

# Public Agenda Pack



Notice of Meeting of

## **LOCAL COMMUNITY NETWORK - MINEHEAD AND WATCHET**

**Tuesday, 30 April 2024 at 6.30 pm**

**EMN Hall, Combecross Hill, Monksilver, Taunton  
TA4 4JE**

To: The members of the Local Community Network - Minehead and Watchet

Chair: Cllr Andy Sully

Vice-chair: Cllr Brenda Maitland Walker - (Carhampton PC)

Cllr Mandy Chilcott

Cllr Hugh Davies

Cllr Andy Hadley

Cllr Marcis Kravis

Cllr Christine Lawrence

Cllr Mike Rigby

Cllr Rosemary Woods

Ash Priors PM

Bicknoller PC

Combe Florey PC

Crowcombe PC

Dunster PC

Elworthy PM

East Quantoxhead PM

Lydeard St Lawrence & Tolland PC

Minehead TC

Monksilver PC

Nettlecombe PC

Old Cleeve PC

Sampford Brett PC

Stogumber PC

Watchet TC

West Bagborough PC

West Quantoxhead PC

Williton PC

Withycombe PC

Avon and Somerset Police

Devon and Somerset Fire and Rescue Service

Somerset Association of Local Councils

WACET - Business Chamber

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Minehead Business Chamber  
Minehead Coastal Development Trust  
Somerset Activity Sports Partnership  
Spark Somerset  
Community Council for Somerset (Village Agents)  
West Somerset Advice Bureau  
Somerset Rivers Authority  
Somerset Local Nature Partnership  
The Onion Collective  
West Somerset Flood Group  
Home Start West Somerset  
Quantock Landscapes (Prev AONB)  
Minehead Eye / Somerset Connect  
YMCA  
At West Community Transport  
Watchet Coastal Community Team.

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For further information about the meeting, including how to join the meeting virtually, please contact LCN Team [lcn@somerset.gov.uk](mailto:lcn@somerset.gov.uk).

All members of the public are welcome to attend our meetings and ask questions or make a statement **by giving advance notice** in writing or by e-mail to the Monitoring Officer at email: [democraticserviceteam@somerset.gov.uk](mailto:democraticserviceteam@somerset.gov.uk) by **5pm on Wednesday, 24 April 2024**.

The LCN team want everybody to have the opportunity to take part in the LCN meetings and have booked appropriate venues with accessibility requirements in mind. If you have specific access needs, and are at all concerned, please contact the LCN Team so they can provide reassurance or seek solutions beforehand: [lcn@somerset.gov.uk](mailto:lcn@somerset.gov.uk).

Issued by David Clark (the Proper Officer) on Monday, 22 April 2024

# **AGENDA**

## **Local Community Network Minehead and Watchet Tuesday, 30 April 2024 at 6.30pm**

### **Core Membership (Pages 5 - 6)**

### **Click here to join the online meeting (Pages 7 - 8)**

#### **1 Apologies for Absence**

To receive any apologies for absence.

#### **2 Declarations of Interest**

To receive and note any declarations of interests in respect of any matters included on the agenda for consideration at this meeting.

(The other registrable interests of Councillors of Somerset Council, arising from membership of City, Town or Parish Councils and other Local Authorities will automatically be recorded in the minutes: [City, Town & Parish Twin Hatters - Somerset Councillors 2023](#) )

#### **3 Notes from the Previous Meeting (Pages 9 - 18)**

To approve the notes from the previous meeting.

#### **4 Update on Actions from the Previous Meeting**

To discuss matters arising from the notes not covered in later agenda items.

#### **5 Public Question Time**

The Chair to advise of any questions, statements or petitions received that are not covered by items on the agenda for the meeting on which members of the public have requested to speak.

## **6 Minehead & Watchet LCN Highways Subgroup (Pages 19 - 42)**

An update on the Highways Subgroup which was held on Friday 22 March, 2024 at West Somerset House.

- Ratify the Terms of Reference
- Progress Report on Action Points / Matters arising.
- The next meeting to take place on Wednesday 15 May, 2024 at West Somerset House, Williton between 10am – 1pm.

## **7 Flooding and Emergency Planning Workshop**

Paul Elliston, Community Engagement Officer (SRA) will be facilitating a Flooding and Emergency Planning Workshop for the Minehead and Watchet LCN, on the evening of Wednesday 19<sup>th</sup> June 2024. This will take place at West Somerset House, Council Chamber, between 6-9pm.

Representatives from the LCN will have the opportunity to shape the workshop according to their local needs.

## **8 Date of next LCN meeting.**

The next meeting of the Minehead and Watchet LCN will be the Annual General Meeting, which is due to take place on Wednesday 17 July commencing at 6.30pm.

It is hoped to secure the West Somerset Council Chamber as a venue.

## **Core Membership**

Unitary Councillors:

Councillor Andy Sully  
Councillor Mandy Chilcott  
Councillor Hugh Davies  
Councillor Andy Hadley  
Councillor Marcus Kravis  
Councillor Christine Lawrence  
Councillor Mike Rigby  
Councillor Rosemary Woods

City, Town and Parish Councils (one voting member from each):

Ash Priors  
Bicknoller  
Carhampton  
Combe Florey  
Crowcombe  
Dunster  
East Quantoxhead  
Elworthy  
Lydeard St. Lawrence  
Minehead  
Monksilver  
Nettlecombe  
Old Cleeve  
Sampford Brett  
Stogumber  
Tolland  
Watchet  
West Bagborough  
West Quantoxhead  
Williton  
Withycombe

Other Stakeholders (one voting member from each):

Avon and Somerset Police  
NHS  
Devon and Somerset Fire and Rescue  
Education  
Spark Somerset

Society Local Council Clerks  
Somerset Association Local Councils  
Somerset Activity Sports Partnership  
Community Council for Somerset  
Citizens Advice  
Department of Work and Pensions  
Somerset Rivers Authority  
Somerset Local Nature Partnership  
Business Chamber  
The Onion Collective  
West Somerset Flood Group  
Home Start West Somerset  
Minehead and Coast Development Trust  
AONB  
Minehead Eye  
YMCA  
At West  
Watchet Coastal Community Team



# Local Community Network

## Minehead and Watchet LCN

**Tuesday 30 April: 6.30pm**

EMN Hall (Elworthy, Monksilver & Nettlecombe Hall)  
Monksilver, Taunton  
TA4 4JE

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We'd love to see you in person, but if you can't make it this time, we're trialling a hybrid set-up, so please use this

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 314 004 689 054

Passcode: EfCGVy

[Download Teams](#) | [Join on the web](#)

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### **Please note:**

Parking is available on site.

