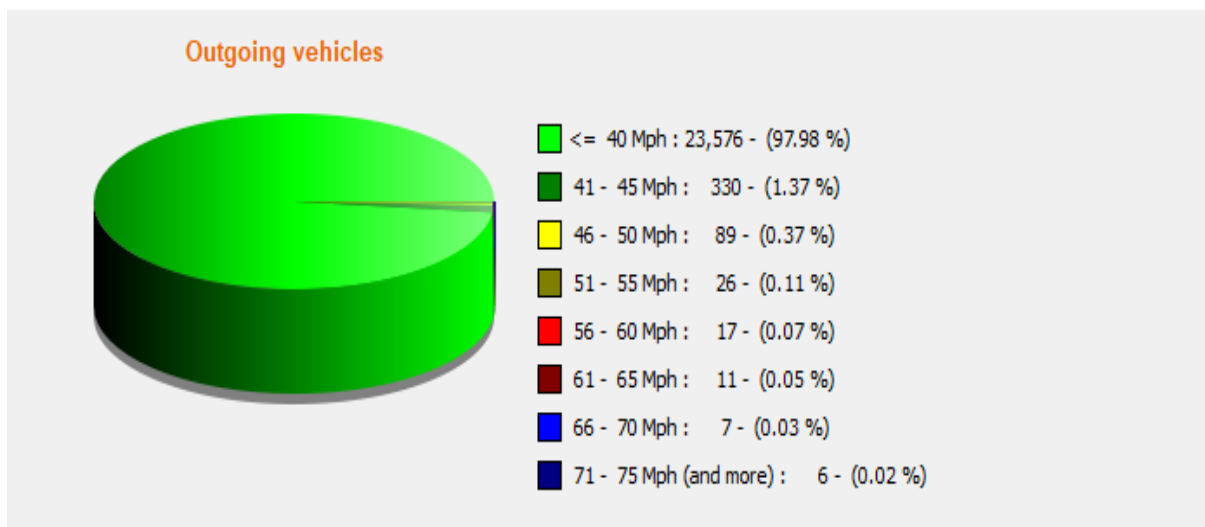
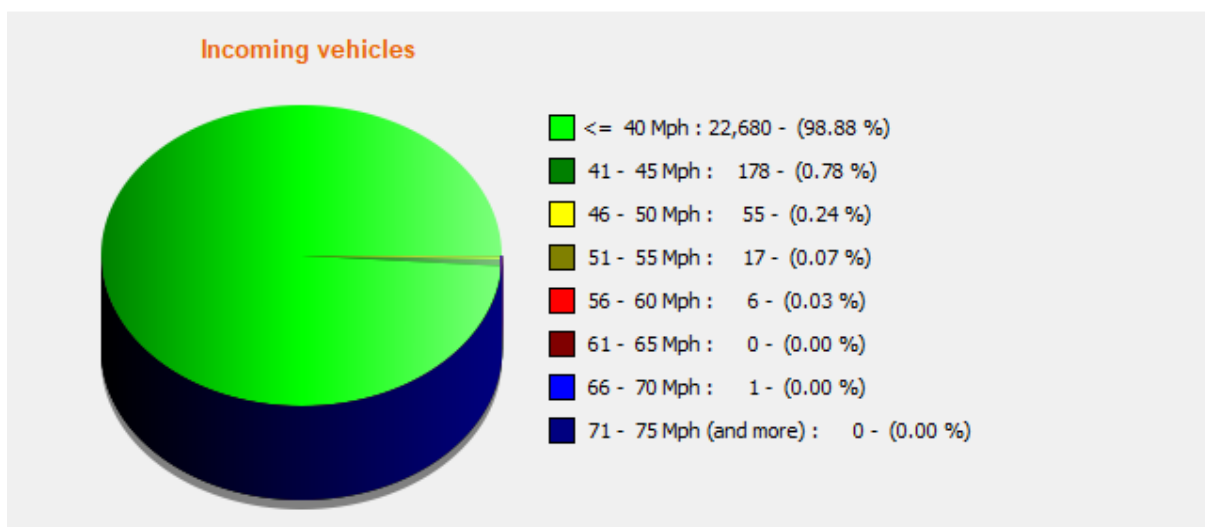
Incoming direction 26.69 mph

Outgoing direction 27.95 mph

Maximum Speeds:

Incoming direction 69.00 mph

Outgoing direction 81.00 mph



Speed Indicator Devices (SIDS) data

Location: Bennett Road Lamppost 25, Highbridge

Start date: Monday May 11th 2026 12:30 PM

End date: Monday May 18th 2026 6:30 AM

Average speed:

