



MINEHEAD TOWN COUNCIL

MINUTES OF THE AMENITIES AND ENVIRONMENT COMMITTEE MEETING

HELD ON TUESDAY 12 OCTOBER 2021 AT 7.35 PM

AT THE COMMUNITY BUILDING, IRNHAM ROAD, MINEHEAD TA24 5DW

The Meeting was recorded

Members are reminded that Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety, Human Rights and Biodiversity

Present: Chair: Cllr T Bloomfield
Councillors: Cllr P Bolton*, Cllr E Jones, Cllr C Palmer*, Cllr M Palmer
(* denotes Somerset West and Taunton District "SWaT" Councillor)

Officers in Attendance: Ms S Rawle - Clerk
Mr B Howe – Deputy Clerk
Mrs M Swallow - Notetaker

Members of the Press and Public: 0 members of the Press
0 members of the Public

Councillors Absent: Cllr A Berry, Cllr N Hercock, Cllr H Rose

Due to a technical difficulty, streaming of the Meeting to Facebook was not possible

Cllr Bloomfield welcomed Councillors to the Meeting.

1310 APOLOGIES FOR ABSENCE [LGA 1972 s 85 \(1\)](#)

Apologies had been received from Cllr O Harvey, Cllr A Kingston-James, Cllr M Kingston-James and Cllr T Venner.

1311 TO RECEIVE COUNCILLORS' DECLARATIONS OF INTEREST AND ANY DISPENSATIONS [In accordance with the provisions of the Localism Act 2011 in respect of members](#)

To receive and record any Declarations of Interest in respect of any matters included on the Agenda for consideration at this Meeting.

Member	Minute	Interest	Time Period	Speak/Vote
Cllr P Bolton	All	SWaT Councillor	2021	Remained present, spoke and voted
Cllr C Palmer	All	SWaT Councillor	2021	Remained present, spoke and voted

DISPENSATIONS

None.

1312 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON TUESDAY 14 SEPTEMBER 2021

The Minutes were approved as a true and accurate record of the Meeting by Councillors who had been present.

Proposed by: Cllr Bloomfield **Seconded by:** Cllr M Palmer
Unanimously agreed by the appropriate Councillors.

1313 TO ADJOURN THE MEETING FOR PUBLIC INCLUSION [Standing Order No 3e](#)

As there had been no requests to speak at the Meeting, adjournment was not necessary.

1314 TO RECEIVE THE CHAIR'S VERBAL REPORT

Cllr Bloomfield had no report to make.

1315 TO DISCUSS THE PROVISION OF CHRISTMAS LIGHTS IN WELLINGTON SQUARE AND THE PARADE 2021-2023 - TO RECEIVE A VERBAL REPORT FROM THE DEPUTY CLERK

Councillors had been furnished with written information prior to the Meeting, and the item had been discussed the previous evening at the Finance and Staffing Committee Meeting.

The Clerk took this item and reported that £15,000 from SWaT's "Welcome Back Fund" had been secured for use in funding Christmas lights and the 'dressing' of Wellington Square and The Parade.

Three quotations on a three-year contract, being a cheaper option than a one-year contract, had been secured from professional Christmas lighting providers for the proposed installation of lighting and decorations: the Deputy Clerk could recommend consideration of the first quotation provider following experience with the company when Clerk at Wiveliscombe Town Council.

As in-house costs of erecting and removing decorations amounted to nearly £6,000, including 164 working hours, it was clear that employing a professional firm would be more economic. Councillors were asked to bear in mind that access to Welcome Back Fund monies in effect meant that the first year would be 'free'.

The Clerk concluded by emphasising that the suggested lighting infrastructure would allow flexibility of use and therefore not just limited to the Christmas period.

The Deputy Clerk echoed the Clerk's comments. He added that the Finance and Staffing Committee had suggested there should be a break clause possibility after the first year and he would investigate this and report back to the Full Council Meeting on Tuesday 26 October.

It was proposed that the Amenities and Environment Committee should endorse the Finance and Staffing Committee's recommendation that Full Council consider quote one at their next Meeting on Tuesday 26 October, providing that a first-year break clause be incorporated for use if deemed necessary.