We want everybody to have the opportunity to take part in the LCN meetings - fully and comfortably - and have booked appropriate venues with accessibility requirements in mind.

If you've specific access needs, and are at all concerned, please contact us so we can provide reassurance, or seek solutions beforehand:

Mineheadandwatchetlcn@somerset.gov.uk

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## Local Community Network Meeting Notes

Meeting Title: Local Community Network - Minehead and Watchet

Date: Wednesday, 7 February 2024

Time: 6.30 pm - 8.32 pm

Location: West Somerset House Council Chamber, Williton

Chaired by: Andy Sully (Chair)

### LCN core membership attendance:

<b>Name:</b>	<b>Representing</b>
Cllr Mandy Chilcott	Somerset Council
Cllr Rosemary Woods	Somerset Council
Cllr Mike Rawle	Bicknoller PC
Cllr Brenda Maitland Walker (Vice Chair)	Carhampton PC
Cllr John Passingham	Combe Florey PC
Cllr Tony Brooks	Crowcombe PC
Cllr Robin Wichard	Nettlecombe PC
Cllr Ian Duncan	Old Cleeve PC
Cllr D J Swan	Sampford Brett PC
Cllr Jeremy Foley	Stogumber PC
Cllr John Irvén	Watchet TC
Cllr Mark Philipson	West Quantoxhead PC
Cllr Peter Payne	Williton PC
Cllr Loretta Whetlor	SALC
Bernard Maynard Smith	Minehead and Coast Development Trust
Martin Stevens	Watchet Coastal Community Team

### Officer attendance:

Mickey Green (Executive Director for Climate and Place), Emma Plummer (Interim LCN Officer), Pippa Hughes (Interim LCN Link Officer), Ollie Lindsell (ICT Specialist), Sam Murrell (Democratic Services)

**Other attendees:**

Cllr Dixie Darch  
Cllr Alan Parslow  
Cllr Geoff Williams  
Cllr Chris Bramall  
Jan Ayres  
Kevin Francis  
Maureen Smith  
S.J. Smith  
C.H Ellis  
Hester Watson  
A.Braven  
E. Harbridge  
Michelle Francis (Clerk)  
T.Skinner  
J. Armstrong  
Jon Freeman  
Karen Scott (clerk)  
Wendy Philipson  
Barbara Nye  
Lesley Hayes  
Cllr Ian Aldridge

**Virtual attendees:****Name:**

Cllr Hugh Davies  
Cllr Andy Hadley  
Cllr Marcus Kravis  
Cllr Christine Lawrence  
Cllr Geoff Dibble  
Ben Parker (Clerk)  
Cllr Craig Palmer  
Paul Matcham  
Bernice Scott Field  
Ellie Bishop  
Kate Hellard

**Representing**

Somerset Council  
Crowcombe PC  
Old Cleeve PC  
Stogumber PC  
Watchet Coastal Community Team  
Williton & District Business Association  
West Somerset Community Land Trust  
Carhampton  
Carhampton  
West Somerset Green Forum  
Dunster  
West Somerset Community Land Trust  
Williton PC  
Sampford Brett  
Watchet  
Watchet  
Holford / Kilve PC  
West Quantoxhead PC  
Williton  
Williton  
Williton PC

**Representing**

Somerset Council  
Somerset Council  
Somerset Council  
Somerset Council  
Dunster PC  
Minehead TC  
Minehead TC  
Minehead Eye / Connect Somerset  
Watchet Coastal Community Team  
CCS Village Agent  
Somerset Council LCN Development Lead

## Summary of discussion:

### Agenda Summary of key points of discussion and outcome: Action by: item:

#### Item 28: **Apologies for Absence**

Apologies were received from Cllr Mike Rigby (Somerset Council), Cllr Maggie Forkes (West Bagborough PC), Kali Martin (Somerset Council Highways) and PCSO Supervisor Katherine Williams.

Cllrs Christine Lawrence, Hugh Davies, Marcus Kravis and Andy Hadley all tendered apologies but joined the meeting virtually.

The Chair welcomed Cllr Dixie Darch, Lead Member for the Environment and Climate Change to the meeting. She was joined by Mickey Green, Executive Director for Climate and Place.

#### Item 29: **Declarations of Interest**

None were declared.

#### Item 30: **Notes from the Previous Meeting**

A slight amendment was requested to wording relating to West Quantoxhead PC, but subject to this the minutes were unanimously agreed by those present.

#### Item 31: **Update on Actions from the Previous Meeting**

**Update on the No28 Bus Service** – Sam Murrell advised the meeting that the Bus Advisory Board had met the previous day (Tuesday 6 February). The agenda can be viewed on the Somerset Council website [here](#). An item for discussion was the proposed timetable changes from 15 April 2024.

It was proposed to reduce the No28 service to a frequency of every 45 minutes, and to incorporate Cotford St Luke on some journeys (as the No25 service will be withdrawn). Concern was expressed from the room about the reduction in service to Bishops Lydeard and Cotford St Luke as they were both “growing

villages". This would put pressure on the No28 at the Taunton end of the route.

In addition it was planned to introduce a x28 direct fast service for the summer months. This would run directly from Taunton to Butlins and would be specifically to cater for holiday makers.

The Exmoor Coaster Bus service would be re-introduced to cover the tourist season. (31 March – 28 September).

The meeting is available to view on [Youtube](#). The relevant part of the discussion starts at 1:03:19.

Cllr Richard Wilkins (Lead member for Transport & Digital) advised that he was disappointed that the service would be facing reductions. Meetings were being planned with the operator to discuss options going forward.

#### Item 32: **Update on Somerset Council's Financial Position**

Emma Plummer, Interim LCN Link Officer explained the current timeline and shared a presentation. This can be viewed [here](#).