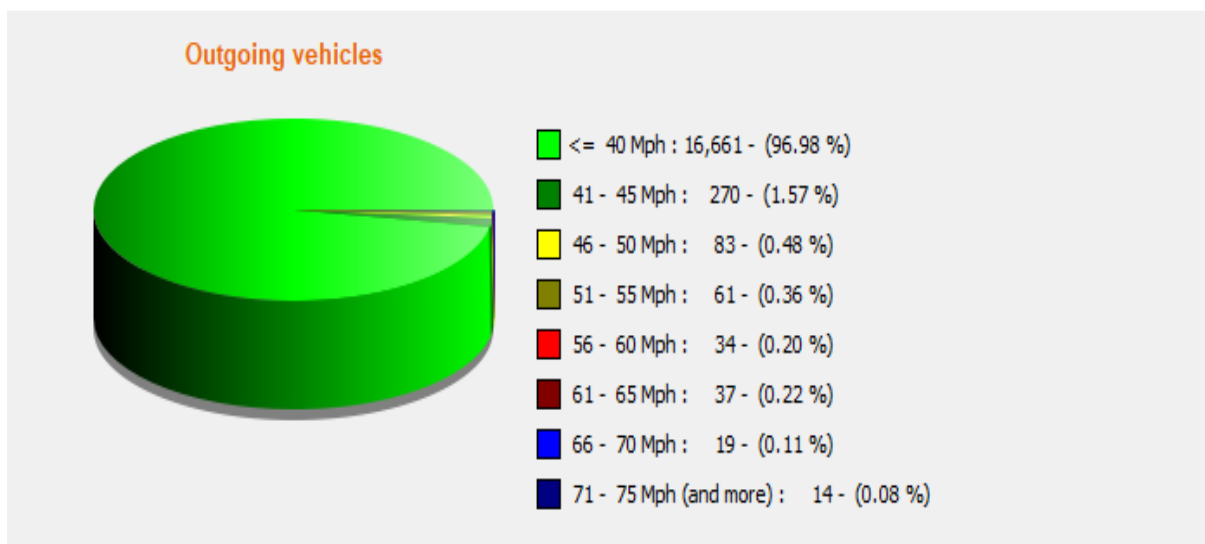
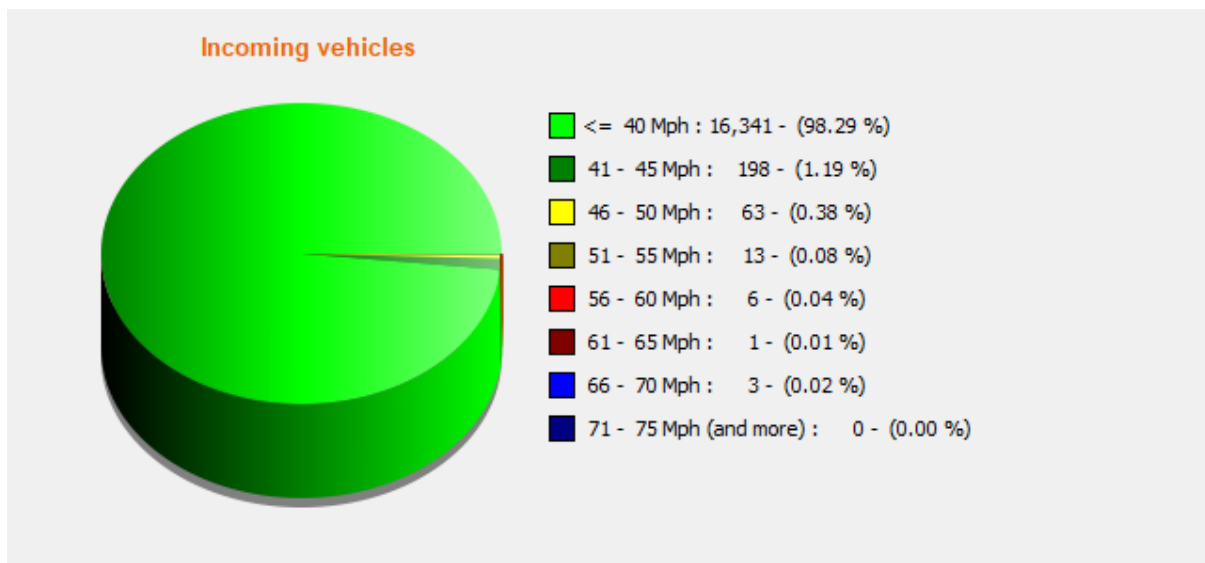
Incoming direction 29.42 mph

