

Minehead Area Panel

Wednesday, 11th September, 2019,
6.30 pm

The Dunkery Room, The Old Hospital - The Avenue, Minehead

Agenda

1. **Welcome, Introductions and Apologies**
2. **Election of Chair**
3. **Somerset Village Agents Service – Mark Shields, West Somerset Village Agent, Community Council for Somerset**
4. **Have Your Say - Community Issues/Concerns**
5. **Minutes of the Meeting held on 26 June 2019 and Matters Arising** (Pages 3 - 10)
6. **Minehead BID** (Pages 11 - 12)
7. **Minehead Coastal Communities Team – An Update** (Pages 13 - 14)
8. **Minehead Development Trust – An Update**
9. **Police Report**
10. **Highway Matters**
11. **Burning Issues (Devon & Somerset Fire & Rescue Service)**
12. **Town Council Update** (Pages 15 - 16)
13. **District Council Update** (Pages 17 - 18)
14. **County Council Update**
15. **Any Other Business**
16. **Future meetings**
 - Thursday, 12 December – The Hub, Hopcott Road, Minehead
 - Wednesday, 18 March 2020 – The Hub, Hopcott Road, Minehead
17. **Minutes of the Meeting held on 11 September 2019** (Pages 19 - 24)

Minehead Area Panel

Notes of Meeting held on 26 June 2019
In The Hub, Hopcott Road, Minehead

Present:

Mrs Jean Parbrook	Chair
Cllr Mandy Chilcott	Somerset County Council
Cllr Benet Allen	Somerset West and Taunton Council
Cllr Craig Palmer	Somerset West and Taunton Council
Cllr Andy Kingston-James	Minehead Town Council
Cllr Mimi Palmer	Minehead Town Council
Cllr Paul Bolton	Minehead Town Council
Cllr Norman Hercock	Minehead Town Council
David Peake	Somerset Highways
Karin Harwood	Somerset Highways
Sgt Dan Bishop	Avon & Somerset Police
Chris Jones	Devon & Somerset Fire & Rescue Service
Katrina Midgley	Engage/Minehead Coastal Community Team
Maureen Smith	Transition Minehead & Alcombe/Forum 21
Julian Luke	Minehead Museum
Jared Wicks	Butlins
Paul Ramsey-Read	Town Watch Radio
Bridget O'Brien	Resident
Lorraine Peler	Resident
Wendy Wright	Resident
Nigel Padfield	Resident
Kelly Green	Resident
Monica Hartwell	Resident
Stephen Brown	Resident
John Vicary	Resident
Jacqui Sherwood	Resident
Roger Thomas	Resident
Sandra Davidson	Resident
Pete Broom	Resident
Rita Caddy	Resident
Harold Compton	Observer
Susan Stapleton	Resident
Linda Hartwell	Resident
Andrew Parbrook	Resident
Lin Reed	Resident/Minehead Conservation Society
Gail Everett	Resident
Martin Wilsher	Resident
Daphne Barr	Resident
Sarah Wilsher	Somerset West and Taunton Council

1. Welcome, Introduction and Apologies

Jean Parbrook welcomed everyone to the meeting.

Apologies for absence were received from Andrew Hopkins (Minehead BID), Paul Johnson (Resident), Cllr Marcus Kravis (Somerset West and Taunton Council), Cllr Christine Lawrence (Somerset County Council), Lewis Lintern (MATA/The Avenue Methodist Church), Samantha Murrell (Somerset West and Taunton Council), Graham Sizer (Minehead BID), Cllr Sandra Slade (Minehead Town Council), Ray Tew (Minehead Development Trust).

2. Have Your Say – Community Issues/Concerns

Issues for Have Your Say, were as follows:

- (a) *Nigel Padfield expressed concern that the access for the assisted living unit associated with Dene Lodge on Bircham Road would be close to the no. 28 bus stop and the extra traffic could cause potential safety issues for pedestrians, particularly the children walking to and from West Somerset College. Cllr Mandy Chilcott advised that there was an ongoing plan to put a pedestrian crossing across Bircham Road, which had been started by Cllr Christine Lawrence a few years ago using funds from the Small Improvement Scheme. This scheme had recently been given more funding. The need for a crossing to Minehead Middle School was also needed, particularly since the school entrance moved from Ponsford Road to Townsend Road. This was being raised by Mandy.*
- (b) Maureen Smith advised that the majority of local Councils had pledged a commitment to climate change. A meeting was being held on 7 July to document all the actions needed to address climate change. She hoped to bring the final version to the next meeting. Also, every second Monday of the month through 2019 there would be a meeting at the Beach Hotel of the West Somerset Together Discussion Group, where like minded people could explore ideas for positive change in western Somerset.
- (c) *Kelly Green of Dunster Close expressed concern with the construction of the assisted living unit associated with Dene Lodge in that the work was taking place at anti-social hours such as 7am on a Sunday morning, and also about the size of the building. Sarah advised that the conditions on the planning permission would not include working hours and advised her to contact Environmental Health (Community Protection) at Somerset West and Taunton Council (SWT) about the anti-social hours. And if she thought the building was not being built in accordance with the approved plans of the planning permission she should contact Planning at SWT who would look into it.*
- (d) *John Vicary advised that the new street with the new houses of The Shires had been named Shires Close. As such post and deliveries had been going to residents in The Shires rather than the new houses. He had spoken to Minehead Delivery Office and the postal issue had been resolved but regular deliveries for Shires Close were still inconveniencing house owners/occupiers in The Shires, which was a particular problem for the less mobile/disabled. Sarah asked Mr Vicary to email her with the details and she would approach the appropriate officers at SWT in respect of street naming and signage.*

ACTION: John Vicary to email Sarah with details for liaison with SWT officers in respect of street naming and signage for Shire Close.