##### **Asset and Service Devolution**

A question was raised about who would be responsible for paying the legal fees for asset transfers? *A £600k budget has been proposed to finance the Somerset Council asset devolution process, and this would be reviewed on a case-by-case basis. Cllr Loretta Whetlor also advised that SALC were looking at ways to assist Parishes and Towns in the transfer process. SALC was considering setting up a legal company to consolidate/assist with the legal fees.*

It was asked what was happening to Somerset Council's Commercial Investment Portfolio? Surely this would release capital money that could then be used to finance Somerset Council services? *It was explained that capital money would be ring-fenced and could not be used to fund revenue budgets unless dispensation was received from central government. It was basically selling off "the family silver" and could only be used once.*

### **Closure of the Williton Recycling Centre.**

The meeting was attended by Cllr Dixie Darch and Executive Director Mickey Green. They had also been present at the Extraordinary Meeting, which was held by Williton PC on 30 January, to discuss the potential closure of the Williton Recycling Centre. (Minutes of this meeting can be viewed [here](#)).

Cllr Dixie Darch advised that following the Executive meeting that day, part of the budget proposals to close 5 household recycling centres (including Williton) was being re-assessed. Somerset Council were in consultation with the contractor to look at how savings could be made on the existing contract and reduce costs. There were £960K savings required, and the service was being thoroughly examined right across the board. If a decision was made to proceed with the closures, then a county wide consultation would take place.

There was a lot of debate in the room about this issue, some of which was a repeat of the public meeting.

General points made included:-

- The decision-making process must be clear and transparent to enable the populace to understand it. Attendees felt that the “wrong recycling site” had been selected for closure.
- Concern was expressed that Somerset Council was going to devolve the responsibility of dealing with Fly-Tippers down to the parishes, and they didn’t have the staff or resources to manage this! *Cllr Dixie Darch stated that there were no plans to devolve the fly-tipping service at this time.*
- Is there evidence to support that Somerset Council successfully prosecutes fly-tippers? This could generate some income streams and would be a deterrent to others. *Fly Tippers when found were actively prosecuted. The evidence suggested that most fly-tippers were actually rogue traders, masquerading as licenced waste carriers.*
- Not to throw the Minehead Recycling Centre “under the bus” to try and save Williton. A resolution should be sought to keep as many recycling centres open as

possible, and find ways to make cost savings in other areas.

Cllr Dixie Darch spoke passionately about the decisions that are being made and expressed her dismay at the current financial situation. It was important that services were preserved, but the current deficit in the statutory areas of protecting the vulnerable (Adult Social Care and Children's Services) meant that Somerset Council was faced with a stark choice. Cost savings had to be realised to ensure that the Council was not issued with a Bankruptcy notice. If that happened, the Commissioners would automatically cut the discretionary services, and a likely scenario could be that ALL recycling centres were closed.

**Other discussion points:-**

An attendee suggested that the LCN meetings were a waste of money and resource. A query was raised about how much it was costing to finance the LCNs and what had the Minehead and Watchet LCN achieved? *The Chair, Cllr Andy Sully reminded the LCN that two flooding events had taken place following the recent flooding in Minehead and Carhampton. This was to map the current provision and look into future preparedness. A Q&A had also been facilitated with the Homefinder Team to talk about how housing allocations were made, and an update on the Somerset Council Rainbow Way development had taken place. Cllr Dixie Darch advised that the cost implications of LCN meetings had been assessed as part of the budget process,. Now that they had been launched, the ongoing costs were minimal. Their value was in listening to and engaging with local communities, and if they were to be stood down, it would be due to lack of interest on the part of the membership rather than to make cost savings.*

Item 33: **Public Question Time**

Cllr Peter Payne (Williton PC) addressed the meeting and read out a statement regarding the proposed closure of the Williton Recycling Site. This statement can be viewed [here](#). Williton PC had collaborated with other parishes within the LCN area who were in collective agreement that they needed to lobby Somerset Council.

Cllr Mandy Chilcott advised that it would be good for Williton PC to send in their public question on behalf of the LCN to the next Somerset Council Full Council meeting. This was taking place on the 20 February 2024 and would be to agree the budget for the 2024/25 financial year. Cllr Chilcott advised that public speakers from West Somerset rarely came forward, but it was a powerful way to highlight local concerns and issues.

Cllr Peter Payne (Williton PC) was made aware of the submission deadlines.

Cllr Rosemary Woods asked how the public could participate in the Public Question Time at meetings, and this was responded to by Cllr Mandy Chilcott. *Public Questions can be emailed into Somerset Council Democratic Services, at least 3 days before the meeting date, and will receive a written response from the Executive Portfolio Holder. Sometimes at the discretion of the Chair, late speakers were allowed to present comments, statements and questions, providing there was sufficient space on the agenda.*

Item 34: **Update on the Highway Steward Scheme and Highways Working Subgroup - Terms of Reference**

Details on the Highway Steward scheme were presented to the meeting. The slide-pack is available to view [here](#).

The annual cost of the Highway Steward including transport is £50k and this could be shared across 2 LCN areas. (This would lessen the cost impact on individual parishes).

In addition it was also proposed that a Highway Working group be established to progress the concerns of the Minehead and Watchet LCN parishes. This would be held between the main LCN meetings and would be made up of parish representatives and staff from the Somerset Council Highways Team.

This did not incur a cost to the parishes beyond their time and would be a good opportunity to progress local issues directly with the Highways staff. This meeting would be held during the day at West Somerset House. (The Terms of Reference to be circulated and volunteers invited to participate). A show of hands

was made in the room, and interested parties were asked to leave their details with the clerk (Sam Murrell).

Questions from the floor included:-

- Concern about the cost of the Highway Steward, especially from the smaller parishes. They simply couldn't afford it!
- How the work would be fairly distributed on an operational level. Who would be responsible for overseeing the work and ensuring that it was completed to a satisfactory standard?
- It was important that all the parishes collaborated to ensure that if the model was adopted the cost was spread proportionately.
- It was stressed that the Highway subgroup was independent of the Steward and could be progressed whether the Steward scheme was adopted or not.

At the end of the meeting, 9 participants indicated that they would like to be part of an inaugural Highways subgroup meeting. A meeting date has been set for Friday 22 March 2024, to take place at West Somerset House. Meeting invitations and an agenda will be circulated in the preceding week.