Outgoing direction 28.46 mph

Maximum Speeds:

Incoming direction 69.00 mph

Outgoing direction 81.00 mph



Speed Indicator Devices (SIDS) data

Location: Love Lane, Lamppost 19, Burnham-on-Sea

Start date: Friday May 22nd 2026 10:30 AM

End date: Friday June 5th 2026 7:30 AM

Average speed:

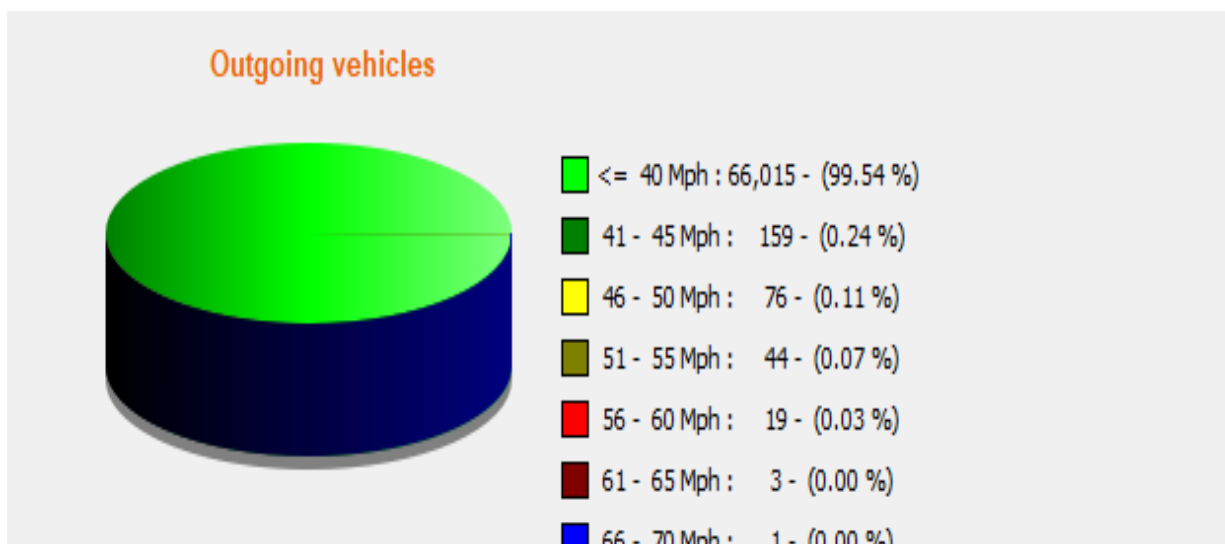
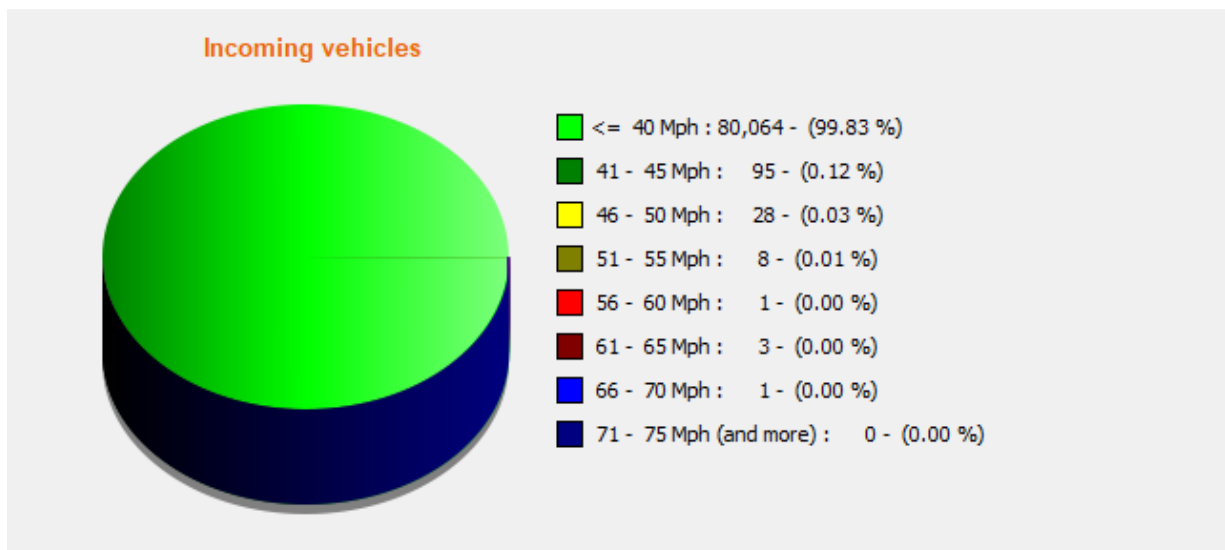
Incoming direction 23.03 mph

