WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE AMENITIES, CULTURE AND LEISURE COMMITTEE HELD AT 32 WATERLOO STREET ON MONDAY 4TH NOVEMBER 2024

Meeting Commenced: 7.00 pm
Meeting Concluded: 7.58 pm

PRESENT: Councillors Simon Harrison-Morse (C), Ray Armstrong, Roger Bailey, Peter Crew, Caroline Reynolds, Robert Skeen and John Standfield.

ALSO, IN ATTENDANCE: Fay Powell (Director of Community Services/Deputy Town Clerk) and Samantha Bishop (Democratic Services Manager).

176	**Apologies for Absence and Notification of Substitutes** Apologies for absence were received from Councillors Jemma Coles and Catherine Gibbons with no substitutions. It was noted that Councillor Annabelle Chard was absent from the meeting.
177	**Declarations of Interest** Councillors Roger Bailey and Robert Skeen declared personal interests as allotment plot holders.
178	**To agree the accuracy of the previous Amenities, Culture and Leisure Committee Minutes held on 9th September 2024** The minutes of the Amenities Culture and Leisure Committee held on the 9th September had been previously circulated. It was noted that Councillor Caroline Reynolds was present at the meeting. **PROPOSED BY:** Councillor Roger Bailey **SECONDED BY:** Councillor Robert Skeen A vote was taken and **carried.** Accordingly. **RESOLVED:** That with the above amendment the Minutes of the Amenities Culture and Leisure Committee be signed and approved.

179	**Budget Considerations for the Year 2025/2026** This was a standard item on all committees and an opportunity for members to propose budget items (if any) for consideration. **PROPOSED BY:** Councillor Peter Crew **SECONDED BY:** Councillor Roger Bailey A vote was taken and **carried.** Accordingly. **.1 RESOLVED:** - To recommended that the Tourism budget should not be affected due to the importance and effects on economic development of the town. **Budget Proposal from Councillor Roger Bailey** A detailed proposal was circulated to members at the meeting, which in summary proposed that the Town Council consider a suggested match funding amount of £10,000 to fund the provision of accessible allotment plots. Councillor Bailey added that an area of land had been identified at the Rectors Way allotment site which would provide plots for up to 8 persons with both physical and mental disabilities. It was noted that £1,000 had since been granted from the Town Council's Small and Voluntary Grants budget which amounted to £6,500 raised in funding. It was suggested that the Council match fund this with £5,000 increments over 2 years, to be monitored by the council. The Deputy Town Clerk advised that the expenditure for the £10,000 would need to be specified and procured, according to council policy. It was suggested that local garden suppliers/merchants may be interested in supporting the initiative which was considered an extra avenue of funding. It was highlighted that the initiative would need to be replicated at all sites in time and that this would be a pilot scheme with room to progress. To aid discussion, it was clarified that the allotments income was collected by the Allotment Club and used to maintain the sites. The town Council had a statutory duty to identify and provide land for the provision on allotments only. It was therefore suggested that the Allotment Club should increase their rents as this may help with funding and maintenance of their sites going forward. It was therefore **PROPOSED BY:** Councillor Roger Bailey **SECONDED BY:** Councillor Caroline Reynolds A vote was taken and **carried.** Accordingly. **RESOLVED:** - To recommend that the council match funds to the value of £10,000 (£5,000 over 2 years), to fund the provision of an area for accessible allotments.

AMENITIES

180 **Christmas Lights Costs and Refurbishment Update**

The Deputy Town Clerk gave a verbal update informing that costs had significantly increased from the initial quote at and that the extra expenditure will be funded from the environmental budget.

Description	Value	Allocated Budget
Blachere Contract (4 years per year cost)	£38,000	Xmas Lights Budget
EICR Testing (Year 1 costs)	£2,800	PPM
Supply and infrastructure replacements / rewiring to allow Environmentally approved design install (Year 1 Cost)	£20,000 (max)	Environmental Budget

Whilst every effort had been made to achieve, unfortunately due to timescale restrictions, the Meadow Street lights could not be installed this year. Contactors would work on them post-Christmas, to have in place for next year. This would need to be communicated effectively in order to limit disappointment to retailers and the council would support them through Visit Weston advertising. It was noted that communications were yet to be released on this.