Item 35: **Priorities for action in 2024 - items for future meetings**

- Progress with setting up a Highways working group.
- Partnering with the Exmoor LCN with the view to sharing the cost of a Highway Steward.
- Look to establishing a formal method of communication between West Somerset Flood Group and Somerset Council.
- Promote the Rainbow Way Housing Development and ensure local people are aware of Homefinder and the application process.

Item 36: **West Somerset Community Land Trust - Maureen Smith**

Maureen Smith presented a series of slides to highlight the aims and objectives of the West Somerset Community Land Trust. The slide pack is available to view [here](#).



Attendees at the meeting were invited to email [info@wsclt.com](mailto:info@wsclt.com) if they wished to find out more information.

Item 37: **Dates and Agendas for the next meeting**

Future draft meeting dates for the Minehead and Watchet LCN proposed as follows:-

- Tuesday 30 April 2024 at 6:30pm
- Wednesday 17 July 2024 at 6:30pm

These to be held at the West Somerset House Council Chamber.

Also the inaugural meeting of the Highway Subgroup to be held on

Friday 22 March at 10am in the West Somerset House Council Chamber.

Meeting invites will be extended to those who expressed an interest and left their details with the clerk.

Contact officer for meeting: LCN Team [lcn@somerset.gov.uk](mailto:lcn@somerset.gov.uk)

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## MINEHEAD AND WATCHET – HIGHWAYS SUB-GROUP

WEST SOMERSET HOUSE 10.00am – 1.00pm

### MINUTES OF THE MEETING

#### Attendees

Cllr Brenda Maitland Walker	Carhampton Parish Council
Cllr Loretta Whetlor	Watchet Town Council
Cllr Rosemary Woods	Somerset Council
Cllr Tony Brooks	Crowcombe Parish Council
Cllr Marilyn Crothers	Nettlecombe Parish Council
Cllr Ian Duncan	Old Cleeve Parish Council
Cllr Mark Philipson	West Quantoxhead Parish Council
Cllr Peter Payne	Williton Parish Council
Kali Martin	Highways Supervisor – Somerset Council
Kevin Bridgwater	Highways Supervisor – Somerset Council
Katherine Tyson	Highways – Somerset Council
Ryan Chamberlain	Highways – Somerset Council
Sam Murrell	Link Officer – Somerset Council
Pippa Hughes	Link Officer – Somerset Council

#### Introductions

Each Attendee introduced themselves.

#### Apologies

Cllr Andy Sully (Somerset Council), Kevin Francis (Williton & District Business Association), Cllr Mandy Chilcott (Somerset Council), Jon Richards (WACET), Andrew Turner, Highways Somerset Council, Bev Norman – Highways Traffic Management, Somerset Council.

#### Election of Chairperson

Sam Murrell – Link Officer, Somerset Council started the duty of asking the Members of the Highways Subgroup to elect a Chair.

Cllr Lorett Whetlor nominated Cllr Brenda Maitland Walker.

Cllr Ian Duncan – Old Cleeve Parish Council seconded this nomination.

Cllr Brenda Maitland Walker nominated Cllr Ian Duncan who announced that at this time he did not have capacity to take on the role.

Cllr Peter Payne- Willtion Parish Council spoke to the group and informed the group how mindful he was at the workload for such an appointee that could we possibly nominate Cllr Brenda Maitland Walker for this first inaugural meeting and once priority issues had been raised then at the second Highways Subgroup a Chair could be appointed.

It was agreed that for the first inaugural meeting that Cllr Brenda Maitland Walker would Chair temporarily and at the second meeting a Substantive/Permanent Chair would be appointed/elected.

It was also agreed a Vice Chair should be appointed to cover sickness, absence and for continuity.

To be on the Agenda for the second meeting.

### **Highway Sub-Committee Terms of Reference**

Sam Murrell had circulated a draft copy of proposed Terms of Reference which Brenda had produced which mirrored that of the Exmoor Highways Sub-Group. These Terms of Reference were duly agreed by the group.

These to be ratified at the next full LCN meeting.

### **Highway Steward Presentation Q&A – Andrew Turner**

Andrew Turner could not attend the inaugural meeting of the Minehead and Watchet Highways Subgroup. Senior Colleagues spoke in Andrew's absence.

There was a consensus of all the Members present that the Highway Steward Scheme had been heavily advertised via the Minehead and Watchet Local Community Network and the following concerns / questions were raised.

There was a general concern within Parishes that if they have a "section" of Highway that is a Priority to that Parish – how does this get conveyed to the neighbouring Parishes who have the same Highway in their Parish and how is the cost divided fairly and professionally.

After a lengthy discussion on the Highways Steward Scheme it was agreed that paying for a steward was not feasible financially Parishes, even if this was split between one or more LCN areas, but they were open to the possibility of being able to buy individual services, and this could be revisited once a full price list has been produced and Highways agreed to circulate this once printed.

### **Highways & Transport**

#### **Structural Maintenance Project 2024/2025 ~ Minehead and Watchet**

LCN Link Officer Sam Murrell presented on screen the Structural Maintenance Projects for 2024/2025 for Minehead and Watchet.

## Actions

1. To create a template letter that Towns & Parishes can send out to landowners whose responsibility it is to cut hedges along the roads and pavements.

KBN/KM Highways

2. Highways to re-consider its hedge cutting from 1 cut to 2 swathe height cuts as 1 swathe cut means the top growth overhangs into walkers and cyclists eyes, and it does not meet current guidance i.e., hedges should be cut back to maintain the minimum required clearances for roads and footways:

- 5.2m height clearance for vegetation overhanging roads.
- 2.1m height clearance for vegetation overhanging footpaths.
- 2.5m height clearance for vegetation overhanging cycleways.

KB/KM Highways

3. Print off salt bag locations for circulation at the next meeting. KB/KM Highways

4. Ensure all Members of the LCN receive working papers not just the Clerks.

Somerset Council LCN Officer.

5. Luckes Lane Diversion – Weacombe. A request was made for streetworks to remove the requirement for using this road/route as a diversion.