Since the meeting John and Cllr Sandra Slade have met with Neil Corfield, SWT Highways Inspector, on site. He noted that John wished for the name of the road to be changed but advised him that it was very difficult to get the name of a road changed and thought that it was unlikely to happen. He recognised the difficulty in finding Shires Close and noted that there was no mention of Shires Close on the name plates at the entrance to The Shires. He suggested that Shires Close be put on name plates either side of the road at the entrance to The Shires and that an additional name plate be positioned to face incoming traffic, ie, outside no 6 The Shires that would direct vehicles towards 1-4 Shires Close and 3-5 The Shires. The decision on the road name change and name plates have been passed to the Asset Management Team at SWT for their decision and Neil will keep John updated. In the meantime Sarah suggested that notices be put on

front doors or windows of properties in The Shires advising postal workers and delivery drivers of their addresses and directing them to Shires Close.

- (e) *Lin Reed reported that the red incident flag on the beach had been taken down despite the windy weather earlier today and asked why this was so. Cllr Paul Bolton advised that this was the responsibility of the harbourmaster with SWT. He stated that the post was currently vacant and that SWT had asked for the flag to be taken down.*
- (f) *Gail Everitt asked about the maintenance of the trees and plants by the coach park near the station and along the Trinity Way footpath alongside the railway line between Seaward Way and Warren Road (not the Morrisons side). Also, she reported that a street light near a play area close to Trinity Way had been on for 24 hours for over a year and asked for it to be looked into. Sarah advised that she had requested details of the maintenance programme for the coach park, which was owned by SWT, and would look into the footpath and street light issues.*

ACTION: Sarah to look into these issues.

Since the meeting Sarah has found out that the streetlight is owned by Somerset County Council and has been informed that a repair job (ref 63140) has been raised and the light should be attended to by 4 July. The footpath is owned by Prowtings Homes South West whilst the open space land on either side of the footpath is owned by SWT. As such the maintenance of the open space land will be included in the open space maintenance programme.

- (g) *Jacqui Sherwood asked why a contract had been given to a mobile catering unit for Blenheim Gardens that appeared not to meet all the required criteria. Cllr Paul Bolton advised that this matter had not been to the District Council's Licensing Committee and the contract had been awarded by the Licensing Manager. He would look into it.*

ACTION: Cllr Paul Bolton to find out about the contract for the mobile catering unit for Blenheim Gardens.

Since the meeting Sarah has found out that the process to select a temporary cafe was considered to be fair by SWT Licensing officers and as per the Council's Environmental Health data, the food hygiene score for the chosen mobile catering unit was actually the top score that could be achieved.

3. Minutes of the Meeting held on 13 March 2018

The minutes were agreed as an accurate record of the meeting.

4. Minehead Coastal Communities Team – An Update

A report had been circulated in advance of the meeting. Gail Everett said that the ship on the Eastern Esplanade needed a spotlight as it was dark at night. Katrina Midgley advised that lighting was planned and that she would look into it.

5. Minehead Development Trust – An Update

There was little news to update the Area Panel on so a report had not been provided.

6. Minehead BID

A report had been circulated prior to the meeting. There was no one available to speak further to the report. No questions were raised.

7. Police Report

Dan Bishop reported the following statistics for the Minehead Area Panel area:

	13/3 to 26/6/19	Three months Prior to 13/3/19
• Recorded Crimes	211	180
• Anti-Social Behaviour Incidents	99	62
• Arrests	29	52
• Missing Persons	25	12
• Stop Searches	14	8

Offence Breakdown

• Assaults	71	74
• Public Order	38	27
• Theft	38	17
• Criminal Damage	33	18
• Burglary	9	17
• Vehicle Offences	4	15
• Robbery	1	3
• Possess Weapons	0	2

Dan reported that throughout the Summer months a drug education programme would be taking place in Schools, Colleges, etc. targeting both the youth and adults and teaching everyone about County Line drug dealing. A converted double decker bus would be used to show how a drug victim lives and explain the effects of drugs. This bus was run by an outside agency and cost £800 per day. Councillors would be invited.

He said that there was more engagement and visibility of officers at the current time and that if extra police support was required to let him know. He also encouraged everyone to report crime.

Please find attached a Minehead Town Beat poster with full contact details for Dan and his officers, for your information.

A resident reported that vehicles were being parked in the turning head at Dene Gardens. He had contacted the Council and they had advised that it was a police matter as it was classed as an obstruction. Refuse lorries were unable to turn. The vehicles tended to be owned by staff at Dene Lodge and they said they had permission to park there. Dan said that Police officers would look into it and talk to the Dene Lodge staff.

ACTION: The Police to look into the issue of vehicular obstruction in Dene Gardens and talk to the Dene Lodge staff.

In respect of reporting crimes, Dan advised that this could be done online and via messages to individual officers for the area.

Sandra Davidson expressed thanks to Sam Donati and Linda Brooks for their updates on Facebook. Dan informed that not all officers were given Facebook

accounts; he did not have one. PCSO Katherine Williams was to be given a Facebook profile.

Dan further added that a Safer Stronger Business Network was an online system for retail, commercial and licensed premises, whereby they could sign up to an App to share information on problem people within the town. This was a new venture which would be up and running by the end of July. Jean asked if this would replace the current TownWatch system. Paul Ramsay-Read advised that there were 40 radios within the town and the new system would be integrated with the current radio system. A closed meeting for TownWatch members would be held on 10 July where the Safer Stronger Business Network would be discussed.

