

**WESTON-SUPER-MARE TOWN COUNCIL  
MINUTES OF THE  
ANNUAL MEETING AND MAYOR MAKING CEREMONY  
HELD AT THE TOWN HALL ON  
THURSDAY 19<sup>TH</sup> MAY 2022**

**Meeting Commenced:** 5.00 pm

**Meeting Concluded:** 6.10 pm

**PRESENT:** Councillors James Clayton (Town Mayor), Dorothy Agassiz, Raymond Armstrong, Roger Bailey, Mike Bell, Gill Bute, Mark Canniford, Gillian Carpenter, Sarah Codling, Peter Crew, John Crockford-Hawley, Ciaran Cronnelly, David Dash, Peter Fox, Catherine Gibbons, Peter McAleer, Robert Payne, Alan Peak, Lisa Pilgrim, Ian Porter, Sonia Russe, Helen Thornton, Richard Tucker and Roz Willis.

**IN ATTENDANCE:** Malcolm Nicholson (Town Clerk), Samantha Bishop (Committee Officer), Rebecca Saunders (Civic & Committee Officer), Becky Walsh (Communications Officer), Keith Harris (Macebearer), Rev. Peter Ashman (Mayor's Chaplain), Emily Green (Retiring Mayor's Cadet), Nathaniel Parker (Incoming Mayor's Cadet), Kaylee Rose (Retiring Mayoress), Mr David Ray (Incoming Mayors Consort), Mrs Bailey (Retiring Deputy Mayoress) and Mrs McAleer (Incoming Deputy Mayoress).

The Macebearer requested that all present stand for the Mayor and Mayoress of Weston-super-Mare.

**Welcome by the Mayor of Weston-super-Mare, Councillor James Clayton**

The Town Mayor welcomed the Deputy Lord Lieutenant of Somerset, distinguished guests, ladies and gentlemen and councillors to the Mayor Making Ceremony and Annual Meeting of the Town Council.

In recognition and thanks for their services throughout her terms of office, the Mayor presented his retiring Chaplain Rev. Peter Ashman with a commemorative plate and retiring Cadet with a plaque and the retiring Mayoress and Deputy Mayoress with bouquets of flowers.

The Mayor had felt it an honour and a privilege to serve Weston-super-Mare and had thoroughly enjoyed his year working with the community. He had attended over 200 engagements and raised over £ 4,000 for his chosen charity Weston ROC. He highlighted on particular events that had resonated with him and of which coincided with the Council's 10-year Strategy and 5 pillars. He was proud of how well the Mayor's Facebook page had been received, with over 2000 followers and he would like to see the page continue with future Mayors of the council.

The Mayor thanked everybody for their support throughout his Mayoral year and in particular the Mayoress.

The Mayor invited his Chaplain to say prayers.

The Town Mayor invited questions and observations from parishioners present. There were none.

<p><b>1.</b></p>	<p><b>Election of the Mayor of Weston-super-Mare</b></p> <p>The Mayor invited Councillor Peter Fox and Councillor Peter Crew to second the proposition that Councillor Sonia Russe be elected the Mayor of Weston-super-Mare for the year 2022/23.</p> <p>Councillors Peter Fox and Peter Crew respectively proposed and seconded Councillor Sonia Russe's ascension to the office of Mayor and affirmed that they would, with pleasure, endorse the election of Councillor Sonia Russe as Mayor.</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>UNANIMOUSLY RESOLVED:</b> That Councillor Sonia Russe be elected the Mayor of Weston-super-Mare for the year 2022/23.</p> <p>Councillor Sonia Russe assented to her election.</p> <p>At the request of the retiring Mayor the Macebearer announced that there would be a short adjournment of proceedings for robing and requested that all present, rise.</p> <p>Preceded by the Mace and Macebearer, the retiring Mayor (Councillor James Clayton), and Mayoress (Kaylee Rose), the Mayor and Consort (Councillor Sonia Russe and David Ray) the Town Clerk (Malcolm Nicholson) and the retiring Mayor's Chaplain (Rev. Peter Ashman) adjourned from the meeting, returning to the Council Chamber when robing had been completed.</p> <p>The new Town Mayor, Councillor Sonia Russe, took her seat.</p> <p>The Mayor, at the request of the Town Clerk proceeded to read out the Declaration of Acceptance of Office of Mayor of Weston-super-Mare for the year 2022/23, signing the document and returning thanks for her election to office.</p> <p>The Mayor thanked Councillor Peter Fox for proposing and Councillor Peter Crew for seconding and all members for her election as Mayor. She was honoured and delighted.</p> <p>The Mayor then presented her Consort with a personalised bow tie in anticipated appreciation for his support during her year in office.</p> <p>The Mayor invited Councillors Catherine Gibbons to propose and Richard Tucker to second a vote of thanks to the retiring Town Mayor and Mayoress.</p> <p>The Mayor then invited the retiring Mayor and Mayoress of Weston-super-Mare to come forward to accept a past Mayor's Jewel each to mark the Town Council's appreciation of their services during their term of office 2021/22.</p>
<p><b>2.</b></p>	<p><b>To receive Apologies for Absence</b></p> <p>Apologies for absence were received from Councillors Marc Aplin, Jan Holloway, Marcia Pepperall and Tim Taylor.</p> <p>It was noted that Councillor Clare Morris was absent from the meeting.</p>

