



## **MINEHEAD TOWN COUNCIL**

### **Notes from the Operations Advisory Group Meeting of Minehead Town Council held on Tuesday 5<sup>th</sup> December 2023 at 10.30 am at the Town Council Offices, 3 Summerland Road, Minehead, TA24 5BP**

Present: Councillors Hodson (Chair), C Palmer, Lawton, M Palmer

In Attendance: B Parker (Operations manager), M Jones (Amenities Team Manager)

1. To receive apologies for absence.

There were no apologies for absence.

2. To receive disclosures of unregistered or other interests from councillors on matters to be considered at the Meeting.

There were no disclosures of unregistered or other interests.

3. To approve notes of the last meeting and to discuss any matters arising.

It was resolved to approve the notes.

The following matters arose:

#### **Item 4 2023 Summer band concerts in Blenheim**

- The Operations Manager informed councillors that, based on 20 performances throughout the summer, it could cost MTC an extra £1,500 - £2,000 for staffing these events.
- Councillors were advised to consider making an agreement with the café to assist with providing support for the performances.
- Councillors were keen to involve young people and schools in the concert programme but felt that it needed more time and consideration and would aim for the 2025 season.

#### **Recommendation**

The 2024 band concerts would run from 25<sup>th</sup> May to 29<sup>th</sup> September with a total of 20 performances within those dates and some weekends to remain free in response to concerns from local residents. The Operations Manager will contact the café to discuss if they are willing to assist for 2024.

#### **Item 5 Electric connection from Warren Road PC's to Coast watch Station**

The Operations Manager notified councillors that NCW was now up and running with their electrics and that a Memorandum of Understanding was in the process of being produced. The situation would be reviewed in early 2024.

Item 9 S106 Funding allocation for future projects.

The Operations Manager confirmed that he had contacted MCDT regarding their local plan and to explore potential collaboration. A meeting was due before Christmas.

Item 10 Refurbishment of benches at Quay Street Green.

Councillors were informed that the contractor had been instructed to carry out the works. Posters had been placed at Quay Street to notify members of the public about why the benches had been removed and when they can expect them to be returned, which should be before the new year.

4. The Christmas and New Year public toilet operating arrangements were agreed as:

Christmas Eve 9 am – 4 pm

Christmas Day (Quay West, Warren Rd PC's only) 10 am – 4 pm

Boxing Day 10 am – 4 pm

New Years Eve 9 am – 4 pm

New Years Day 10 am - 4 pm

Blenheim Gardens PC's to close at 4 pm on 22<sup>nd</sup> December and re-open at 9 am on Tuesday 2<sup>nd</sup> January.

Summerland Car Park PC's closed on Christmas Day

5. The Christmas light switch on event and future Christmas events and lighting were discussed.

The Christmas lights provider, Festive Lighting, had offered an extension to the existing contract to cover Christmas 2024 and 2025. There would be a saving on this because the stock was effectively 'second hand' although still at the same standard as previous years. The Operations Manager explained the advantages of this offer, which would include:

- Consistency for budgeting
- More time for MTC to conduct a full and comprehensive review of Christmas Lighting within the town and to identify potential new suppliers
- Arrangement ensures H & S obligations of installations fall with contractor
- Existing contractor provides local help/support for light switch on event and knows the site set up
- MTC current lighting stock for the parade is not tested and therefore non-compliant whilst potentially not being any longer suitable/economical for energy use
- Saves on costs of up skilling MTC staff to undertake task in-house
- Saves on cost of purchasing new Christmas lighting stock.

### **Recommendation**

Extend the contract for two years and request a specification review for the lighting through the centre islands in The Parade.

6. Councillors received a report on alternative street weed removal techniques.

Councillors were informed that Foamstream can be hired at a cost if they wanted to explore its capability further before needing to decide on the commitment to buy. The Operations Manager was asked to contact Idverde for a price of clearing all detritus and weeds in every street in Minehead as

it was felt this could form a part of the initial street weed response. This will be discussed at the next Operations Advisory Group Meeting.

7. To discuss what improvements councillors would like to see in Minehead Cemetery

Councillors discussed that the general condition of the front of the cemetery could be improved and it was agreed most of these improvements can be undertaken in house by the Amenities Team.

The following list of improvements will be costed:

Powder coat the iron gates at front of cemetery

Varnish/refurbish the wooden lychgate and replace missing roof tiles; Investigate suspected rot

Improvements to the yard area where the soil is kept

Improvements to the building/GM Shed to tidy/improve it and make it more practical for staff

Memorial safety testing

It was agreed that this should be undertaken as a matter of urgency at both St. Michael's Churchyard and in the Minehead Cemetery in order to ensure safety compliance. Due to the time required to undertake the testing and the need for relevant training, quotes would be sought from external contractors. Amenities Staff were also required to undertake a Cemetery Operative Training course. Quotations for both will be available for F & GP in due course.

8. To receive a planting plan and costs for new plants at The Rose Garden (Cllr M Palmer)

This was discussed and it was agreed that the project would be refined and reviewed over the next few months. A sum for Rose Gardens improvements could be included in the 2024/25 budget with the aim of completing it next autumn/winter. In the meantime, three clematis plants would be purchased to replace the ailing climbing roses in the pergola.

Cllr B Hodson  
Chair