A resident said that there had been an attempted burglary at his home over the weekend and he had not received any word from the Police even though he had reported it. Dan to talk to him after the meeting and look into it.

8. Highway Matters

David Peake spoke to the report on Major Road Network Investment which had been circulated in advance of the meeting. He explained that the A39 in West Somerset was only eligible for Large Local Major Schemes funding under exceptional circumstances. However in terms of traffic flow the A39 at Dunster made this highway the third busiest County road, and about 50 years ago this was recognised and Marsh Lane, which had been the A39, was superseded by a new road. Also, Seaward Way was built in the 1980s.

Completed Highway Works:

- Repairs to cattle grids in North Hill, Minehead.
- Footway resurfacing between Ponsford Road and Lower Meadow Road.
- Footway resurfacing in Doone Way, Alcombe.
- Carriageway patching in North Road, Minehead.
- Carriageway patching in Blenheim Road, Minehead
- Carriageway patching in The Avenue, Minehead

Future Highway Works:

- Carriageway patching on the B3190 Sticklepath with temporary road closures between 8am and 5pm from 1 to 5 July inclusive.
- Carriageway patching on the A39 Minehead Road between Bilbrook and Washford with temporary traffic signals between 9.30am and 3.30pm from 8 to 12 July inclusive.
- Carriageway resurfacing on Marshfield Road, Alcombe with temporary road closures between 7.30am and 5.30pm on 16 and 17 July.
- Carriageway surface dressing on the B3190 Sticklepath between Chidgley and Raleghs Cross with temporary road closures during the day on 18 July.
- Carriageway surface dressing on the A39 Minehead Road between Bilbrook and Washford with a temporary road closure between 6.30pm and 23.30pm on 18 July (one evening).

David advised that roadworks were weather dependent as if it was too hot the works may need to be suspended. Works were currently three weeks behind schedule but those programmed for West Somerset would be undertaken and completed.

A resident advised that on Saturday, 22 June the bus stop outside the Co-op in The Avenue was closed but there was no signage to alert potential passengers. Karin apologised for this and said that she would speak to her colleagues in the Traffic Management Team at Somerset County Council and the Cycle Grand Prix organisers.

ACTION: Karin Harwood to look into the closure of the bus stop outside the Co-op in The Avenue on Saturday, 22 June.

9. Highway Trees – Karin Harwood, Service Manager – Engineering Programmes, Somerset County Council (SCC)

Karin reported that SCC were responsible for 21,041 trees within the County, 575 of which were in Minehead urban area. This included the trees on roadside verges and on streets in urban areas. Their aim was to manage the risk associated with trees, whilst retaining the arboricultural landscape. Public safety was a high priority so, for example, subsidence caused by tree roots was looked into. Checks were made for mechanical damage caused by vehicles hitting trees. Non-urgent cases were dealt with within ten working days, urgent cases more quickly. The majority of trees were inspected on a five-year basis. However, the trees on The Avenue in Minehead were given 6-month inspections.

A tree on the lower part of The Avenue towards the seafront had mechanical damage. The tree outside the Hairy Dog was diseased and needed to be removed. Hornbeams at the Middle School had been vandalised – the Police and School had been notified with the aim of stopping the vandalism.

Karin explained that trees that needed to be removed were cut down to a height of about 4ft to ensure that accidents could not occur by people tripping over low stumps. The 4ft stumps around the town would be removed en masse as it was cheaper to do them all at the same time.

A resident reported that in Irnham Road near Irnham Mews the roots of a tree were going through the tarmac and along the pavement. Katrina also advised of a problem with a tree stump outside nos. 3 and 5 Alexandra Road. Karin would arrange for these trees to be inspected.

Karin stated that following a survey on 24 June a total of eleven trees had been identified in the Minehead area as needing to be felled. Removal notices would be displayed to inform local residents. Unfortunately, SCC did not have a policy to replace trees so there was no budget for replacement trees. However, they were happy to work in partnership with other Councils and organisations willing to fund replacement trees by helping with the choice of species, waiving licence fees (about £120 per tree) and undertaking general maintenance. Talks would be held with Somerset West and Taunton Council (SWT) in this respect. Replacing trees was important, particularly in terms of climate change. Due to the disease Ash dieback 4,000 trees needed to be removed in Somerset and funding was required to replace the trees with other species.

The total revenue works budget for SCC was £93,000 to cover maintenance, removal and agency agreements. It was much cheaper to maintain a tree than to fell a tree.

Sometimes tree roots were cut through by contractors for the installation of utilities. The trees had to be removed and the ground repaired/infilled and SCC worked with the companies to obtain funding for replacement trees to be planted elsewhere.

Thanks were given to Karin for her interesting and informative presentation.

10. Burning Issues

A written report had been circulated in advance of the meeting. Chris Jones outlined to the meeting six options being put forward by the Devon and Somerset Fire & Rescue Service to modernise the service and make cost savings of about

£8m under the banner of 'Safer Together'. These options included the loss of stations in Devon and Somerset, including Porlock, and a reduced number of fire engines/services, affecting Lynton and Williton. These options were to be discussed by the Devon and Somerset Fire & Rescue Service on 28 June and the chosen option would be subject to a 12-week public consultation exercise commencing on 1 July, following which the chosen option would be implemented in November 2019.

The reason given for the changes was that the stations had been set up in 1948 and were now no longer fit for purpose and needed modernising. It was expected by the Authority that response times would still be met with the proposed reductions.

The meeting felt that the loss of the Porlock Fire Station and reduced services at Williton and Lynton would adversely affect the efficiency of the Minehead service.

It was agreed that Chris would email Sarah with the weblinks to the Safer Together programme and consultation process for forwarding to the Panel emailing list. Chris urged the meeting to take part in the consultation.