<p>3.</p>	<p><b>Election of the Deputy Mayor of Weston-super-Mare 2022/23</b></p> <p>The Mayor invited Councillor Catherine Gibbons to propose and Councillor Richard Tucker to second the proposition that Councillor Peter McAleer be elected the Deputy Mayor of Weston-super-Mare for the year 2022/23.</p> <p>Councillors Catherine Gibbons and Richard Tucker respectively proposed and seconded Councillor Peter McAleer's ascension to the office of Deputy Mayor.</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>UNANIMOUSLY RESOLVED:</b> That Councillor Peter McAleer be elected the Deputy Mayor of Weston-super-Mare for the year 2022/23.</p> <p>At the request of the Mayor, the Macebearer announced that there would be a short adjournment of proceedings for robing and requested that all present, rise.</p> <p>The Deputy Mayor and Mayoress (Councillor Peter McAleer and Mrs McAleer), adjourned from the meeting and returned to the Council Chamber when robing was complete.</p> <p>The Deputy Mayor, at the request of the Town Clerk, proceeded to read out the Declaration of Acceptance of Office as the Deputy Mayor of Weston-super-Mare for the 2022/23, signing the document and returning thanks for his election to office.</p> <p>The Deputy Mayor returned thanks for his election.</p> <p>The Mayor announced the appointment of his Chaplain, Reverend Peter Ashman and presented him with a stole of office.</p> <p>The Mayor appointed cadet as the Mayor's Cadet 2022/23 and presented him with a badge depicting the Weston-super-Mare Coat of Arms.</p>
<p>4.</p>	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest received.</p>
<p>5.</p>	<p><b>To approve the accuracy of the Minutes of the Town Council Meeting held on the 21st March 2022</b></p> <p>The minutes of the meeting had been previously circulated with the agenda.</p> <p><b>PROPOSED BY:</b> Councillor Alan Peak  <b>SECONDED BY:</b> Councillor Ian Porter</p> <p>An amendment to minute number 381 was requested and accepted to state that:</p> <p><i>but was saddened that the new style CCTV reports had not been received and therefore, suggested a letter be sent to NSC requesting them to inform the supplier that the council would like the promised reports.</i></p> <p><b>RESOLVED:</b> That with the above amendment, minutes be approved.</p>

<p>6.</p>	<p><b>Election of Leader and Deputy Leader of the Town Council</b></p> <p>The proposition to elect the Leader of the Town Council for 2022/2023 was put to council.</p> <p><b>PROPOSED BY:</b> Councillor Catherine Gibbons <b>SECONDED BY:</b> Councillor Richard Tucker</p> <p><b>RESOLVED:</b> That Councillor Alan Peak be appointed Leader of the Town Council for 2022/23.</p> <p>The proposition to elect the Deputy Leader of the Town Council for 2022/23 was put to the council.</p> <p><b>PROPOSED BY:</b> Councillor Mark Canniford <b>SECONDED BY:</b> Councillor John Crockford-Hawley</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RESOLVED:</b> That Councillor Robert Payne be appointed Deputy Leader of the Town Council for 2022/23.</p>
<p>7.</p>	<p><b>Appointment of Town Councillors to Committees, Sub Committees, Working Parties and External Organisations</b></p> <p>The draft Committee Membership for 2022/23 had been previously circulated to members.</p> <p>It was requested by the Leader of the Conservative Party that Councillor Roger Bailey, replace Councillor Roz Willis on the Weston in Bloom Working Party.</p> <p><b>PROPOSED BY:</b> Councillor Ian Porter <b>SECONDED BY:</b> Councillor Alan Peak</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RESOLVED:</b> That with the above amendment, the Appointment of Town Councillors to Committees, Sub Committees, Working Parties and External Organisations for 2022/2023 as circulated be approved.</p>
<p>8.</p>	<p><b>To approve the revised Calendar of Meetings 2022/2023</b></p> <p>It was requested by the Chairman of the Tourism &amp; Leisure Committee for an additional date of 25<sup>th</sup> August to be added to the calendar for reasons to do with procurement.</p> <p><b>PROPOSED BY:</b> Councillor Alan Peak <b>SECONDED BY:</b> Councillor Peter Crew</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RESOLVED:</b> That with the above addition, the revised Calendar of Meetings for 2022/2023 be approved.</p>