Traffic Management – Somerset Council

6. To share all relevant emails for easy access to report.

Somerset Council LCN Officer

7. Concern was raised about Highways not commenting on outline planning permissions, and only sending correspondence referring to 'Standing Orders', as many people are not aware what this means. It was felt a copy of the standing orders referred to should be annexed to the correspondence.

The group were informed Planning training was taking place for County Councillors, and that this would be rolled out to Towns & Parishes.

Planning Department - Query whether there is a cost of training.

8. Concern was raised about the B3191 closure. August being the critical time when the current temporary road closure expires. The group asked if someone from the Highways Infrastructure team could attend the next meeting to give an update. WSP produced a survey for Highways in 2020 giving 5 possible options for alternative routes, and the group felt the Council should protect any possible routes from being lost to planning permissions.

Highways Infrastructure team

Next Meeting to be held in May 2024 – Date to be confirmed.

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## **LOCAL COMMUNITIES NETWORK**

### **MINEHEAD & WATCHET AREA HIGHWAYS WORKING GROUP**

#### **TERMS OF REFERENCE**

##### **Purpose:**

The Highways Working Group is a sub-group of the Minehead & Watchet Local Communities Network that specifically deals with the detail of Highway and Traffic issues.

##### **Responsibilities:**

- To apply local knowledge to Somerset Council's programme of scheduled works in order to influence works according to local priorities and method of working including diversions and road closures
- To make recommendations to the Minehead & Watchet LCN on Highways and Traffic matters
- To review and comment on submitted applications for Community Highway Schemes and make recommendations to the Minehead & Watchet LCN.

##### **Scope:**

The Highways Working Group is an advisory body. It does not exercise delegated decision-making powers but will work through and make recommendations to the Minehead & Watchet LCN.

The Highways Working Group only discusses Highway and Traffic matters pertaining to the geography covered by their area.

##### **Membership:**

Appointment of members to the Highways Working Group will normally be agreed at a full meeting of the Minehead & Watchet LCN. Membership may be varied with the agreement of the Chair and subject to approval at the next meeting of the Minehead & Watchet LCN.

##### **Media relations:**

Members of the Highways Working Group must not issue press statements on behalf of the group, or any other organisations represented. Any press statements about the work of the Group should be agreed between the Chair of Group and the Chair of the Minehead & Watchet LCN.

##### **Timescales / frequency of meetings:**

The Highways Working Group will meet face to face during office hours, times to be scheduled between the Minehead & Watchet LCN dates.

**Membership:**

Cllr Andy Sully	Somerset Council
Cllr Rosemary Woods	Somerset Council
Cllr Mandy Chilcott	Somerset Council
Cllr Brenda Maitland Walker	Carhampton Parish Council
Cllr Tony Brooks	Crowcombe Parish Council
Cllr Craig Palmer	Minehead Town Council
Cllr Marilyn Crothers	Nettlecombe Parish Council
Cllr Ian Duncan	Old Cleeve Parish Council
Cllr Loretta Whetlor	Watchet Town Council
Cllr Mark Philipson	West Quantoxhead Parish Council
Cllr Peter Payne	Williton Parish Council
Kevin Francis	Williton Business Chamber
Jon Richards	WACET (Watchet Business Chamber)

**Officer Support:**

Meetings will be attended by relevant officers from Somerset Council, including (as necessary):-

- A Traffic Engineer
- A Programme Engineer
- Area Highways Manager
- Street Works Co-ordinator

Meeting support is provided by the Minehead & Watchet LCN Link Officer. The Link Officer will also provide support outside support where necessary

**Governance**

- Meeting invitations and agendas will be sent out 7 days in advance of the subgroup meeting
- Draft minutes will be made available at least 7 days after the meeting has taken place and will be published online as part of the Minehead & Watchet LCN agenda pack and circulated to all relevant members.



Please find details of the best forms of contact for highway and traffic-related matters.

1. **Simple transactional service requests (e.g. potholes)** - The hyperlink below takes you to the 'report it online' area of the Councils' website which explains how to report a problem or issue associated with the highway. This will be suitable for most enquiries and the quickest way to get the issue resolved.

The 'report a problem on the road' link takes you to 19 different categories to report online e.g. potholes, overhanging vegetation, flooding, blocked drains and gullies, which should all be reported online as you will receive a faster response as they are directly linked to our Highways Team. [Report a problem on the road \(somerset.gov.uk\)](https://www.somerset.gov.uk/report-a-problem-on-the-road)

2. **For more detailed enquiries** – Whilst most issues can be dealt with using the 'report it online', there may be other, more complex enquiries from Parish Councils and the public.

The hyperlink [Roads, travel and parking \(somerset.gov.uk\)](https://www.somerset.gov.uk/roads-travel-and-parking) takes you to eleven sub-menus of different enquiries and information that may help.

3. **If the remaining enquiries cannot be dealt with by any of the above – please use the following email address:**

Area Highways Office (North) – [countyroads-sedgemoor@somerset.gov.uk](mailto:countyroads-sedgemoor@somerset.gov.uk)

Area Highways Office (East) – [countyroads-mendip@somerset.gov.uk](mailto:countyroads-mendip@somerset.gov.uk)

Area Highways Office (South) – [countyroads-southsom@somerset.gov.uk](mailto:countyroads-southsom@somerset.gov.uk)

Area Highways Office (West) – [countyroads-tdeane@somerset.gov.uk](mailto:countyroads-tdeane@somerset.gov.uk)

Streetworks (Public Utility issues) – [streetworks@somerset.gov.uk](mailto:streetworks@somerset.gov.uk) or use this link to [One Network](#) for roadworks information.

Traffic matters – [trafficmanagement@somerset.gov.uk](mailto:trafficmanagement@somerset.gov.uk)

Bridges and structures – [bridges@somerset.gov.uk](mailto:bridges@somerset.gov.uk)

Highway trees – [highwaytrees@somerset.gov.uk](mailto:highwaytrees@somerset.gov.uk)

Rights of way – [rightsofway@somerset.gov.uk](mailto:rightsofway@somerset.gov.uk)

Highway lighting – [highwayslighting@somerset.gov.uk](mailto:highwayslighting@somerset.gov.uk)

Highway development control - [highwaysdevelopmentcontrol@somerset.gov.uk](mailto:highwaysdevelopmentcontrol@somerset.gov.uk)

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# Highways & Transport

## Structural Maintenance Project

2024 / 2025

Minehead and Watchet  
[countyroads-westsom@somerset.gov.uk](mailto:countyroads-westsom@somerset.gov.uk)

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**N.B.**

All Surface Dressing Schemes are conducted under a full road closure in the summer months. Dates are to be programmed with the contractor and will be confirmed in Q1.