ACTION: Chris to email Sarah with weblinks to the Safer Together programme and consultation process for circulating to the Panel distribution list

This was done and the links can be found below:

<https://www.dsfire.gov.uk/SaferTogether/ServiceDeliveryConsultation/Index.cfm?siteCategoryId=18&T1ID=211>

<https://www.dsfire.gov.uk/ContactUs/MediaEnquiries/Index.cfm?siteCategoryId=6&T1ID=66>

11. Town Council Update

A written report had been circulated in advance of the meeting.

12. District Council Update

A written report had been circulated in advance of the meeting.

13. Somerset County Council Update

No report was available.

14. Any Other Business

Cost of refurbishment of shelters

Craig Palmer pointed out that 'Matters Arising' had been omitted earlier in the meeting. Under Item 2(f) of the 13 March minutes Mimi Palmer had asked for the cost of the refurbishment of the shelters but as Andy Hadley had sadly not come back with the cost, he wished to report that the total cost of repairs, replacements, re-painting, etc. had totalled £28,850.

A Man Shed in Minehead

An enquiry was raised as to progress in setting up a man shed in Minehead. Katrina Midgley explained that it was an Engage project and a venue was still being looked for. If anyone had any suggestions to please put them forward.

Blenheim Gardens Café

This would be discussed at the next meeting.

Annual Election of Chair for Minehead Area Panel

Jean reported that the election of Chair would take place at the next meeting on 11 September. Anyone wishing to be Chair should let Sarah know by email on: s.wilsher@somersetwestandtaunton.go.uk by the end of August with a proposer and nominator.

15. Dates & Venues of Future Meetings**Future meeting to be held on:**

Wednesday, 11 September 2019 at 6.30pm in The Dunkery Room, The Old Hospital, The Avenue, Minehead

Thursday, 12 December 2019 at 6.30pm at The Hub, Hopcott Road, Minehead.

Wednesday, 18 March 2020 at 6.30pm at The Hub, Hopcott Road, Minehead.

Minehead BID Update for the Minehead Area Panel Meeting 11 September 2019

Please accept our apologies for the lateness of our update to the Area Panel, we are currently undertaking the following activities:

Events:

- Working with Robin Wichard and local town centre businesses have extended the Forties weekend events on Saturday 14th and Sunday 15th September from the railway station in to the town centre and harbour with a display of vehicles of the time, music from the era in local bars and cafes and have encouraged shops to dress their windows with wartime window tape and bunting (all funded by the BID)
- Major sponsor of Eat Minehead which is taking place on Saturday 12th October
- Funding the entertainment at the Christmas Festival being organised by Gateway Events in late November
- Over the summer have funded the Steam Lorry to run from the Town Centre, Sea front and Harbour when the Artisan Market is running and have funded the entertainment at these markets
- Following the Minehead Cycle Grand Prix which took place in June, the BID has held discussions with local businesses, the Minehead Cycling Club, British Cycling, Somerset Activities and Sports Partnership and Somerset West and Taunton Council amongst others on next steps
- Provided support and advice to event organisers on potential events

Marketing and Communications:

- Production of regular printed newsletters which are hand delivered by our board of directors to all BID levy payers to update them on our work (a copy of the latest edition <http://mineheadbid.co.uk/newsletters/aug2019.pdf> is attached)
- Provided updates on the www.mineheadbid.co.uk website on our activities and the decisions made
- Issued regular press releases and comments on Minehead BID activities
- Created a Visit Minehead Instagram channel and provided regular content on this and the Facebook page, plus Minehead BID on Twitter
- Completed the national Springboard vacancy survey for this quarter – our current vacancy rate remains amongst the lowest in the South West
- As part of our Visit Somerset membership, have hosted the CEO John Turner who during his 2-day visit met some of the key players in the town. Visit Somerset will be hosting a meeting in the Autumn with an invite to accommodation providers within the BID area to start to understand who Minehead's customers are, this research will help shape future marketing activities.
- Content is being provided for the new www.visitsomerset.co.uk website, which is the top ranked web page when searching for information on Minehead.
- A future discussion needs to be held on how Visit Somerset fits in with the Love Minehead and Minehead Bay branding being used by the Minehead Development Trust at the Information Centre

Public Realm

- Installation of bunting in Friday Street, Park Street and The Parade working with Somerset West and Taunton Council and councillors from both the district and town councils
- Continue to work with Somerset West and Taunton, BT, Royal Mail and SCC Highways amongst others on rectifying defects identified within the town – this includes the removal of unused phone boxes, the repair and repainting of damaged items
- Following the gift of 6 benches by Somerset West and Taunton (which were released as part of the Esplanade project) the first 3 have been installed in The Avenue. The remainder of benches will be installed once licences and permissions have been received from SCC Highways
- We remain keen to dress empty shop units and hope to work on this during the autumn
- We are starting to investigate extra hanging baskets, Christmas trees and the addition of multi-purpose brackets which can hold both Christmas trees and flags in The Avenue and Lower Avenue
- We are also keen to see how we can improve the entrance to Holloway Street to make it more inviting to visitors, this will include the addition of hanging baskets and bunting in 2020

Reducing Overhead Costs for BID levy payers

- Meercat Associates continue to meet with BID levy payers to help save them money