<p>9.</p>	<p><b>Responding to the Development Sites Consultation</b></p> <p>The report of the Town Clerk had been previously circulated.</p> <p>The report recorded that a briefing for councillors by a planning officer had been arranged for earlier the same day and recommended councillors to send their comments to the Town Clerk by Monday 13<sup>th</sup> June for him, in consultation with Group Leaders; to collate the Town Council's response to the consultation and forward it to North Somerset Council.</p> <p><b>PROPOSED BY:</b> Councillor Alan Peak <b>SECONDED BY:</b> Councillor Ian Porter</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RESOLVED:</b> That councillors send their comments to the Town Clerk by Monday 13<sup>th</sup> June for him, in consultation with Group Leaders, to collate the Town Council's response to the consultation and forward it to North Somerset Council.</p>
	<p>There being no further business, the Town Mayor closed the meeting at 6.10 pm</p> <p>Signed: ..... Dated: ..... Town Mayor</p>



**REPORT TO WESTON-SUPER-MARE**

**TOWN COUNCIL**

**18<sup>th</sup> July 2022**

**MAYOR'S ENGAGEMENTS**

**19 May – 11<sup>th</sup> July 2022**

**Town Mayor**

**Councillor Sonia Russé**

### **ENGAGEMENTS SUMMARY**

Council Representative	Number of Engagements
TOWN MAYOR Cllr Sonia Russé	34
DEPUTY MAYOR Cllr Peter McAleer	3
TOWN COUNCIL LEADER Cllr Alan Peak	0

### **TOTALS TO DATE**

Council Representative	Number of Engagements
TOWN MAYOR Cllr James Clayton	34
DEPUTY MAYOR Cllr Roger Bailey	3
TOWN COUNCIL LEADER Cllr Alan Peak	0
TOTAL	37

### **SIGNIFICANT EVENTS:**

2<sup>nd</sup> June-Uphill Jubilee Beacon Lighting  
5<sup>th</sup> June-Mayor's Jubilee Picnic in the park  
12<sup>th</sup> June-Eid Celebration  
16<sup>th</sup> June-Weston College Art Festival  
22<sup>nd</sup> June-Weston College Governors Summer Dinner  
25<sup>th</sup>-26<sup>th</sup> June-Armed Forces Weekend  
2<sup>ND</sup> July-Weston Pride Opening

## Weston-super-Mare Youth Council Meeting Notes

A.	<b>Date of meeting:</b> 08/03/22
B.	<b>Meeting Start Time:</b> 6 02pm
C.	<b>Where is the meeting:</b> YMCA Youth Café, 2 Bristol Road Lower
D.	<b>Attendance –</b> Faith <b>(FH)</b> Ryan <b>(RP)</b> Luca <b>(LDC)</b> Jack <b>(JC)</b> Charlie <b>(CM)</b> Alli Waller <b>(AW)</b> Councillor Ciaran Cronnelly <b>(CC)</b> Councillor Sonia Russe <b>(CSR)</b> Councillor Sarah Codling <b>(CSC)</b> Councillor Clare Morris <b>(CCM)</b> Fay Powell <b>(FP)</b>
F.	<b>Welcome –</b> Due to <b>RP</b> suffering with a sore throat, <b>AW</b> chaired the meeting on his behalf. <b>AW</b> welcomed the family of Lily Sedley-Jones and everyone present at the meeting. Councillor Clare Morris and Fay Powell -Assistant Town Clerk (operational Services) was welcomed to their first Youth Council meeting also.
1.	<b>Apologies for Absence –</b> Lauren Easterbrook <b>(LE)</b>
2.	<b>Meeting notes accurate –</b> Reviewed and accepted <b>Proposed - RP</b> <b>Second – FH</b>
3	<b>Grant Application –</b> No grants applications Submitted
5	<b>Climate Group -</b> <b>AW</b> introduced <b>FP</b> to the meeting and asked her to explain her role and the aim of the Climate working group. She explained that the Town council would like to reduce the Towns net carbon emissions to Zero by 2030 and has pledged to plant 20k trees around the town to help to achieve this. <b>FP</b> invited the Youth Council to join in by getting involved with the tree planting. All members present expressed an interest in getting involved. <b>JC</b> also explained that he had set up a group called the Somerset Climate Justice network and they had been looking for projects to get involved in. The tree planting would be a great opportunity to do just that. <b>FP</b> invited the Youth Council to attend a climate group meeting and she said she would forward the next meeting details to <b>AW</b> to distribute to all members present.
6	<b>Remembrance Tree-</b> <b>AW</b> explained that some of the members of the youth council had been affected by a friend's tragic death and that lack of support they had received to help them come to terms with her passing. <b>CSR</b> explained that after a conversation with <b>FP</b> , <b>FP</b> said the Town Council would like to donate a tree in remembrance of Lily and could be planted somewhere that Lily liked to go. <b>AW</b> asked Lily's mother ( Becky who was present) if that was something the family would like to accept and to suggest any places within the town that she thought would be suitable. Becky (lily's mum) said how touched they had been with the offer and anything that kept Lily's name in everyone's mind was a beautiful thing. <b>FP</b> asked if she had any idea what tree they would like. She asked if the tree could be a long living tree and wasn't sure where they would be allowed to plant it. Ashcombe park was a special place for the family as Lily would often walk the families dog there and it was central for all her friends to visit. <b>FP</b> explained that this park belonged to North Somerset Council, and she would have to check with them first. Becky thanked everyone and said Lily would have loved the fact that she had been given a tree. <b>AW</b> asked Becky ( Lily's Mum) if she was happy for her to forward her contact details