Outgoing direction 24.34 mph

Maximum Speeds:

Incoming direction 69.00 mph

Outgoing direction 68.00 mph



Speed Indicator Devices (SIDS) data

Location: Marine Drive, Lamppost 17, Burnham-on-Sea

Start date: Friday May 23rd 2026 12:00 PM

End date: Friday June 5th 2026 3:00 AM

Average speed:

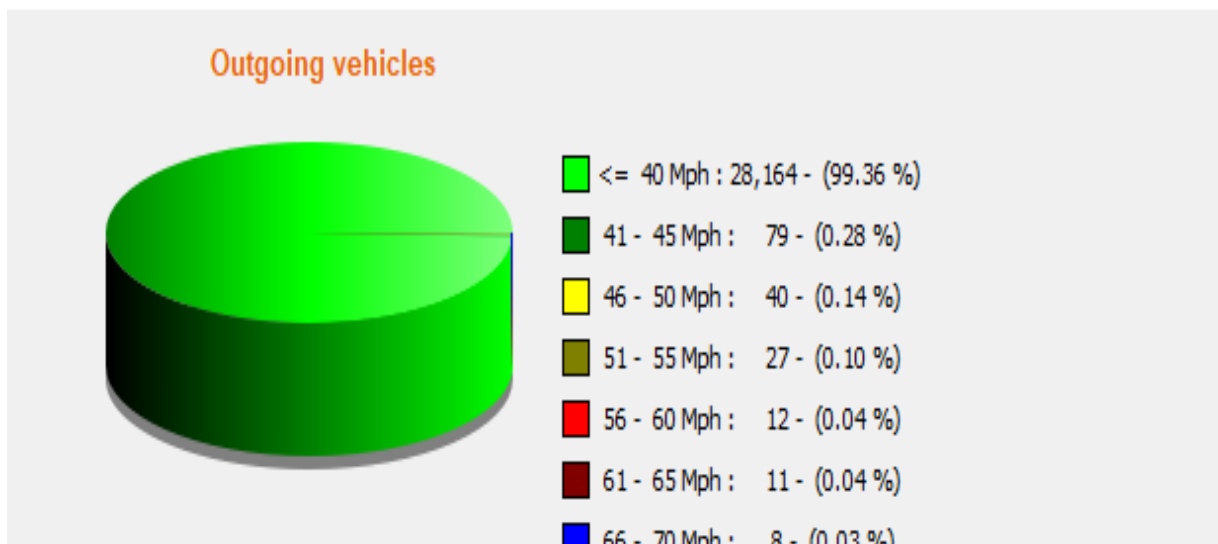
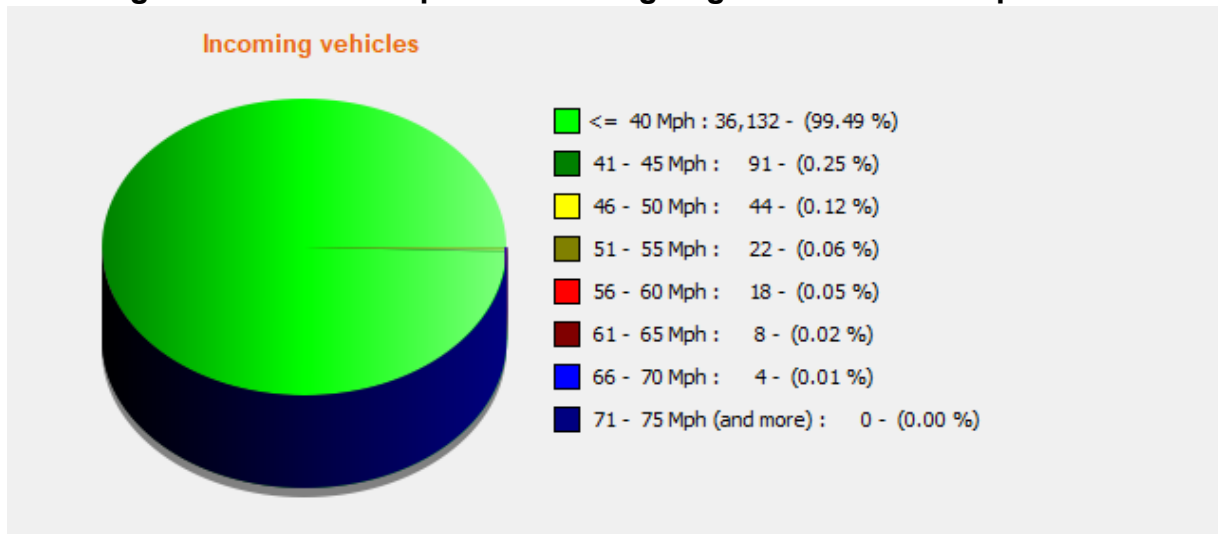
Incoming direction 24.60 mph