BID Meetings, AGM and Directors

- An open forum was recently held for BID levy payers and these will take place quarterly to enable BID members to feedback and give us their ideas and thoughts
- The invite to the BID AGM on Tuesday 24th September has been circulated to the head offices of BID members
- Invitations to fill the 2 vacancies to the board of directors in the Tourist Attractions and Unlicensed Hospitality sectors are currently being sought
- Councillor Terry Venner from Minehead Town Council has become the Local Authority Director for Year 2. It was agreed when the BID was created that the formal local authority directorship would rotate between District, Town and County Councils each year, with this year being the turn of the Town Council.
- Councillor Andy Hadley has been appointed by the Leader of Somerset West and Taunton Council as its representative
- Councillor Mandy Chilcott is the representative of Somerset County Council
- Both Councillor's Hadley and Chilcott sit on the board as advisors and don't have a formal vote
- Other advisors include Jenny Bashford, Minehead Town Council Clerk and Sam Murrell Locality Engagement Lead at Somerset West and Taunton Council

We remain committed to working with partners to deliver the best for Minehead. If members of the Area Panel would like to know more about the BID or wish to discuss any of the projects listed, please contact Andrew Hopkins, the BID Manager on 07703 668928 or manager@mineheadbid.co.uk

10th September 2019

Minehead Coastal Community Team Update to Minehead Area Panel September 2019

Eastern Esplanade Development – Completion of all planned enhancements have been achieved except the lights switch on. The lights have been installed and tested by the contractor via generator. Western Power has currently scheduled connection for early September. Following that the contractor will check the lighting features are operational.

SWT Council grounds Maintenance team has now taken on responsibility for the street furniture / play equipment. Some issues have been noted that will be addressed in the autumn and re-planting of the vandalised trees will take place in the autumn. Maintenance of the flower beds remains with the contractor/Swan Paul until the end of February 2020 when handover to the Council Ground Maintenance team commences.

Artisan Markets – 9 markets planned this year and underway. To date well attended with some weather disruption, but overall reasonable weather was enjoyed. Attendance has been good with positive stall holder feedback.

The Artisan Markets are a two year Coastal Community Fund initiative, with the scheme ending Summer 2019. The aim of the market was to attract more footfall to the harbour, and we believe this has been accomplished and has contributed to making the resort more vibrant and strengthened the tourism offer.

The future of the market for 2020 depends upon whether the market stallholders have the appetite to coordinate the market themselves with potential support from other funders. Information will be collated in the Autumn for assessment.

Guided Walk Ambassador Scheme – 10 walks took place between March–September 2018 which exceeded expectations, 70 people attended. Details of guided walks can be found on www.mineheadbay.co.uk. Guided walks will be ongoing co-ordinated by the Minehead Information Centre. The MIC are currently trying to recruit additional guides and promote the walks, feedback this season has been a little slower than last season.

Minehead Bay website – New Minehead Bay website was launched in June 2018. Minehead Information Centre has received really positive feedback from the industry regarding the new destination website www.mineheadbay.co.uk.

Minehead Maritime Mile Heritage Interpretation Trail, with Open Air Gallery & Augmented Reality App – A new waymarked seafront heritage trail, gallery and App launched last season. The mile long heritage trail has been created to attract visitors and the community to use the seafront, encouraging them to walk all the way along to the harbour. The trail showcases Minehead's history and heritage of 'then and now' and how the resort has evolved over the last Century.

The MIC has received many favourable comments about the trail and relayed that visitors and residents alike have commented on finding it interesting comparing the Town to 'then and now'. It has attracted more people into the Museum to find out more about Minehead. They have received comments complimenting the trail and open air gallery showcasing

Minehead's heritage. People have been downloading the smartphone App and its quiz to claim a prize that has drawn further footfall in to the MIC, and feedback on especially how children like to follow the sea shells along the promenade.

Minehead Bay Branding

The Minehead Bay brand was developed and launched in 2018 to attract new target markets and support a programme of events activity. The intention is to re-position the town in the minds of visitors. It provides a set of high quality professional branding tools and guidelines. Also branded merchandise is available in the MIC.

Edwardian Shelter concession– One of the Edwardian shelters has had one half converted in to an enterprising opportunity. A pilot deck chair hire concession is now up and running for the 2019 summer holiday season.

West Coast 360

Free to attend Food Safety in the Outdoors, training sessions took place on 25 April and 27 June. Aimed at anyone that might be involved in outdoor catering over the summer. (The aim being to reduce the risk of food poisoning at summer barbeques!) Details are in the calendar on the www.westcoast360.co.uk website

The group organised a successful Jobs Fair in March which took place at Butlin's and are making preparations for:

Schools Bake Off in October

A Hospitality & Tourism Sector Based Work Academy (two week training programme aimed at unemployed) to take place in November

There are some flyers which have been produced to promote the project and more specifically the Ambassador Programme.

Please encourage people to take the online programme and encourage others to do so!
<https://www.westcoast360.co.uk/ambassador-programme>

The group is also looking at getting a Highfield Training Centre established within Minehead. This could have potential to allow local training that is provided by the partnership to be accredited and provide a more practical element to online based courses. This is a work in progress.

MCCT Aug 19



Minehead Town Council Update Report for Minehead Area Panel Meeting 11 September 2019

- **Blenheim Gardens:** Is owned by the District Council but MTC own the toilets and organise the Summer Band Concert programme. The District Council concessions licence (for refreshments, deckchairs and golf) is being Operated by 'Gateway Events' to the end of January 2020 and a survey is currently open for residents about the long-term future of the Café and concessions in the park. MTC are in ongoing negotiations with SWT regarding future use of Blenheim Gardens.
- **Blenheim Garden Band Concert Programme:** Has been well received. Special thanks go to Cllrs Oliver Harvey and Anne Lawton who have repeatedly given up time at weekends ensuring delivery of the programme.
- **Bus Ticket Office Summerland Road car park:** This has been taken back in hand by MTC and revamped for use as a community office and information window. Bookings being taken at MTC.
- **Community Building on land at Irnham Road:** The garages have been demolished and work has started.
- **Floral displays:** MTC are working with Minehead BID. The flowers are in situ and have been very well received. Numerous comments, and communication have been received by MTC about how good they look and how well the displays are being looked after.
- **Fun Fair:** MTC Council have approved a Fun fair coming to Minehead from 4 to 7 September at Alcombe Marsh Common.
- **Meetings with Somerset West and Taunton Council:** Numerous meetings have been held with relevant staff at SWT, including the Chief Executive Officer and Leader of the Council to progress matters of mutual interest.
- **Partnership Meeting:** Including Christmas 2019 and the upgrade of signage, notice boards and street furniture. This is an ongoing programme