	to <b>FP</b> in order for her to sort the information around type of tree and area to plant. Becky was happy for that to happen.
7.	<b>Social Media Update</b> – <b>LE</b> unfortunately could not make this meeting so the social media update would be postponed to the April meeting.
8.	<b>Town Council Meeting</b> – <b>AW</b> said following the invite to the next town council meeting on Monday 21 <sup>st</sup> March, what members would like to attend. <b>RP, FH LDC, CM &amp; JC</b> said they all would like to attend. <b>AW</b> asked the members if one of them would like to write a short report to present to the Town Council. <b>RP</b> offered. <b>FP</b> explained that it would need to be forwarded to Sam Bishop (Committee officer- Weston Town Council to be included in the meeting agenda) <b>AW</b> will contact the members with the meeting details.
	<b>Youth Council Workshop- AW</b> Said as all members had expressed an interest in a youth council workshop. So, a date needed to be agreed. Two possible dates were offered by <b>AW- 2<sup>nd</sup> April &amp; 30<sup>th</sup> April.</b> <b>AW</b> explained that it would be good if the councillors could also attend and offer so help delivering the workshops. <b>CSR</b> and <b>RP</b> explained they would not be able to attend the 30 <sup>th</sup> of April due to other commitments. <b>CCM</b> asked if it was better to hold the workshop during the easter holidays. <b>RP</b> explained that as he worked, he would not be able to make the workshop. <b>FH</b> said she may be away. So, <b>AW</b> said they would keep it to a Saturday. All other persons present were able to attend the 2 <sup>nd</sup> April. The workshop will take place on 2 <sup>nd</sup> April 10am – 2pm. <b>AW</b> will also invite Sarah Pearse ( Deputy Town Clerk) to come along to discuss the Grant application process. <b>AW</b> also explained that this would be an ideal time to promote recruitment for the Youth Council and they could hold a drop in application process to the workshop so new members could find out more about the Youth council and sign up straight away.
7.	<b>AOB-</b> <b>Youth Council joining age</b> – <b>CSC</b> asked if there was a youth council joining age. <b>AW</b> explained that it was 11 years old. <b>CSC</b> asked to confirm if it was just those that had started Secondary school or had turned 11yrs. <b>AW</b> confirmed it was for all young people who had turned 11yrs, whether they had left primary school or not.  Next Meeting – Due to the next meeting date falling within the Easter Holidays, <b>AW</b> asked the members if they would like to reschedule the date as some may be away on holiday. <b>RP &amp; LDC</b> agreed this would be better. <b>AW</b> offered the 5 <sup>th</sup> April as a new date. All members present agreed this was a better date.  AW asked if there was anything else. Becky (Lily’s mum) said she wanted to thank everyone for their kindness and support.  <b>2022 Youth Council Meeting Dates-</b> 8 <sup>th</sup> March                      9 <sup>th</sup> August 5 <sup>th</sup> April                        13 <sup>th</sup> September 10 <sup>th</sup> May                        11 <sup>th</sup> October 14 <sup>th</sup> June                        8 <sup>th</sup> November 12 <sup>th</sup> July                        13 <sup>th</sup> December
9.	<b>Meeting ended</b> – 6.23pm

<b>Date of Next Meeting Weston Youth Café 6pm – 7pm – 5<sup>th</sup> April 2022</b>
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## Weston-super-Mare Youth Council Meeting Notes

A.	<b>Date of meeting:</b> 05/04/22
B.	<b>Meeting Start Time:</b> 18.02
C.	<b>Where is the meeting:</b> YMCA Youth Cafe
D.	<p><b>Attendance –</b>            Jack (<b>JC</b>) Faith (<b>FH</b>) Luca (<b>LDC</b>) Charlie (<b>CM</b>)            Alli Waller (<b>AW</b>) Councillor Ciaran Cronnelly (<b>CC</b>) Councillor Sonia Russe (<b>CSR</b>)            Councillor Clare Morris (<b>CCM</b>) Fay Powell (<b>FP</b>) Lauren Easterbrook (<b>LE</b>)            Due to <b>RP</b> absence, he has asked <b>AW</b> to Chair the meeting</p>
F.	<b>Welcome –</b> N/A
1.	<b>Apologies for Absence –</b> Councillor Sarah Codling ( <b>CSC</b> ) Ryan ( <b>RP</b> )
3.	<p><b>Notes of Last Meeting –</b> JC – explained there was a misspelling with Becky Sedley Jones name. Becky is spelt Bekki. Change is noted.            Proposed - FH            Seconded - JC</p>
4.	<p><b>Memorial Tree update-</b>  <b>FP</b> explained that she had spoken with N Somerset council, and they were happy to have a tree in memory of Lily Sedley Jones planted in Ashcombe park, however they no longer allow dedication plaques. Weston Town council are happy however to have a plaque if the tree was planted in one of their parks. They have researched trees and feel a handkerchief tree would be a good choice. JC asked what type of tree it was. AW showed a picture.            AW told the youth council she had spoken with Lily’s mum, and she was going to speak with family and friends regarding the decision and would get back to her. FP told the youth council they would supply the tree and plaque. The grounds team have advised that the tree should be planted in October when it is tree planting season.</p>
5.	<p><b>Social Media Posting – LE</b>  <b>LE</b> advised the members that they need to make more postings on the social media platforms to get the youth council seen and encourage more members to join. She asked if they would like one person to oversee postings or to share the responsibility. CM said it would be better to share the responsibility as a lot of the members had other commitments. <b>FH</b> agreed.  <b>LE</b> added that we would need to make a timetable and content needs to be updated regularly. It didn’t need to be much, maybe a photo. <b>AW</b> added that their trip to the Town council meeting would have been a great opportunity to post.  <b>LE</b> suggested we add it as a workshop item, that way <b>LE</b> can offer some tools and ideas to the members on how to post. <b>CCM</b> said there are great tools out there like hashtag generator that can help with linking posts. Also, the College offers some free courses.            CCC also explained that the local housing plan are asking for young people’s opinion on housing so that might be a great post.            JC said they need to link both Instagram and FB but do many people use FB. LE highlighted when AW posted the press release on recruitment, we had some parents contact her so it does work and is worth linking.            CM asked if everyone followed the platforms</p>