Concerns were raised regarding public liability insurance implications, to which the Deputy Town Clerk informed this would be covered by the contractors.

RESOLVED: - That the update be received.

181 **Grove Park Toilets**

The Deputy Town Clerk gave a verbal update informing that a site visit by members and officers was undertaken and a letter advising of the town council's concerns was submitted to North Somerset Council, with no response yet received.

It was noted that the planning application was on the next Planning and Environment Committee Agenda (13November) for comment and plans were available on North Somerset Council's website to view.

The Chair advised that he was happy for the letter to be shared with members of the Committee and to be viewed by members of the Planning and Environment Committee in order to aid their comments.

It was suggested that the application should be called in by dual hatted ward members.

The Deputy Town Clerk informed that she would be happy to attend the Planning and Environment Committee meeting.

It was noted that the concessionaire in the park had not been consulted with either.

RESOLVED: - That the update be received.

182	**Visit Weston Website renewal due 31.03.25** The report of the Director of Community Services/Deputy Town Clerk had been previously circulated that the contract for the Visit Weston website with Simple View was set to expire on 31st March 2025, which will need to be renewed to ensure the website remained operational. **PROPOSED BY:** Councillor Peter Crew **SECONDED BY:** Councillor John Standfield A vote was taken and **carried.** Accordingly. **RESOLVED: -** To allow the extension of the contract with the current provider for an additional year, enabling the Information and Visitor Services Manager to thoroughly assess the requirements needed before initiating the procurement process in 2026/2027
	CULTURE
183	**Old Town Quarry** **.1 To receive the Notes of the Old Town Quarry Start and Finish Group held on the 24th September 2024** **RESOLVED:** That the notes be received. **.2 Project Extension** The report of the Project Manager and Senior Development Officer had been previously circulated, which was seeking approval for the application of an extension beyond the 20th December 2024 deadline, and change in original budget allocation. **PROPOSED BY:** Councillor Peter Crew **SECONDED BY:** Councillor Caroline Reynolds A vote was taken and **carried.** Accordingly. **RESOLVED: -** To approve the application for a project extension.
184	**To note the meeting date of the Heritage and Culture Consultative Group as the 7th November 2024** **RESOLVED: -** Noted.
	<u>LEISURE</u>
185	**Play Strategy** The covering report of the Director of Community Services/Deputy Town Clerk notifying of the consultant appointment and Play Strategy timeline had been previously circulated. The Deputy Town Clerk added that the name of the consultant was ‘Sports and Play Consulting’

	It was noted that various letters and attempts had been made to North Somerset Council over 2.5yrs to take the West Wick Play area over and it was requested that the council should take the opportunity address this again. Discussion ensued as there may be other play areas that could be included in the strategy, considering the devolution from North Somerset Council and it was advised that there would be cost implications associated with this. It was agreed that facilities should be provided for older young people aged between 14-18 and to undertake consultations on site. It was noted that Big Worle had recognised there was a need for this type of provision at Castle Batch within their local plan and had allocated budget for development of a Green gym. Jubilee Park was another identified area for older youth provision. It was noted that a Play Strategy Presentation would be given to the Committee at a later date. **RESOLVED:** 1. That the report be received. 2. That a further letter to North Somerset Council be sent regarding the potential adoption of other Play areas to include West Wick, for consideration within the Town Council's Play Strategy.
	There being no further business the Chair closed the meeting at 7.58 pm Signed……Dated …… Chair of the Amenities, Culture and Leisure Committee

WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE ALLOTMENTS CONSULTATIVE GROUP
HELD AT 32 WATERLOO STREET ON
THURSDAY 24TH OCTOBER 2024

