



MINEHEAD TOWN COUNCIL

MINUTES OF THE AMENITIES AND ENVIRONMENT COMMITTEE MEETING

HELD ON TUESDAY 10 JANUARY 2023 AT 7.30 PM

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

The Meeting was recorded and broadcast live on the MTC Facebook page

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 C Palmer |
| | Councillors: | Cllr J Bonar (Deputy Chair), Cllr A Lawton, Cllr M Palmer, Cllr B Hodson, (* denotes Somerset West and Taunton District "SWaT" Councillor) |
| Officers in Attendance: | | Mr B Parker – Operations Manager Mrs M Porter – Assistant Clerk |
| Members of the Press and Public: | | 0 members of the Press 0 members of the Public |
| Councillor Absent: | | Cllr J Rogers, Cllr M Kravis, Cllr A Kingston James, Cllr C Gilberto, Cllr T Bloomfield |

Cllr C Palmer welcomed all to the meeting.

281 **To receive** Apologies for Absence [LGA 1972 s 85 \(1\)](#)

No apologies received

282 **To receive** Councillors' Declarations of Interest and any Dispensations

In accordance with the provisions of the Localism Act 2011 in respect of members

| Member | Minute | Interest | Time Period | Speak/Vote |
|---------------|--------|-----------------|-------------|-----------------|
| Cllr C Palmer | All | SWaT Councillor | 2022 | Spoke and voted |

Dispensations

None.

283 **To approve** the Minutes of the previous Meeting held on Tuesday 8th November 2022
- *Minutes to be agreed by Councillors who were in attendance*

Proposed: Cllr C Palmer

Seconded: Cllr B Hodson

Agreed All in favour

284 **To adjourn** the Meeting for Public Inclusion *Standing Order No 3e*

No public attended the meeting.

285 **To receive a verbal update on Quay West public toilets and changing places toilets**

Ben Parker gave the following update on behalf of the Deputy Clerk regarding Summerland Car Park & Quay West Toilets.

CHANGING PLACES – SUMMERLAND CAR PARK

Attached to the Summerland toilet block is currently a disused disabled toilet.

It has been earmarked to be converted into a 'Changing Places' toilet and MTC has been successful in securing a substantial grant to fund the conversion work. The process of selecting a contractor has taken place and work is scheduled to start on the 6th of February 2023. This should take about 6 to 8 weeks.

After various plans and ideas, it has been decided to change the access to the new facility from the front of the building to the side.

This has resulted in applying to Somerset West and Taunton Council to transfer one of the disabled parking bays and land around the disabled toilet to MTC. Heads of terms have been agreed and the land transfer is in progress. This new entrance will be safer for the public and will create a wider entrance with a permanent safety barrier.

Quay West Toilets – REFURBISHMENT

The tender specification for this project is now on the Government website and we have already had two or three interested contractors. The closing date for the tender is the 31 January 2023. Minehead Town Council will decide on the preferred contractor and award the contract. We have stated that we would like the work completed by the end of May 2023. There is also additional work that will happen alongside the refurbishment to the fence and gate at the back of the building and to move the current steel gates to deter rough sleepers and anti-social behaviour.

Cllr C Palmer invited questions from the members.

Cllr M Palmer is concerned about the access to the toilets because on the plans it is still showing access at the front, it is also unclear if there's going to be a window at all. Cllr Palmer suggested that the window is on the front of the building.

Ben Parker will feed back Cllr M Palmer's concerns to the Deputy Clerk for clarification.

286 To receive update on Risk Assessments and Health and Safety Issues

Ben Parker gave any update on Risk Assessments,

When I started in October 22, all current task specific risk assessments that we had, required reviewing, renewing, and modernising to ensure they were practical for the task have that was being assessed. 80% of existing risk assessments have now been reviewed and modernised. With priority being given to higher risk operational tasks, undertaken by the amenities team. There was also the requirement to identify and create new risk assessments and this is an ongoing and continuing process. All these risk assessments are stored currently online via our business safe contract provider. The amenities team have been issued paper copies for review, comment and sign off. These are being issued in instalments as not to 'overwhelm' or 'overload' the staff. We have started to inventory and create COSHH RA's for all the substances we use in our offices, community centre and within our amenities team. This is a large body of work that has already made huge progress over the past months and safety of the staff at MTC.

General Health & Safety update

Staff handbooks such as health & safety and drivers' handbooks have been issued and signed for all relevant staff. Staff training has been centrally recorded with refresher training dates identified as well as staff training needs. A health and safety notice board are due to be put up at the depot as a go to hub for all things health and safety from near misses and accident reporting to fire action notices and first aid. Worth noting at this point the amenities team in particular already work to a good standard of health and safety and have been really receptive to the health and safety changes. The mental health also quite rightly falls under the remit of health and safety and MTC have recently signed up for an employment assistance programme that provide staff with 24 hour access to both telephone and on line support services.

Cllr Palmer welcomed any questions,

Cllr B Hodson asked if the risk assessment included working at heights?

Ben Parker, said there are some elements that we do regarding working at heights though not much, there is ladder training planned in February, we are will also training some staff to carry our pre and post safety ladder inspections.

Cllr C Palmer Thanked everyone and public to attending and proposed to close the meeting

Proposed: Cllr C Palmer

Seconded: Cllr J Bonar

The meeting closed 19.40