6.	<p><b>Town Council Meeting update-</b></p> <p><b>CM-</b> said he found the Town council meeting interesting because everyone seemed normal. He really wanted to speak and give his opinion but didn't.</p> <p><b>CSR</b> said she was very impressed with Ryan he was very confident and was a great speech.</p> <p>FH said it was good to see how a meeting was conducted and enjoyed learning how it works.</p> <p>JC asked if they could attend the meetings more regularly as it would help the understand the process of a council more.</p> <p>CM congratulated CSR on her forthcoming role as the next Mayor. He said he understood that CSR would no longer be able to attend youth council meetings as she needs to remain impartial. CSR said she had spoken with the Town Clerk, and he has now confirmed she can attend.</p>
7.	<p>Youth Council Workshop – New date</p> <p>Due to having to postpone the workshop a new date is needed.</p> <p>AW proposed that due to Easter holidays we should look at May. The availability of the youth café is 14<sup>th</sup> or 28<sup>th</sup> May. How was everyone's availability</p> <p>CM – can attend both</p> <p>FH – the exams start through May so she wouldn't be able to attend 14<sup>th</sup> but may be able to attend 28<sup>th</sup>.</p> <p>JC – said he could make 28<sup>th</sup></p> <p>CSR. CCC. FP &amp; CCM all could make the workshop.</p> <p>So the workshop will take place on May28th 10am -2pm</p> <p>AW &amp; LE will work with the Town councillors to propose the agenda.</p> <p>CCM asked if a press release advertising the recruitment launch could be circulated prior to the event.</p>
8	<p>Youth Parliament update –</p> <p>CCC informed the youth council that he had spoken with the councillor who runs the youth parliament, and she has agreed that a representative from the youth council can join the meetings. The next meeting will be held online on 3<sup>rd</sup> May at 3.30pm currently it tends to be school age children hence why the time is 3.30pm. AW asked if the youth councillors wanted to nominate a representative or share the responsibility.</p> <p>FH said as it was school age children, it would only be open to LDC as he would be the only member still at School. CCC explained that they would be open to the age as it was new so any of them would be welcome. JC said sharing the responsibility would be better as the chair works and would struggle to attend sometimes. Also others were still in lessons at college or school.</p> <p>CM offered to attend the first meeting; he would ask his lecturer for time to attend. CCC will forward the meeting details when he receives them and AW will circulate.</p>
11.	<p>AOB –</p> <p>St Georges Day celebrations</p> <p>AW asked if any of the members would like to attend the service. CM and LDC would</p>

	<p>probably be attending with their scout group. AW left the invitation open and said they were welcome to join just let her know.</p> <p>Membership age - CM asked why the maximum age for member of the youth council is 18 yrs and was there a possibility that it could be raised to 21 as many of them have other commitments and if older people could join they would be able to have more input. CCC said it may have to be discussed and the terms of reference changed. AW said she would speak with the Town clerk at the next leadership meeting to see if this was possible.</p> <p>Correspondence- AW said she had a request that they use the whatsapp meeting to correspond by CM. AW explained she was happy to use the whatsapp group for general correspondence but for meeting notes, documents etc it was better to continue to use email as it was more professional. She asked for all members to forward their contact numbers so they could be added to the group. CCM happy to be contacted via email only. AW to add members to the group by next meeting.</p>
12.	<p><b>Time Ended = 18.51pm</b></p> <p><b>Date of Next Meeting 10<sup>th</sup> May 2022</b></p>