Meeting Commenced: 7.00 pm
Meeting Concluded: 8.30 pm

PRESENT: Councillors Roger Bailey, John Carson and Caroline Reynolds
Non-Elected Members: George Raines (Chair of the Allotment Club), Mike Jones (Site Rep – Hutton Moor), Mike Phillips (Site Rep – Kewstoke), Jim Sutherland (Site Rep – Redpits), Tam Cooke (Site Rep - Clarkes Field), Steve Ellis (Site Rep – Old Mill Way), Sarah Gates (Great Rhyne Gardens (Bournvill

ALSO, IN ATTENDANCE: Fay Powell (Deputy Town Clerk – Operational Services), Samantha Bishop (Democratic Services Manager) and Sharon Miles (Grounds Manager).

The Deputy Town Clerk welcomed everybody to the meeting and invited all to introduce themselves.

For clarity, the Democratic Services Manager explained that the council had a committee structure review back in June 2024 and as a result, the function of Allotments was now being overseen by the Allotments Community Consultative Group, which was chaired by non-elected members which would be reported to the Amenities, Culture and Leisure Committee.

1.	**Election of Chair** Nominations for the position of Chair were invited. **PROPOSED BY:** Councillor John Carson **SECONDED BY:** Mike Phillips A vote was taken and **carried.** Accordingly, it was: **RESOLVED:** That be George Raines be elected Chair of the Allotments Community Consultative Group.
2.	**Apologies for Absence and Notification of Substitutes** Apologies for absence were received from Geoff Wall (Treasurer).
3.	**Declarations of Interest**

	Declarations of interest received from Councillors Roger Bailey and John Carson as allotment plot holders.
4.	**Election of Vice Chair** Nominations for the position of Vice Chair were invited. **PROPOSED BY:** Tam Cooke **SECONDED BY:** George Raines A vote was taken and **carried.** Accordingly, it was: **RESOLVED:** That Sarah Gates be elected Vice Chair of the Allotments Community Consultative Group. *Steve Ellis joined the meeting at 7.07pm*
5.	**Reports from Allotment site Representatives** The Chair expressed his disappointed that the items he had emailed in to Officers were not on the agenda. The Deputy Town Clerk advised that the purpose of the meeting was to reset, elect a Chair and clarify roles in order to move forward and address these items. As such the Chair was invited to bring any previously supplied items for the attention of this meeting. The Democratic Services Manager explained that she had provided the Chair with clear information that the Council would like to receive in terms of site reports and how this would be very beneficial to receive in writing, in advance of the meeting in order for it to be effective. Or as a minimum, if this could be brought to the meeting. It was confirmed that nothing had been forwarded to site reps in advance of the meeting. **A. <u>Rectors Way</u>** There were no issues to report. **B. <u>Redpits</u>** It was reported that: • There was 1x plot vacant. • A particular parishioner on Church Lane was raising persistent complaints and harassing the site representative, which required council assistance in order to deal with. **5.1 ACTION:** The council would involve Community Response to help with mediation and advised that if the harassment escalated to an unacceptable level, this must be reported to the Police. • That horse manure deliveries via tractor and trailer were causing issues.

It was advised that the subsidence of the lane had been surveyed and the suggested weight limit on the lane was 3.5 tonne. Signage to this effect would be erected by the council and it was noted that the Allotment Club must advise that deliveries must stop.

C. Kewstoke

It was reported that:

- There was 1x plot vacant.
- The gate had dropped and notice board needed attention.
- The Lynch trees had been cleared, however other trees needed attention such as Dutch Elm.

5.2 ACTION: The Grounds Manager would contact the NSC Tree Officer and the town council's tree Arboricultural Consultant to meet the site rep on site to address.

D. Hutton Moor

It was reported that:

- There were 3x plots vacant, awaiting on responses from 5 people on the waiting list.
- Dead trees at the end of the land were hanging over a plot.

It was highlighted by a member that the pot holes on the track needed addressing, to which it was further discussed that all site tracks needed work, specifically grading and rolling.

5.3 ACTION: The Grounds Manager would contact the NSC Tree Officer and the town council's tree Arboricultural Consultant to meet the site rep on site to address.