Outgoing direction 24.65 mph

Maximum Speeds:

Incoming direction 70.00 mph

Outgoing direction 80.00 mph



Report for councillors: To consider quotations for replacement of the “You are Here” boards

Issued to: Assets and Amenities Committee - 23rd June 2026

1. Purpose of Report

To consider quotations to replace “You Are Here” boards and framework at key locations within Burnham-on-Sea and Highbridge to improve wayfinding for residents and visitors.

2. Background

The existing “You Are Here” boards at Highbridge Train Station and Oxford Street Car Park are outdated, weather-worn, and damaged. Replacement signage is required which needs to be accessible to support tourism, local commerce, and community navigation.

Benefits

- Enhances visitors’ experience and supports local businesses.
- Strengthens the town’s image as a welcoming and well-organised destination

Current Boards Condition



3. Financial Implications

- Quantity: 2 double-sided noticeboards with “You are Here” map to both sides.

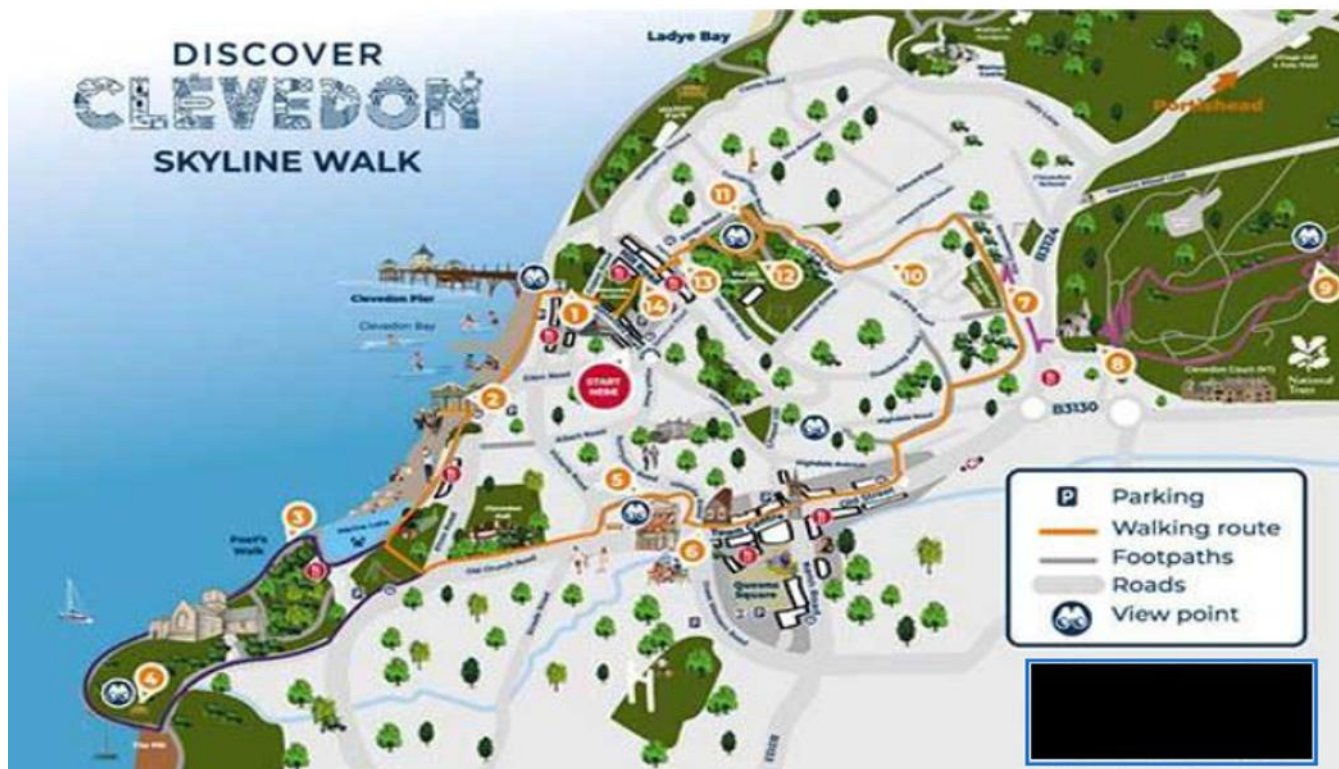
Quotes were sourced for new you are here maps with local points of interest and new noticeboards made from weather-resistant materials.