## Weston-super-Mare Youth Council Meeting Notes

A.	<b>Date of meeting:</b> 11/05/21
B.	<b>Meeting Start Time:</b> 6 05pm
C.	<b>Where is the meeting:</b> Via Zoom
D.	<b>Attendance –</b> Faith ( <b>FH</b> ) Tanisha ( <b>TR</b> ) Leeroy ( <b>LM</b> ) Ryan ( <b>RP</b> ) Sean ( <b>SM</b> ) Alli Waller ( <b>AW</b> ), Councillor Sarah Codling, ( <b>CSC</b> ) Councillor Ciaran Connelly ( <b>CC</b> )
F.	<b>Welcome –</b> N/A
1.	<b>Apologies for Absence –</b> None
2.	<b>Meeting notes accurate</b> Yes <b>Proposed -FH</b> <b>Second - RP</b>
3.	<b>Future Project – Homeless Donation Station</b> Youth Council members discussed that they were inspired by the Talk from Joe Heslop gave on the Homeless situation in the Town, and how YMCA were helping. <b>FH</b> came up with the idea of a donation station at schools so students could donate clothes. <b>AW</b> asked how we could get the schools to agree to donation stations. <b>TR</b> suggested they all write a letter explaining what the Youth Council would like to do and then we can compile one letter to all schools. Letters to be sent to <b>AW</b> . <b>RP</b> suggested dump bins in each school with a QR code and a Youth Council logo on so Students knew what the bins were for.
4	<b>Grant Application-</b> The Town Council received an application from Hayward village football club. They have passed it on to the youth council to decide how much they receive. <b>CSC</b> explained that The Youth council can award up to £1,000 pounds and can ask for more details from the applicants if they have not enough information. <b>RP</b> agreed that more information was needed, why did they need to purchase goal posts costing £1k. Are they a special type? <b>TR</b> asked if they were trying to raise money themselves to contribute towards the cost. <b>SCS</b> said she would go back and ask for more information. <b>AW</b> agreed to share the new information when it came back to all members. We can then discuss at next meeting.
5.	Comms Update- <b>AW</b> asked how the Poster for advertising the grant application process was coming along. <b>FH</b> explained that she would like a little help with the poster. Regarding facts about the grants process etc. <b>CSC</b> said she would continue to Laise with <b>FH</b> via email to help with getting the poster completed.
6.	<b>Any Other Business</b> Climate Gig – 5 <sup>th</sup> June <b>AW</b> asked the youth council if they would like to attend the forthcoming Climate gig. Although it is aimed at 16+ <b>AW</b> thought it would be an ideal opportunity for the youth council to raise their profile and get involved in climate change. <b>TR</b> said she would like to go. <b>AW</b> will share more information when it comes in.

	<p>Meeting venues- As Government guidelines begin to lift, <b>AW</b> asked the youth forum when they would like to go back to face to face meetings. June and July months were offered and it was finally agreed that July would be an ideal time to resume face-to-face meetings.</p> <p>Proposed – <b>SM</b> Second - <b>FH</b></p>
7.	<p><b>Meeting ended – 6.36pm</b> <b>Date of Next Meeting – 8<sup>th</sup> June 2021</b></p>

## REPORT TO THE TOWN COUNCIL – 18<sup>TH</sup> JULY 2022

### CONSULTATION – LOCAL TRAVEL PLANS- SUPPLEMENTARY PLANNING DOCUMENT - REPORT OF THE TOWN CLERK

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North Somerset Council (NSC) are updating the existing Travel Plans Supplementary Planning Document (SPD) and would like views on the proposed changes. The consultation is most relevant to developers and transport consultants but is open to all and has been sent specifically to town and parish councils. The purpose of the SPD is to guide and inform developers and occupiers of new developments and assist them in meeting their Travel Plan obligations.

A Travel Plan is a long-term management strategy put in place at the planning application stage to help facilitate travel by sustainable means within and between neighbourhoods and other developments, and to reduce car dependency. They are required for all developments which generate significant amounts of movement including residential, businesses, schools, retail and leisure facilities. The current SPD dates back to November 2010 and is in need of a thorough update, particularly in light of the Council's declaration of a Climate Emergency and ambition to be carbon neutral by 2030.

The updated SPD proposes a number of changes including those set out below, to enable the council and developers to better manage Travel Plans and Travel Plan Statements and ensure a consistent approach across North Somerset, in line with other local authorities. In particular:

- Revision of thresholds at which a Travel Plan is required.
- Introduction of two options for delivering Travel Plans – a council-led or developer-led approach.
- Revision of minimum requirements for Travel Plan measures and monitoring.
- The use of 'Modeshift STARS', an online platform to manage Travel Plans.

#### **Travel Plan Thresholds**

The SPD gives thresholds at which a Travel Plan is required for each type of development site. The thresholds follow National Guidance except for residential developments (use class C3), where they are reduced to 60 units for a Travel Plan (rather than 80 units) and 40 units for a Travel Plan Statement. The combination of several smaller developments has an impact on traffic. It is therefore important to ensure the smaller, yet not insignificant developments (60-80 units), have a Travel Plan and work to reduce reliance on cars.