E. Great Rhyne Gardens (Bournville)

It was reported that:

- 2x plots vacant.
- The gate had been damaged by a car and was now bowed, which sometimes wouldn't open and needed fixing.
- The fencing between the site and maisonettes was damaged by ivy.

5.4 ACTION: In recognition of concerns raised, clarity on the terms of responsibility

F. Old Mill Way

It was reported that:

- There was 1x plot vacant.
- The biggest issues were funding to address the track and flooding of the site.

Members of the Allotment Club referred to the s106 monies received by the town council from NSC back in 2013 and enquired as to its access?

It was noted that a Freedom of Information request had been received by the council of the same nature.

	5.5 ACTION: That the CEO/Town Clerk investigate and provide a response in relation to the to the 106 monies received by council from NSC back in 2013. It was reported that a lot of voluntary work had been undertaken by site reps and plot holders to maintain allotment sites and stop them falling into disrepair. Quotes for repair for the track at Old Mill Way were put to the council the previous year, confirmation of where the quotes were sent would need to be sought in order to allow the council to consider accordingly, as the had been a staff change in personnel. It was established that site reports content going forward needed to be consistent to include: No of plots per site; price per liner meter; waiting list numbers; complaints (following procedure); H&S issues; anything requiring council attention. Debate ensued regarding meeting frequency and improved communication on progress. It was noted that there were 1000 people on waiting list across all sites and 332 for specific sites. A breakdown of this was handed to officers at the meeting. It was reported that the price per linear meter was currently £1.30 for 2024/25, increasing to £1.40 in 2025/26.
6.	**To receive the Report of the Allotment Club** The Chair referred to the items he had raised with Officers which needed to be urgently addressed by the Council. Officers advised that any concerns of the Allotment Club needed to be raised under this item for them to be taken and actioned going forward. The concerns of the Allotment Club were noted as follows: **6.1** That the terms of leases between the council and the Allotment Club be urgently reviewed before any other business could be conducted. Once this had happened, the Allotment Club could then review their tenancy agreements. **ACTION:** WSMTC TC and Allotment Club - The CEO/Town Clerk meet with the Chair of the Allotment Club to urgently review the terms of the Agreement and that a Special Allotments Community Consultative Group meeting be called to approve the Agreement. **6.2** Actions from the last minutes of the Allotment Management Sub Committee back in 2020 were raised by site reps as still outstanding. In particular, the fixing of the Old Mill Way site gate which had been fixed by the site rep four times since, at personal expense and time. **ACTION:** WSMTC TC - to review and confirm actions taken and plan at the next meeting. **6.3** The council and the Allotment Club needed to be unified in its procedures, as the council had contradicted the Allotment Club on certain matters i.e. the procedures around working plots, the keeping of animals on site and storage of manure. **ACTION:** WSMTC TC and Allotment Club - The CEO/Town Clerk meet with the Chair of the Allotment Club to urgently review the terms of the Agreement and that a Special Allotments Community Consultative Group meeting be called to

	approve the lease to ensure that all sites raised (6.3 are addressed within the Agreement). **6.4** It was noted that the keeping of animals on site needed to be reported to DEFRA, who's website was currently down. **ACTION:** Allotment Club to take necessary action to report animals on site to DEFRA. **6.5** Officers explained the need for the council to understand the Allotment Club's processes better, in order to work together as the Council did receive complaints, which needed to be dealt with via its complaints policy. **ACTION:** Allotment Club to provide WSMTC with up to date procedures with regard to all management of allotment sites. **6.6** It was noted that there was an offer of land for a potential allotment site at Weston Village, which was discussed and the Allotment Club were keen to explore this. **ACTION:** WSMTC to explore the potential of land at Weston Village for an Allotment Site. **6.7** Officers encouraged the Allotment Club to update the Allotment section of the council website regularly and it was noted that the page needed updating to reflect the correct site names. **ACTION:** To change Allotment site names on the council's website. **6.8** The Allotment Club reported that they had tried to donate produce to help tackle food wastage, however there was no communication on collections for this. Officers apologised for the lack of communication which was thought to be complications around food origins and food security. **No Action Required.**
7.	**To decide future Agenda items** Further to discussion point (6.1) held above, It was felt that until a meeting had taken place with the CEO/Town Clerk, future agenda items could not be identified at this point in time.
8.	**Future meeting dates** The frequency of meetings needed consideration and It was suggested that officers could attend Allotment Club meetings in between time and also make site visits. **ACTION:** WSMTC TC - Item for future agenda dates TBA.
	There being no further business the Chair closed the meeting at 8.30 pm Signed……Dated …… Chair of the Allotments Consultative Group