Proposed by: Cllr Bloomfield **Seconded by:** Cllr Jones
Agreed with 3 votes in favour, one vote against and one abstention.

1316 TO RECEIVE A VERBAL REPORT FROM THE DEPUTY CLERK ON THE 'CHANGING PLACES' TOILET PROVISION

Again, this item had been discussed in detail at the previous evening's Finance and Staffing Committee Meeting and Councillors had received a written report on the item prior to the Meeting.

The Deputy Clerk explained that the 'Changing Places' specialised accessible toilet facilities, for use by those with disabilities and restricted movement, were being installed in various public areas throughout the country. Equipped with hoists, curtains, adult-sized changing benches and space for carers they represented a vital lifeline for the in excess of 250,000 people unable to use normal public toilet facilities safely. It was felt that Minehead, being a tourist town, should have this option - the nearest similar facilities being located in Weston-Super-Mare and Ilfracombe.

SWaT recently invited town and parish councils to express an interest in the project and Minehead Town Council's (MTC) Toilet Advisory Group agreed to apply for funding. The application had been completed, accepted by SWaT and submitted to Central Government.

The now vacant old disabled toilet next to the Summerland Place toilets had been earmarked for this facility, being suitably located and conforming to the necessary requirements.

To fully equip this facility was estimated to cost between £40,000 - £50,000: MTC being required to fund at least £5,000 of the capital costs and committing to the ongoing running costs.

It was proposed that the Amenities and Environment Committee should endorse the Finance and Staffing Committee's recommendation that Full Council, at their Meeting on Tuesday 26 October, consider the installation and running of this facility.

Proposed by: Cllr Bolton **Seconded by:** Cllr C Palmer
Unanimously agreed.

1317 TO RECEIVE A VERBAL UPDATE FROM THE DEPUTY CLERK ON CEMETERY IMPROVEMENT WORK

The Deputy Clerk confirmed that a budget of £15,000 had been earmarked to improve the Cemetery's vehicular entrance and lychgate areas plus major pathway, and two quotations for the necessary work had been received. The Deputy Clerk added that future annual maintenance budgets would also be required.

It was proposed that Full Council should consider both quotations at their Meeting on Tuesday 26 October and recommend as necessary.

Proposed by: Cllr Bolton
Unanimously agreed.

Seconded by: Cllr C Palmer

1318 TO RECEIVE A VERBAL UPDATE FROM THE ALLOTMENT ADVISORY GROUP

The Clerk reported that the Allotment Advisory Group had recently met to discuss findings from the allotment inspections carried out during the summer.

Several untidy and neglected plots had been noted, prompting letters to those plot holders requesting urgent action to rectify - some had subsequently become vacant following the issuing of notices. Sadly, some plots had even become 'dumping grounds' for rubbish.

Remedial work was necessary to some of the vacant and soon-to-be vacant plots before they could be re-let, including the reinstatement of boundaries in some cases. Consideration was being given to dividing some of the larger plots and once done those plots could be offered to names on the allotments waiting list.

New tenancy agreements were to be administered on 1 November. This would provide an opportunity to remind allotment holders of their duty to maintain and work their plots and to inform them that quarterly inspections would be undertaken by members of the Allotment Advisory Group.

The Allotment Advisory Group had discussed the possible extension of allotments into the Staunton Field area, with the conclusion that a combination of allotments and planting of fruit trees would be ideal. However, improvement and letting of existing sites would take precedence.

It had been suggested that Section 106 funding could be sought to assist with the possible provision of new concrete pathways or widening of existing pathways to improve accessibility and accommodate wheelchair users, plus the provision of water butts, raised allotment beds, new fencing and compost toilet or sanitary facilities.

The Clerk confirmed that she would convene an on-sites' meeting with the relevant SWaT officer to explore further the potential projects.

The Allotment Advisory Group proposed that at their next Meeting Full Council should agree to the Clerk submitting an application for Section 106 monies.

Proposed by: Cllr Bloomfield
Unanimously agreed.

Seconded by: Cllr C Palmer

It was then proposed that the Meeting should be closed.

Proposed by: Cllr Bloomfield
Unanimously agreed.

Seconded by: Cllr Bolton

The Meeting ended at 8.00 pm.