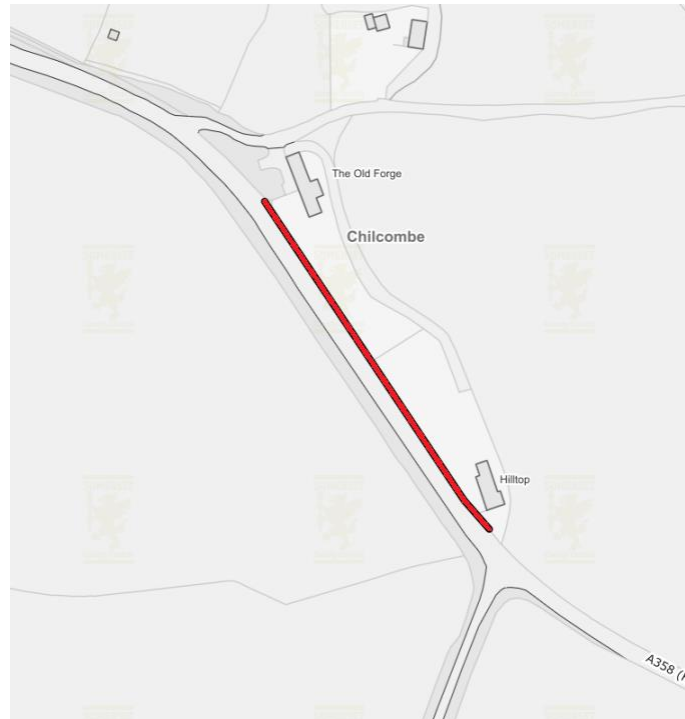
It should be noted that this is a Scheme Proposal and where Somerset Council will work to deliver each and every scheme listed, there are external factors that can result in cancellations or late introductions of schemes within the Local Community Network otherwise not listed here. Additionally, this is the Structural Maintenance submission only. There will be a series of planned and reactive tasks carried out in your parish that are otherwise not detailed below.

To assist the efforts of the West Area Office, the use of <https://one.network> is highly encouraged to self-serve queries in the first instance as detail of the works type, traffic management type, number of days and possible diversion routes can be found there.