WESTON-SUPER-MARE TOWN COUNCIL
NOTES OF THE OLD TOWN QUARRY START AND FINISH GROUP HELD AT 32 WATERLOO STREET ON TUESDAY 29th OCTOBER 2024

Meeting Commenced: 1:12pm
Meeting Concluded: 2:01pm

PRESENT: Councilors Gillian Bute, Annabelle Chard, Mark Canniford, Robert Payne and John Standfield.

ALSO, IN ATTENDENCE: Sarah Pearse (CEO/ Town Clerk), Molly Matthews (Senior Development Officer) and Hong Lau (Currie Brown – Contracts Manager / Appointed Surveyor & QSServices).

	At the start of the meeting, due to the meeting being inquorate, the following items were for information only.
1.	**Apologies for Absence and Notification of Substitutes** Apologies for absence were received from Sarah Jackson.
2.	**Declaration of Interest** No declarations of interest were received.
3.	**To agree accuracy of the notes of the previous meeting held 24th September 2024** The minutes of the previous meeting were noted by members.
4.	**Build Contract updates** Hong Lau from Currie and Brown was present for the meeting and gave the following updates. <u>Project progress update</u> Works had begun on site on Monday 21st October 2024. Most of week one was spent on site set up, internal strip out and external excavation for drainage.

A site meeting had been held with the ecologist, to get an understanding of the method statement for the bats and to ensure their protection. A toolbox talk was carried out, in line with the planning conditions.

Hong explained that works had been phased concurrently on both buildings to help with consistency and efficiency of the programme.

Scaffold would be erected for the high build element, which would predominantly be the roofing works.

The project programme had been finalised, with a new completion date of 30th May 2025.

The works contracts had been drafted and would be issued to John West Contractors and the Town Council for review and signing.

Project Cost Update

The original tender returns were all submitted for well over £800,000. A value engineering exercise was carried out in order to bring this value more in line with budget availability. The final contract sum was agreed as £689,495.

Councillor Mark Canniford entered the meeting at 1:20pm. At this point, the meeting was then quorate, and decisions could be made.

It was explained that this was achieved through amendments to the scheme of works which included moving the public toilets from the barn to the main building, saving costs on excavation and drainage as well as removing the need to make the barn wheelchair accessible.

An alternative window supplier was agreed in order to reduce cost. There was a small contingency of £10,000, which left the council at risk of going over budget due to any unforeseen issues. This had already been the case, with roofing material costs having increased in cost since the original tender, resulting in a 5% uplift. Whilst the additional cost was still within the £10,000 contingency, it required the need to be vigilant. Hong explained that any potential issues and cost increases would be flagged as soon as possible, in order to find ways of mitigating the effect on the works programme. Should the contingency be depleted, there may be a need for additional cost engineering or further reduction or omissions in the programme of works.

Members queried why a more economic design for the windows had not been included in the original specification. The specification provided for tender was based on the planning submission, and was considered a gold standard in terms of installation, however the alternative was still compliant and used different materials to achieve a cost saving.