- **Public Toilets:** Refurbishment programme Ongoing. Blenheim Gardens unisex toilets complete and opened. Usage survey Report of Summerland Road facilities recently received by MTC, which will now be analysed by MTC's Public Conveniences Advisory Group.
- **Skateboard Half Pipe:** an advisory Group has been set up to look into the feasibility of taking up the offer from Carhampton Parish Council of a Skate Board Half Pipe. A public Consultation will be available soon seeking residents' views.
- **Sure Start Children's Centre.** MTC have acted as 'broker', getting use of this important building for Minehead residents back on track. Negotiations currently taking place with individual tenants and potential tenants and the District Council (owners of the building) to ensure continued community use.
- **Unauthorised Parking on the Sea Front.** This issue has been raised with SWT by MTC.



**Somerset West
and Taunton**

**Somerset West and Taunton update report for Minehead Area Panel Meeting
11th September 2019**

1. Alexandra Road Car Park – This involved granting a licence to the Town Council to accommodate building work which is being undertaken by the Town Council. This was completed mid - July 2019.

2. Alcombe Children's Centre – negotiations are currently ongoing with different providers.

3. Blenheim Gardens café – The building is beyond economic repair so no refurbishment is planned. Consultation is underway to assess the demand for refreshments in the gardens. A temporary concession has been granted for 6 months, Somerset West and Taunton Council recently met with a representative of Minehead Town Council where wide ranging discussion regarding Blenheim Gardens took place. The Council is looking at the costs of a number of suggested options and is currently carrying out a survey to determine the desire for refreshments to be provided in the Gardens before it can make a decision.

4. Carousel Public Conveniences – A new licence has been agreed on the same terms as previously offered for the toilets (same opening times/ closing times).

5. Seaward Way – Head of terms have been agreed on the sale of land for McDonalds. Clarke Wilmott instructed, draft documentation being sent out.

The Magna housing land negotiations is still ongoing. Heads of terms have been issued to Snazaroo and Greenside for the lease of the Commercial units.

Minehead Area Panel

**Notes of Meeting held 11 September 2019
In The Old Hospital, The Avenue, Minehead**

Present:

Cllr Andy Kingston-James	Chair (part of meeting) Minehead Town Council
Cllr Mandy Chilcott	Somerset County Council
Cllr Paul Bolton	Somerset West and Taunton Council and Minehead Town Council
Cllr Benet Allen	Somerset West and Taunton Council
Cllr Craig Palmer	Somerset West and Taunton Council
Cllr Mimi Palmer	Minehead Town Council
Cllr Anne Lawton	Minehead Town Council
David Peake	Somerset Highways
Chief Inspector Lisa Simpson	Avon & Somerset Police
Mark Shields	Community Council for Somerset
Bill Howard	The Old Hospital
Ray Tew	Minehead Development Trust
Mark Kingston-James	Resident
John Vicary	Resident
Peter Broom	Resident
Stephen Brown	Resident
Paul Johnson	Resident
Rosemary Lawson	Resident
Ann Jackson	Resident
Daphne Barr	Resident
Martin Wilsher	Resident
Harold Compton	Observer
Samantha Murrell	Somerset West and Taunton Council (Chair for part of meeting)
Sarah Wilsher	Somerset West and Taunton Council

1. Welcome, Introduction and Apologies

Samantha Murrell welcomed everyone to the meeting and introduced herself as a Localities Engagement Lead for Somerset West and Taunton Council.

Apologies for absence were received from Paul Dabner (Butlins), Anne Clarke (Manor Road Neighbourhood Watch/Resident), Cllr Andrew Hadley (Somerset West and Taunton Council), Andrew Hopkins (Minehead BID), Colin Isherwood (Resident), Chris Jones (Devon & Somerset Fire and Rescue Service), Cllr Marcus Kravis (Somerset West and Taunton Council), Cllr Christine Lawrence (Somerset County Council), Lewis Lintern (MATA/The Avenue Methodist Church), Sue Lloyd (Resident), Katrina Midgley (Engage/Minehead Coastal Community Team), Bridget O'Brien (Resident), Doug Ross (Resident), Elaine Ross (Resident), Graham Sizer (Minehead BID), Maureen Smith (Transition Minehead and Alcombe/Forum 21).

2. Election of Chair

Samantha reported that Jean Parbrook had decided not to stand as Chair and Sarah read out a letter that Jean had written to the residents of Minehead, giving her reasons for not standing for re-election, thanking Sarah and all those who had shown her kindness and support over the last 18 months and wishing the Panel continued success under the new Chairman.

Mandy Chilcott asked for appreciation of Jean's work as Chair to be minuted.

Samantha explained that nominations for the post of Chair were accepted until 31 August 2019. Only one nomination had been received before the deadline, from Andrew Kingston-James, Minehead Town Councillor, who had been proposed by Cllr Craig Palmer and Cllr Paul Bolton. As the only person standing Cllr Andrew Kingston-James was duly elected as Chair and chaired the meeting from this point on.