Quotes for map design

Company	Details	Items	Total
A Lead time is currently 6-8 weeks	<ul style="list-style-type: none"> 5-7 illustrations of focal points Custom-drawn map with clear roads, paths, and coastline Initial draft plus 2 rounds of amendments 	2 maps– Highbridge 2 maps– Burnham Board size 930mm x 680mm	£1,750
B Lead time is currently 8-10 weeks	<ul style="list-style-type: none"> Illustrated map with highlighted landmarks, features and practical information Initial draft plus 3 rounds of amendments 	2 maps– Highbridge 2 maps– Burnham Board size 930mm x 680mm	£2,520
C	The third company that was contacted was unable to provide a quote	N/A	N/A

Examples of proposed companies work:

A



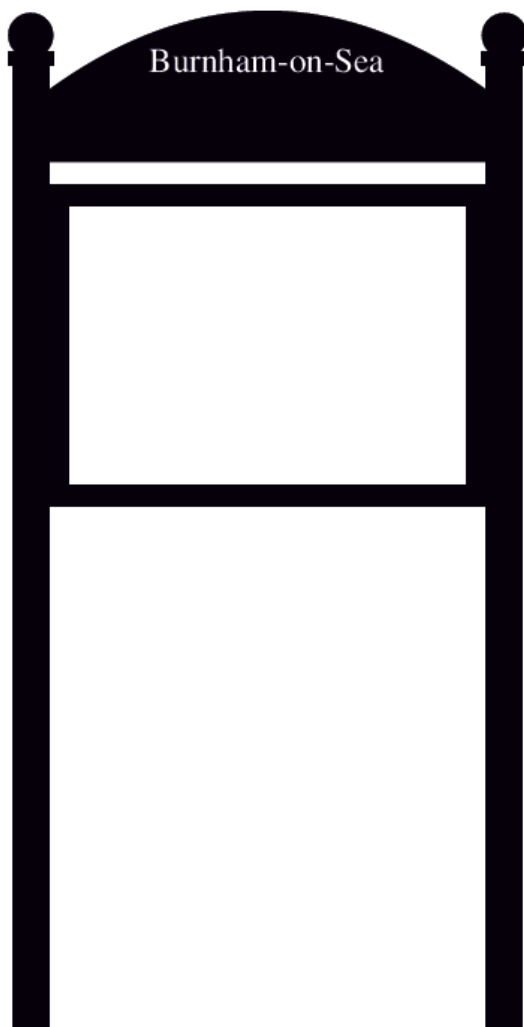
B



Quotes for external framework

Company	Details	Cost	Total Cost for 2
A	<p>Double sided powder coated aluminium noticeboard, square posts and ball finials</p> <p>Header board double sided with cut vinyl text applied to each side</p> <p>You are here map to be made from laminated vinyl applied to each side of the tray sign</p>	<p>£1,995.00 + VAT each</p> <p>Delivery Charge £45 + VAT</p>	£4,035 + VAT
B	<p>Double sided powder coated aluminium noticeboard</p> <p>Header board double sided with cut vinyl text applied to each side</p> <p>You are here map to be made from laminated vinyl applied to each side of the tray sign</p> <p>Delivery included</p>	£8,514.00 + VAT each	£17,028 + VAT
C	Could not supply the item required	N/A	N/A

Example of framework:



4. Recommendation

That the Committee agree an option to purchase “You Are Here” boards and external framework to be placed at Highbridge Train Station and Oxford Street Car Park subject to Town Council agreeing to release funds of £2,892.50 Highbridge CIL, £2,592.00 from EMR You Are Here Boards and £300.50 from Estates Maintenance.