Councillor Annabelle Chard entered the meeting at 1:32pm

Planning Update

Confirmation had been received from North Somerset Council that the pre-commencement conditions, required before works started, had been discharged,

	which enabled the work to begin on site. There were several conditions outstanding conditions to satisfy, including sign off on materials when the external cabins were selected. As this was outside of this scheme of works, this was not required in the short term. There was also a condition to plant several trees at the quarry, which would be carried out during the 2025 planting season. There was also a requirement upon completion of the works to declare that the method statements for tree protection had been adhered to. Members asked for clarification about planting trees, in the bowl area in particular. It was clarified that this condition had been imposed by North Somerset Council as was a requirement of the works being carried out. Members voiced their concerns that this could affect programming at the site. <u>Insurance</u> The insurance requirements had been sent to the insurers and was with them for issuing. <u>Security and Costs</u> John West have agreed to take the security grills on the building within the site off, recognising that security would be picked up within their contract as they were on site. This had enabled a small cost saving. It was noted that security of the site may have to be considered when the works were completed if it was not immediately occupied.
5.	**<u>Community Ownership Fund – Project Update</u>** <u>5.1General project update</u> The report of the Project Manager was previously circulated with the agenda. The Senior Development Officer gave an overview of the report and explained it would be a standard agenda item, and on this occasion, it was for noting. **RECOMMENDED:** That the report be noted <u>5.2 Community engagement / quarry conversations update</u> The report of the Project Manager was previously circulated with the agenda. The Senior Development Officer gave an overview of the report, and explained it would be a standard agenda item, and on this occasion, it was for noting. The CEO/Town Clerk advised members of potential grant opportunities working alongside other community organisations such as Super Culture, RENS, North Somerset Council and Alliance Homes, to support cultural activities across North Somerset. Which could possibly include events and engagement at the Quarry. **RECOMMENDED: T**hat the report be noted <u>5.3 Grant status and project extension</u> The report of the Senior Development Officer was previously circulated with the agenda.

	The Senior Development Officer ran through the report, highlighting to members the need to authorise a project extension, now the project programme had been finalised. The new works completion date was 30th May 2025 and the grant end date was currently 20th December 2024. Members asked if there was a risk that they might not agree the extension. The Community Ownership Fund had made it clear that there were no guarantees of an extension, however the CEO/Town Clerk explained that an exercise had been carried out to track the process to date and a case could be made of how the Town Council had repeatedly chased the release of funds. This had also involved the local MP contacting central government for their assurance that funds would be released. It was noted that should the extension not be granted, the Council would look to appeal, to further involve the MP and potentially form a complaint about the process, but that works on site would need to be halted until confirmation of funding. **RECOMMENDED**: To support the application of a project extension, noting that formal approval would be given via the Amenities Culture and Leisure Committee. <u>5.4 Conclusion of cost engineering</u> The report of the Senior Development Officer was previously circulated with the agenda. The Senior Development Officer gave an overview of the report, explaining that it had already been taken to the Financial and General Purposes Committee for approval and was for only for members to note. **RECOMMENDED:** That the report be noted
6.	**Other project considerations** <u>Future Occupation & Licenses</u> Members felt that it was best to trust legal advisors on the process. Some comments were made for inclusion, including: • The need for occupants to have their own contents insurance to cover their equipment and work • References to opening times and expectations as to how frequently artists were in their studios, to encourage a consistent open period • Reference to payment terms and processes for monthly rent Members expressed concerns that the agreements may put some people off. It was clarified that there was a need to have more formal agreements in place, where there previously was not, in order to protect both the council and the occupants. Community members and ex occupants had already begun expressing an interest to rent a space and a list was being collated. The CEO/Town Clerk asked that any further comments be submitted to officers by the

	end of the first week of November.
7.	**Future Agenda Items** A member asked if it would be possible to visit site. It was explained that now works had begun, it was John West's site, and therefore at their discretion.
8.	**Future Meeting date – confirmation of times and locations** Members approved the 6-weekly meeting programme with the following dates: 10th December 2024 @ 1pm 21st January 2025 @ 1pm 4th March 2025 @ 1pm 15th April 2025 @ 1pm
9.	There being no further business the Chair closed the meeting at 2:01 pm Signed……Dated …… Chair of the Old Town Quarry Start and Finish Group

WESTON-SUPER-MARE TOWN COUNCIL
NOTES OF THE OLD TOWN QUARRY START AND FINISH GROUP
HELD AT 32 WATERLOO STREET ON TUESDAY 10th DECEMBER 2024

Meeting Commenced: 1:10 pm
Meeting Concluded: 1:52 pm

PRESENT: Councilors Gillian Bute, Annabelle Chard, Robert Payne and John Standfield.