3. **Somerset Village & Community Agents Service – Mark Shields, West Somerset Village & Community Agent, Community Council for Somerset (CCS)**

Mark Shields explained that Village Agents offered free confidential and non-judgemental support to people in the community who needed advice, help and support on a range of issues from health and wellbeing to financial and practical. Village Agents and other support organisations/agencies could be found at the Talking Café every Monday from 10am to 1pm at the Beach Hotel in Minehead, in Porlock once per month and in Williton every Tuesday. The Agents also did home visits. Mark advised that he would be available at the end of the meeting if anyone wanted to have a chat with him or pick up a leaflet/business card.

4. **Have Your Say**

Issues for Have Your Say, were as follows:

- (a) *Stephen Brown advised that there was Japanese Knotweed along the Culvercliffe walk:* Mimi Palmer offered to have a look and Sarah contacted the Grounds Maintenance team at SWT.

ACTION: Culvercliffe to be checked for Japanese knotweed.

The grounds maintenance team at SWT have advised that there is an issue of Japanese Knotweed at Culvercliffe due to it having been dumped there many years ago when the area was a former landfill site. The team do their best to control it on an ongoing basis. The details of where Mr Brown spotted the plant has been relayed to the team and action has been taken towards its eradication.

- (b) *Stephen Brown also raised the issue of a tree at the bottom of Marshfield Road, which was damaging the pavement:* Andrew Kingston-James to look into it.

ACTION: Andrew Kingston-James to investigate the tree damaging the pavement in Marshfield Road.

After investigations it appears that the roots of a tree on land next to 87 Marshfield Road is damaging the footpath that runs from the bottom of Marshfield Road to Seaward Way (alongside the Rose Garden). This path is believed to be owned by Minehead Town Council. The owners of the tree have been contacted and an assurance received that they will remediate the issue as part of the construction works for the two dwellings that have received planning permission on this land.

5. **Minutes of the Meeting held on 26 June 2019**

The minutes were agreed as an accurate record of the meeting.

Matters Arising

Item 8 – A resident had advised that on Saturday 22 June during the Cycle Grand Prix the bus stop outside the Co-op in The Avenue had been closed but there was no signage to alert passengers. The Chair reported that Andrew Hopkins, Minehead BID Manager, had advised that both he and Buses of Somerset had put up posters on the bus timetable information pole to say that the stop was closed and where the alternative stops were. However, if these posters would have been better placed on the bus shelter then he would be happy to do this in the future, for events with a BID input and involving the closure of a bus stop(s).

6. Minehead BID

A report had been circulated in advance of the meeting.

7. Minehead Coastal Communities Team – An Update

A report had been circulated in advance of the meeting.

8. Minehead Development Trust – An Update

Ray Tew reported that the Minehead Development Trust were responsible for the Minehead Information Centre, which was a limited company. The end of the financial year for the Information Centre was 30 September 2019. There had been an increase in footfall to the Centre of about 5% compared to the same period in 2018. This was measured by a counter on the main door, but as customers could exit through the main door as well as enter, and also use the museum entrance, figures obtained were approximate.

Sally Turner was the current Centre Manager, and was working with local Centres in Somerset and Devon. The Minehead Bay brand was employed and reports on the use of the brand would be produced in October. The website was constantly updated including regular blogs and there was a need for more locally produced photos for the website, which were not subject to copyright. A regular newsletter was produced which included such details as where journeys could be disrupted by Hinkley traffic. The Centre would move to Winter opening hours in November.

9. Police Report

Lisa Simpson introduced herself. She had previously been an Inspector based in Minehead and was now Chief Inspector for the area from Simonsbath to Weston-super-Mare. She reported that the Police wished to engage more with the public and she saw the Area Panels as important engagement opportunities. With £20m lost and 700 fewer officers it was difficult for the limited number of officers to make contact with the community and they were no longer able to report direct to the 150 Town and Parish Councils in the area. However, they would commit to attending the Area Panels. The programme of Area Panels therefore needed to be extended to ensure that they were opened up to all the parishes and towns in the district area. Police officers were happy to give reports at Area Panel meetings as well as discuss issues, as required, after the meetings.

The Chief Constable or Deputy Chief Constable plus the Police and Crime Commissioner would be attending a public forum on Tuesday, 24 September from 7 to 9pm in the Exmoor Meeting Room at the Beach Hotel in Minehead. The forum would be opened by Frederica Smith-Roberts, Leader of Somerset West and Taunton Council, before a welcome from the Police and Crime Commissioner and Deputy/Chief Constable. Lisa would be giving a presentation

on local policing. Local people would be able to take part in an open question and answer session. To attend it was necessary to register for a free ticket. This could be done online at <https://www.eventbrite.co.uk/e/pcc-police-public-forum-minehead-tickets-68277847881> or emailing pcc@avonandsomerset.police.uk or tel: 01278 646188. Questions needed to be emailed to the above email address in advance so that any necessary research could be carried out beforehand.

Mandy advised that unfortunately the Annual General Meeting of Minehead BID was also on the evening of 24 September.

Lisa explained that the police wished to make themselves more visible within the community including via social media. The meeting noted that PC Sam Donati made good use of Facebook to keep the public updated on incidents/activities.

Beresford Mandley asked whether new PCSOs or special constables were being looked for at the moment. Lisa advised that according to the PM, Boris Johnson, 20,000 police officers were to be recruited, which would lead to a massive PCSO recruitment programme, including about 500 in Avon and Somerset over the next three years. Voluntary special constables were also needed and were required to do a minimum of 16 hours per week. Details were available on the website: www.avonandsomerset.police.uk

Paul Johnson asked for Lisa's opinion on the police using bicycles. She stated that cycling increased the officers' engagement with the community and provided a more friendly, visible and accessible approach. Paul agreed and said that he thought cycling enabled officers to see, hear and smell more.