## Bicknoller

### A358 Taunton Road

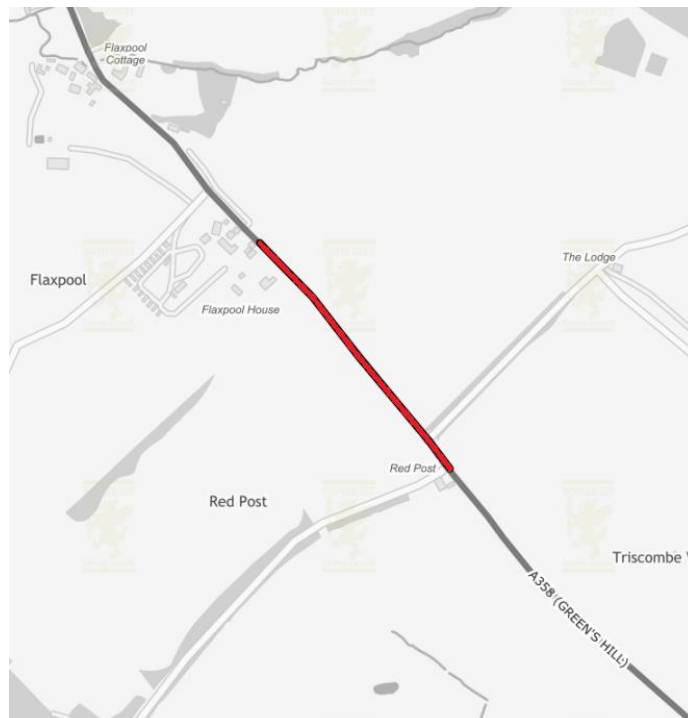
Drainage Scheme



## Crowcombe

### A358 Flaxpool Hill / Greens Hill

Surface Dressing Scheme



## A358 Flaxpool Hill

Resurfacing Scheme



## Water Lane

Surface Dressing Scheme



# Minehead

## A39 Periton Road

Resurfacing Scheme



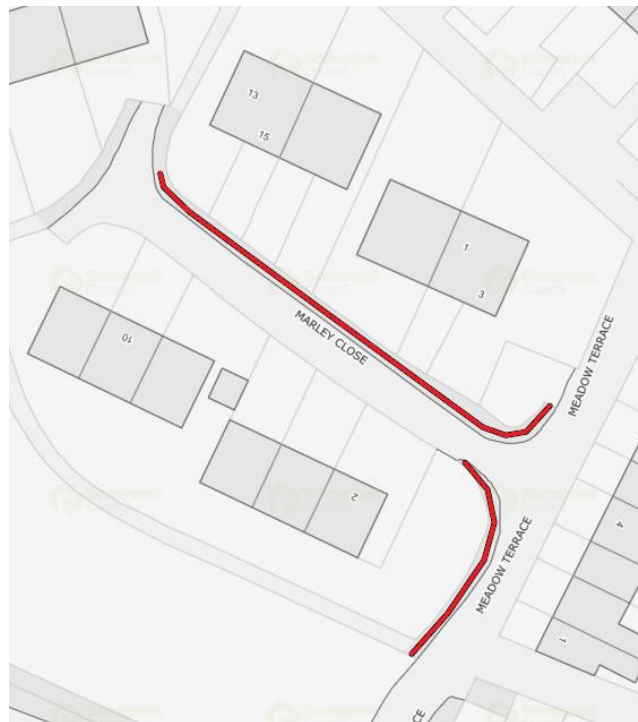
## Brook Street & Brook Street Mews

Resurfacing Scheme





**Marley Close**  
Footway Scheme

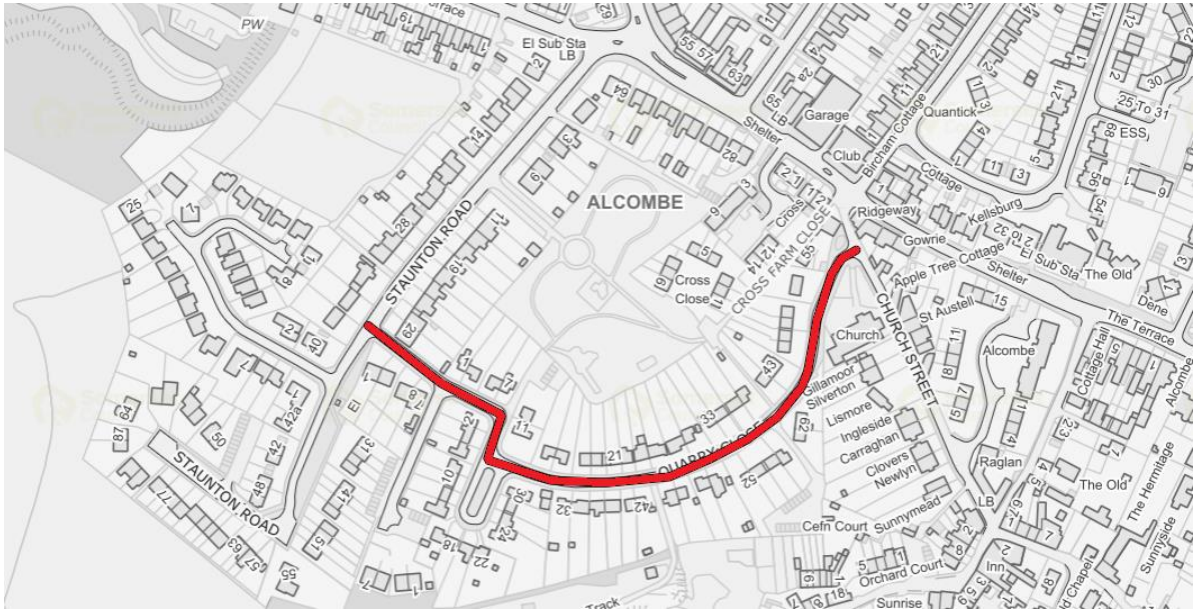


**Periton Way**  
Footway Scheme



## Quarry Close & Callins View

Resurfacing Scheme



## Townsend Road

Footway Scheme



## Warren Road

Footway Scheme



## Nettlecombe

### B3190 Fair Cross to Sticklepath

Earthworks Scheme



# Old Cleeve

## A39 Minehead to Williton Road (Washford)

Surface Dressing Scheme