ALSO, IN ATTENDENCE: Sarah Jackson (Project Manager) and Molly Matthews (Senior Development Officer).

1.	**Apologies for Absence and Notification of Substitutes** Apologies for absence were received from Sarah Pearse and Hong Lau.
2.	**Declaration of Interest** No declarations of interest were received.
3.	**To agree accuracy of the notes of the previous meeting held 29th October 2024** The notes of the previous meeting were received and approved.
4.	**Build Contract updates** A build project update was previously circulated with the agenda. Members noted that the programme was currently on target. The Senior Development Officer had spoken with the Site Manager to check if there had been any damage following Storm Darragh, to which it was confirmed there was none.
5.	**Community Ownership Fund – Project Update** 5.1General project update A verbal update was given by the Project Manager covering the following points:

- The Project Manager role had been extended from 31st March to 30th September 2024, as agreed through the Personnel Committee. This would equate to an increase in match funding for the COF project by the Town Council. This information was also submitted to the COF admin team to support the request for a project extension.
- The Quarry webpage would be updated accordingly with information about the Quarry meetings, associated outcomes and general updates. This was being done in coordination with the Communications Officer.
- With regards to expressions of interest for the studio spaces, the meeting held with previous occupants on 26th September had facilitated further discussions with the artists. So far, 6 expressions of interest had been received. All would be subject to final rental rate being confirmed. The previous occupants would still be given first refusal to the indoor art studios; however, it had been established that interest in the studio spaces had grown following on from the Quarry project meetings.
- Following on from Focus Groups meeting on 27th Nov, significant discussions had taken place regarding accessing the WECA Arts Membership fund for use to potentially locate a local arts organisation in the outdoor 'pod' space at the Quarry site. The deadline for the proposal submission for the funding was 11th December 2024.
- Another project consideration was the offer for the café space in the Main Building, which would either be offered as a concession or be run in house by the Town Council, ensuring that whichever option chosen was cost effective. These discussions would run alongside the budget setting process, to ensure that it would be ready and running when the Quarry site re-opened to the public.
- Contact has been made with the South West Heritage Trust who would be supporting the development of the link to Worlebury Hillfort and the associated interpretation boards to be sited within the Quarry.

<u>5.2 Community engagement / Quarry Conversations update</u>

A verbal update was given by the Project Manager covering the following points:

- A Quarry Opportunities meeting had taken place on 24th September 2024. 31 people had attended, and several offers for activities at the site were made. Throughout the community engagement process, a number of stakeholders had requested daytime Quarry meetings as they were unable to attend evening meetings. A daytime session for 17th October was scheduled. It was promoted via the same channels as the other Quarry meetings, however it did not receive enough interest to be viable. Those that did show an interest were contacted and were happy and able to attend the next meeting instead.
- The next Quarry Opportunities meeting was held on Wed 27th November 2024. 20 people attended, and more detailed offers were created. These offers fell under one of three themes: Arts and Culture, Environment and Education and Learning. All of the themes also considered events within the offers created. Each group was asked to create plans of what they wanted to do as part of the Community Operational Model to fill the Quarry site when it re-opened. There was a lot of interest in the indoor and outdoor spaces, and lots of collaborative discussions happened. These offers were being collated by the Project Manager.