10. Highway Matters

David Peake reported the following:

- Tree pruning had taken place at Dunster Steep so there were no longer overhanging branches obscuring the left hand pole of the traffic lights. These works had unfortunately caused some traffic disruption for which Somerset Highways apologised.
- Combeland Road had been resurfaced.
- Surface dressing at Bilbrook had taken place with an associated evening road closure.
- Future evening closures from 6.30pm to 11.30pm were planned to enable resurfacing works to take place at Dragons Cross in Bilbrook. No dates were currently available for the works. *Since the meeting information has become available on dates and times. The A39 will be closed from 6.30pm to 11.30pm from Monday 7 to Friday 11 October and then will be closed from 6.30pm to 11.30pm from Monday 14 to Wednesday 16 October.*

Beresford Mandley asked for the number of highway Ash trees in Minehead and the number of Ash trees with Ash dieback. He was advised that such statistics were not currently available but Ash dieback was an issue in Minehead and trees were regularly checked. Two trees with Ash dieback had been felled as part of the Dunster Steep operations. Mandy Chilcott added that there were about 22,000 highway trees in Somerset so monitoring was not an easy or quick process.

A resident asked whether there were any plans for road improvements at Fownes Road in Alcombe. David replied that there were no plans at the current time.

Craig Palmer asked if there was a programme in respect of roadside drainage. David replied that there was a routine schedule of every four years in urban areas and every two years in rural areas. Roads with frequent blocking up issues were checked more regularly. If there was a 'ponding' problem reactive works were undertaken, otherwise works would be fitted into the maintenance programme. Problem issues of roadside drainage could be phoned in on 0300 123 2224 or emailed to: countyroads-westsom@somerset.gov.uk

Paul Johnson reported that the east facing red light at Dunster Steep needed looking into as it was dimmed.

ACTION: David Peake to check the traffic lights at Dunster Steep.

11. Burning Issues

A written report had not been received for circulation from the Devon & Somerset Fire and Rescue Service and there was no officer available.

Paul Johnson asked if people were filling in the surveys, which were due in by 22 September. Residents were encouraged to do so.

12. Town Council Update

A written report had been circulated in advance of the meeting.

13. District Council (SWT) Update

A written report had been circulated in advance of the meeting. Mimi Palmer enquired about the location of the land SWT were selling to McDonalds and how McDonalds proposed to use the land. Sarah thought that the land in question was to the rear of McDonalds between their restaurant and the footpath running from the station to Seaward Way. She did not know what it was intended to be used for, but any building works would require planning permission and planning applications were in the public domain.

Mimi also asked about the commercial units mentioned in the report. Sarah explained that two commercial units had been granted planning permission on land off Seaward Way next to the forty dwellings approved for Magna Housing. These units would enable existing businesses to expand. The meeting asked who Greenside were and it was thought that it probably referred to Greenslades who were a grounds maintenance business based in Cannington.

Paul Johnson asked for news on Blenheim Gardens. Andrew explained that at the moment there was nothing to add to the updates in the District and Town Council reports.

14. Somerset County Council Update

Mandy Chilcott reported the following:

- She had recently attended a Scutiny Committee meeting with the Somerset Partnership NHS Foundation Trust. Minehead Hospital's Minor Injuries Unit (MIU) had been discussed. There had been an impromptu overnight closure of MIU due to lack of staffing, but there had been little publicity of this to the community. Information on the closure could have been made available on Facebook and via West Somerset radio. Minehead's MIU was one of a few in Somerset that was open 24/7 and Mandy considered it essential that it remain open. 12,462 incidents/injuries had been dealt with over the last year. The NHS were

actively recruiting and two nurse practitioners had recently been appointed for the West area.

- The performance of ambulances had declined and this was being monitored by the Quality Care Commission.
- The 111 telephone service was currently being run by Devon Doctors.
- Figures relating to stroke treatment had improved.
- Apprenticeships were seen as very important by Somerset County Council and over 300 apprenticeships were being run by the Council. Social workers were very difficult to recruit so twelve existing officers were being upskilled and trained to degree level to become social workers.
- She had recently undertaken excellent mental health first aid training. This was open to all and although there was a cost Mandy considered it to be worthwhile. Mental health care was under funded by the NHS and at the Scrutiny Committee meeting the NHS had stated that they were aware of this deficit and planned to improve the service. Mark Shields advised that the Community Council for Somerset were rolling out a mental health village agents scheme in October. Tracey Bland was the mental health village agent in West Somerset, working in conjunction with local GPs.

John Vicary asked for an update on the pedestrian crossing for Bircham Road. Mandy advised that this project had been costed and put forward for the County Council's Small Improvement Scheme (SIS). It was one of 90 SIS projects throughout the County. Monies had recently been put in place for the delivery of these projects within the next two years.

15. Any Other Business

Somerset West and Taunton

Paul Johnson had received a compliments slip form SWT. It had their name on it but there was no mention of the word 'Council'. Were they really a Council? Also, only a PO Box address was given. Why was this only given and not the addresses of physical offices. David Peake explained that it was the same with the County Council. Post was scanned in centrally and then distributed electronically to officers who could be working at a number of different locations – offices, depots, homeworking, etc.

16. Dates & Venues of Future Meetings

Future meetings to be held on:

- Thursday, 12 December 2019 at 6.30pm at The Hub, Hopcott Road, Minehead.
- Wednesday, 18 March 202 at 6.30pm at The Hub, Hopcott Road, Minehead.