Travel Plans are not just for housing developments though but also required over quite low thresholds for retail, cafes, hotels and businesses of most kinds.

#### **Travel Plan delivery**

##### Option 1 – Council-led

NSC provides a service of managing and implementing the measures in the Travel Plan on behalf of the developer in return for a set contribution 'per dwelling' (for residential) or 'per square metre' (for business). This option is primarily available for



use class B1 (Business) and C3 (Dwelling houses), however other developments will be considered on an individual basis. The developer retains responsibility of any hard infrastructure measures such as bus stops and pedestrian crossings, whereas the council provides the Travel Plan measures such as personal travel planning, bike loan schemes and sustainable travel vouchers.

A council officer will act as the Travel Plan Coordinator, working closely with the Travelwest Roadshow Team and other service providers to implement the Travel Plan. Officer time, resources and services are paid for from the Section 106 contribution, with trigger points timed to ensure enough money is received to start measures from first occupation. Work with businesses will be run in partnership - the business will need to lead on measures the council cannot directly implement on their behalf, such as Cycle To Work Schemes. The council will also endeavour to work in partnership with residential developers, as this would likely give better outcomes to the Travel Plan.

Fees for Council led travel plans vary from £280 for a small development up to £25,800 or more for larger business developments.

#### Option 2 – Developer Led

The developer retains responsibility for managing and implementing the Travel Plan and pays a non-refundable monitoring fee as well as taking out a bond for any remedial work which may be needed at the end of the Travel Plan (5 years). The bond will be released once the developer has fulfilled their Travel Plan obligations as per agreement with NSC at the time of planning. This is available for all Class Use developments.

The monitoring fee, secured through Section 106 contributions, allows NSC to monitor the progress of the Travel Plan, attend steering group meetings, provide support and assist in reviewing progress. Developers who elect to take responsibility for implementing their Travel Plan will be required to secure funds at the time the planning consent is granted to ensure that the Travel Plan implementation is safeguarded.

NSC will charge a 'monitoring fee' of £4,800 (which will increase with inflation).

#### **Minimum requirements**

To give more detailed guidance to developers, the SPD gives minimum requirements for monitoring and for Travel Plan measures, including providing a Borrow a Bike scheme, walking and cycling maps and Personalised Travel Planning. This aims to ensure adequate plans are in place from the outset to meet targets to reduce reliance on cars. It will also help to reduce the time spent by officers during the planning process requesting more detail is included. The minimum requirements are set out in appendices 4 and 5 of the SPD and are worth a look.

#### **Use of Modeshift Stars**

This is a somewhat technical issue. Modeshift STARS is an online platform where a Travel Plan can be stored, developed, managed and monitored over time. Use of Modeshift STARS will enable officers to hold all Travel Plans in one place, along with

monitoring information and progress of measures. Whether opting for Option 1 or Option 2, developers will no longer submit their Travel Plan as a PDF but will be required to enter data directly into the Modeshift STARS website. Once information is added to a STARS site, both NSC and the developer can view the plan and its progress. If needed, a PDF of the plan can also be downloaded from the website. NSC are already using STARS with schools and businesses.

### **Views Sought**

NSC are inviting views on the proposed changes by responding to our short questionnaire. You can access the full updated SPD and questionnaire [here](#).

The consultation will close on **Monday 1<sup>st</sup> August 2022 at 12pm**

### **Assessment**

There may be concern that the changed SPD does add to the burden on developers and businesses with potentially substantial fees. The minimum requirements are quite demanding for some of the smaller businesses affected such as retail, cafes and hotels and they perhaps should be reconsidered so as not to place an undue burden on economic development.

However travel plans statements for the smallest businesses are free, apart from the time and effort required to produce one, and both NSC and this Council have declared a Climate Emergency. The lower thresholds are probably necessary to progress this and the fees presumably reflect the amount of officer time involved rather than any profit element. Overall therefore I would expect the council will probably be supportive of the new Travel Plan requirements overall.

### **Decision Required**

The Council's instructions are requested on the draft SPD. Members may wish to express support overall but to comment specifically on:

- The Travel Plan thresholds
- Delivery Options and Fees
- The Minimum Requirements.

Malcolm L Nicholson LLB, DMS PSLCC  
Town Clerk  
7<sup>th</sup> July 2022

## REPORT TO THE TOWN COUNCIL – 18<sup>TH</sup> JULY 2022

### SERVICE LEVEL AGREEMENT: SOMEWHERE TO GO REPORT OF THE TOWN CLERK

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#### 1. Introduction

The town council has been concerned about rough sleepers and provision for homeless people for some years, and did set up a budget for a night shelter which operated before the pandemic. This was based at Somewhere To Go who also provided meals and support including access to many other services.

During the pandemic the Government provided funding for all rough sleepers to be accommodated but many have multiple personal problems and won't or can't stay in this type of accommodation. Somewhere To Go has reverted to being a daytime centre but is short of funds.

#### 2. Current Services of Somewhere to Go

Somewhere To Go is a registered charity and is an excellent organisation which provides a major service to help rough sleepers and those facing homelessness or the prospect of homelessness.