## B3224 Beulah Chapel to Wheddon Cross Road

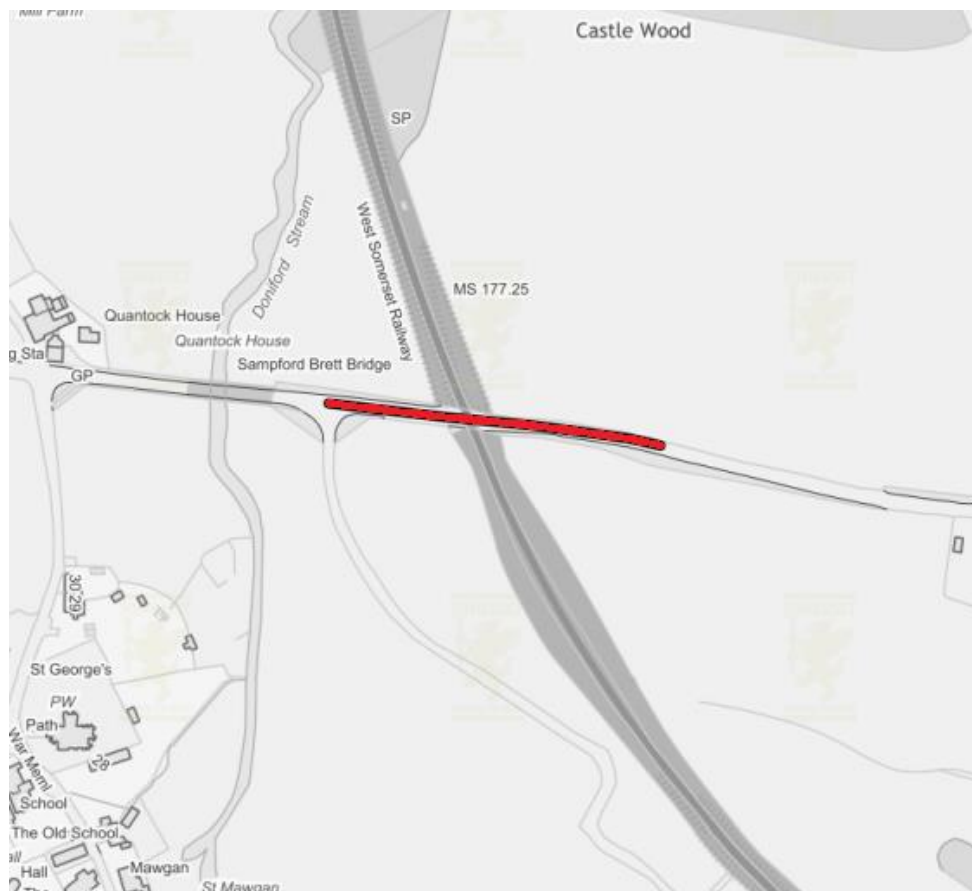
Drainage Scheme



# Sampford Brett

## A358 Taunton Road

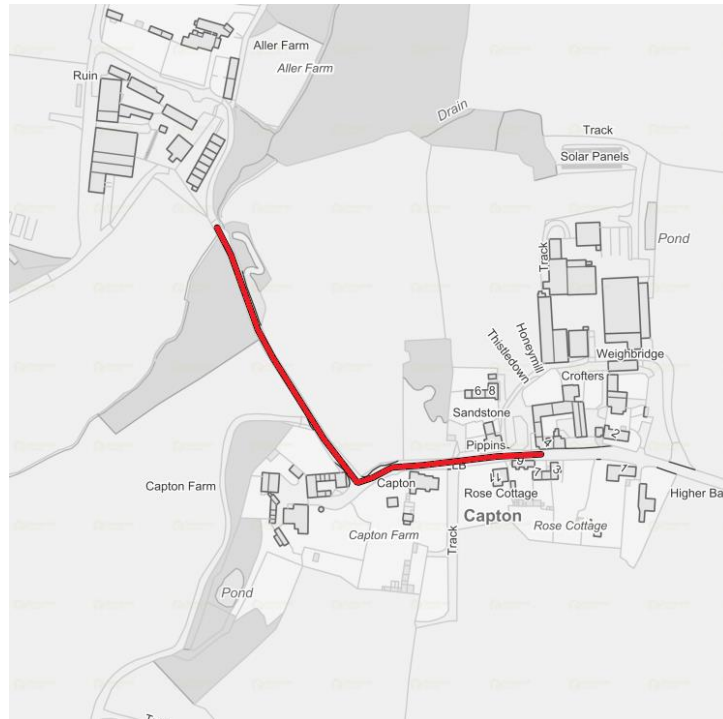
Surface Dressing Scheme (2no. schemes detailed)



# Stogumber

## Capton Lane

Drainage Scheme



# West Quantoxhead

## Weacombe Road (Phase 2)

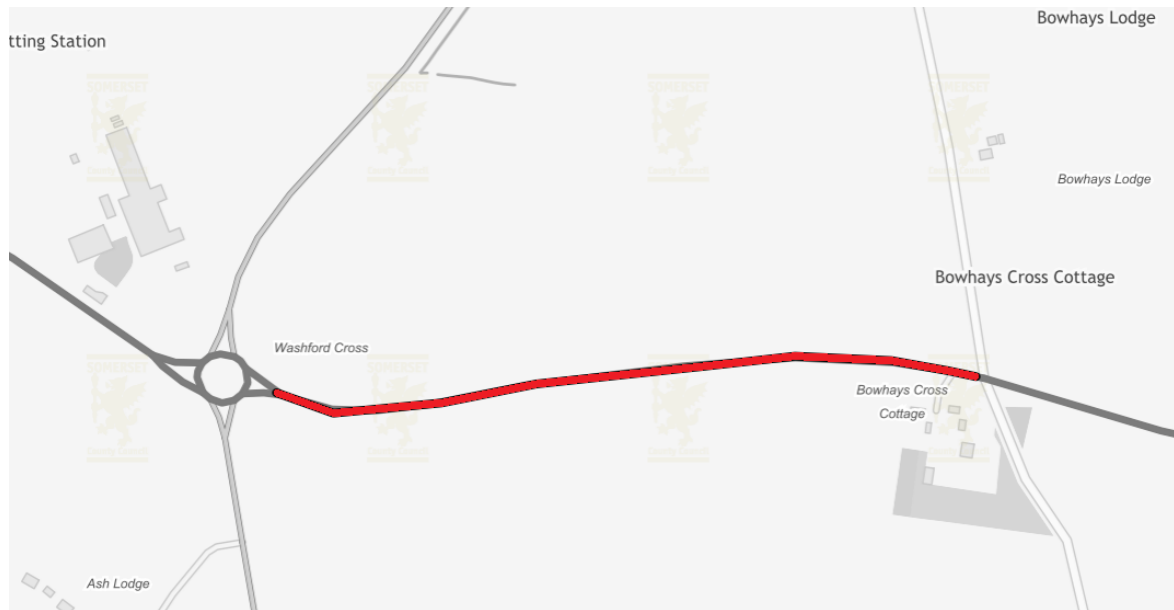
Drainage Scheme



# Williton

## A39 Minehead to Williton Road

Surface Dressing Scheme



## A39 Priest Street & Bank Street

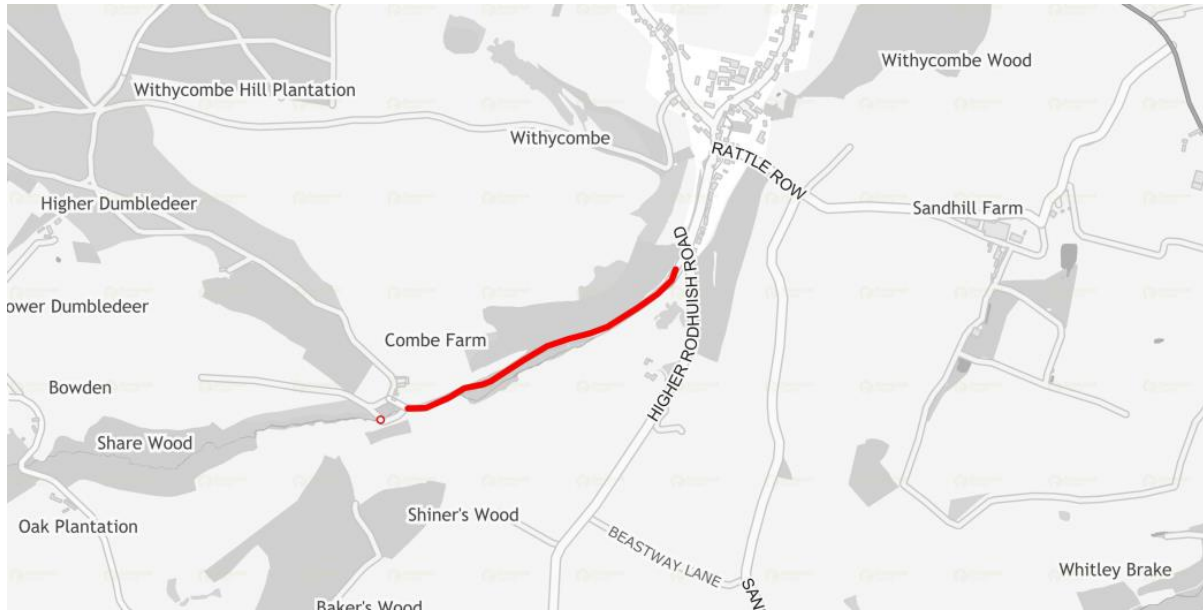
Surface Dressing Scheme



# Withycombe

## Combe Lane

### Earthworks Scheme





## Version Control

Version	Author	Date	Description
V1	CMG	18/03/24	Initial Release

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