The Day Centre has been operating for many years and provides a friendly, secure and welcoming atmosphere, housing advice, hot drinks and biscuits, breakfast, a hot meal, chance to change clothes, wash, shave and shower, someone ready to listen, help and advice with finding accommodation, help with finding a doctor or dentist etc and access to a number of other experts and professional services. The Day Centre is currently open Monday to Friday from 10.30am to 2.00pm.

#### 3. Budget

In January 2022 the town council increased its budget for support for homeless people from £25,000 to £50,000. In return for this substantial sum a Service Level Agreement is required to ensure value for money from the expenditure and to ensure improvements in service for homeless people.

Officers have had very positive discussions with Somewhere To Go on the terms and content of a Service Level Agreement for improved services including specific wishes of members such as opening until 6pm instead of 2pm.

#### 4. Description of Proposed Services

In return for its £50,000 subsidy and along with other sources of funding such as its charity shop Somewhere to Go will agree to provide the following improved and developed services:

- To empower and equip service participants to engage more with support services.
- To offer outreach support for people to get rehoused and onto the employment market where possible

- To provide a safe and nurturing environment where service participants, staff and volunteers feel able to open up and work on entrenched areas which underlie their homelessness
- To provide training and equipment to enable service participants to use IT and internet
- To provide a hub for other agencies such as CAB, Foodbank, Housing support and outreach services, where service participants feel safe to engage
- To provide a hub for organisations like the college and We Are With You to provide group and individual training/support in a quieter and more conducive environment
- To promote social rehabilitation and inclusion.
- To offer a wide range of support services that are easily accessible
- To work more closely and share information between relevant agencies and services for improved outcomes
- To provide a storage facility for service participants Monday to Friday from 9am to 6pm
- Subsidy to be paid in two tranches of £25,000 in April and September each year.

### **Recommendation**

That the Town Council agrees the above specification of services and accordingly authorises the Town Clerk to enter into a legally binding Service Level Agreement as above with Somewhere to Go.

Malcolm L Nicholson LLB, DMS PSLCC  
Town Clerk  
8<sup>th</sup> July 2022

## **REPORT TO THE TOWN COUNCIL – 18<sup>TH</sup> JULY 2022**

### **WATERLOO STREET HQ PROGRESS REPORT OF THE TOWN CLERK**

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#### **Conveyancing**

The council will recall that Archant went bust and there was a change of ownership of the freehold of 32 Waterloo Street which has caused a rather frustrating delay. Councillors will be pleased to know we have just heard from the seller's solicitor that registration of the new ownership and the new charges has been completed at HM Land Registry.

The council's solicitor is reviewing the file to check all is in order and carrying out a fresh priority search. I hope to have news of exchange of contracts and a date for completion by the day of the meeting and will report any updates verbally.

#### **Procurement**

Procurement of the necessary works to repair the building are proceeding in parallel with acquisition. A Tender has gone out for the roof recovering and stonework repairs, this will be back to go to Policy and Finance Committee on the 5th August.

We have just placed an advert for the mechanical and electrical refurbishment of the building and were intending to have a tender out for the internal works coming back to the same meeting. However the Council's Surveyor recommends that we combine the two as there will be a conflict with the internal alterations. The internal alterations will require changes to the power, lighting, heating and IT infrastructure to accommodate the new layouts and rooms. The existing systems that we will need to be amending are at the end of their serviceable life and will be replaced under the mechanical and electrical refurbishment.

The Surveyor recommends that it will offer better value for money to the council to undertake both projects as a single operation. It is possible that this could cause the tenders not being ready for the Policy and Finance Committee meeting in mid-August but any slippage should be relatively minor and can be dealt with by delegating authority to accept a tender a panel or sub group as required.

#### **Accessibility and Inclusion**

Accessibility and facilities for people with disabilities is unsatisfactory at the present HQ at Grove House and Lodge and an integral part of the project is to improve this in the new premises. Accessibility for people with physical disabilities will be improved in the short term through improvements to the rear access which only requires minor alterations to provide access to the meeting chamber.

However we aim to improve accessibility to the information office for both visitors and residents at the front of the building and the Surveyor has designed a ramp to current standards (similar to the ramps constructed on the front of HSBC Bank on the corner of High Street and Big Lamp Corner.)

This will require Highways and Listed Building Consent. We are optimistic that consent will be forthcoming as it has been for similar alterations at HSBC Bank and the Sass Bar on South Parade but had some concern about getting Highways consent to build out onto the footway on the corner of the Boulevard and Waterloo Street. I have therefore held discussions with a senior officer in the that department and am pleased to be able to report that, while there will need to be consultation with nearby businesses about the loss of one parking space, it is considered in principle likely to be acceptable.

### **Recommendations**

1. That the Town Council notes the progress on the conveyancing of the building and in relation to accessibility.
2. A recommendation regarding procurement of M&E and internal works will be made at the meeting.

Malcolm L Nicholson LLB, DMS PSLCC  
Town Clerk  
11<sup>th</sup> July 2022