	• Another focus group session would take place by February 2025, with the aim of having a draft community programme of events, activities and space allocated by March 2025. • There were also plans to hold another information sharing evening in January 2025 to provide a more general update to those in the community who were interested. • Overall, there had been positive feedback about the community engagement programme from residents and community organisations who appreciated the opportunity to co-design the programme for the Quarry site, and felt that the programme had made the Quarry project transparent and welcoming for people to become involved. <u>5.3 Community Ownership Fund – Grant Status and considerations of Project Extension</u> The report of the Senior Development Officer was previously circulated with the agenda. It was noted that an email had been received from the COF grant manager to confirm an extension would be granted until 1st July 2024. This would enable the works to be completed within the 30th May completion date. The Senior Development Officer had spoken with Hong and noted that any potential risks to programme extension should be flagged as soon as they arise in order to mitigate the risk of missing the new completion deadline. **RECOMMENDED**: To acknowledge the project extension.
6.	**Other project considerations** <u>Future Occupation & Licenses</u> Members were informed that the comments received had been collated and were with the solicitors. It was hoped this could be provided at a future meeting.
7.	**Future Agenda Items** No specific agenda items were identified for future meetings.
8.	**Future Meeting date – confirmation of times and locations** The Senior Development Officer informed members that now the project extension had been approved, there was less urgency for regular meetings. It was recommended, that given the two-week shut down for Christmas, it would be prudent to cancel the meeting on the 21st January. Members felt that this was sensible, and suggested a new meeting date of the 4th February 2025. It was agreed that future meetings could be confirmed at the end of each meeting to

	ensure the remained focused.
9.	There being no further business the Chair closed the meeting at 1:52pm Signed……Dated …… Chair of the Old Town Quarry Start and Finish Group

WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE HERITAGE AND CULTURE CONSULTATIVE GROUP HELD AT 32 WATERLOO STREET ON THURSDAY 7TH NOVEMBER 2024

Meeting Commenced: 11.00 pm
Meeting Concluded: 12.19 pm

PRESENT:
Members: Councillors Peter Crew and John Crockford-Hawley
Non-Elected Community Members: Estelle Gilbert (South West Heritage Trust), Fiona Matthews (Super Culture), Heather Morrissey (Friends of the Museum), Josyanne Clarke /Rachael Lewis (North Somerset).
ALSO, IN ATTENDANCE: Fay Powell (Deputy Town Clerk – Operational Services), Samantha Bishop (Democratic Services Manager) and Molly Matthews (Senior Development Officer).

Membership: 3 Members of Full Council plus Community Representation x minimum 5 persons
Quorum: N/A

Role of the Consultative Group: to be chaired by non-elected members.

Reports to: Amenities, Culture and Leisure Committee

The Deputy Town Clerk welcomed everybody to the meeting and explained that the council had a committee structure review back in June 2024 and as a result, the function of Heritage Arts and Culture was now managed by the Heritage Arts and Culture Community Consultative Group, which was chaired by non-elected members, reporting to the Amenities, Culture and Leisure Committee.

A member raised concerns regarding the terms of reference of the Community Consultative Group and it was suggested by members that a temporary Chair be elected, until the council could review this.

1.	**Election of Chair** Nominations for the position of a Temporary Chair were invited. **PROPOSED BY:** Councillor Peter Crew **SECONDED BY:** Fiona Matthews A vote was taken and **carried.** Accordingly, it was:

	RESOLVED: That that Councillor John Crockford-Hawley be elected temporary Chair of the Heritage Arts and Culture Community Consultative Group until the terms of reference be reviewed.
2.	**Apologies for Absence and Notification of Substitutes** Apologies for absence were received from Councillor Helen Thornton, Jane Hill, Rachel De Garang and Bethan Murray.
3.	**Declarations of Interest** None.
4.	**Election of Vice Chair** This item was deferred.
5.	**To clarify the role and remit of the Heritage and Culture Community Consultative Group** Non-elected members confirmed how they found the meetings useful and interesting. In particular, finding out what other community groups and agencies were working on and how they could support each other, therefore welcoming the concept and purpose of the Group. The Chair asked if there were any other groups/agencies that should be invited to attend future meetings. To which it was suggested that the Civic Society, U3A, The Archaeological Society, various Theatre companies, Front Room, Plaza, MFA, The Other Place and RENS **could be extended an invitation to future meetings.** However, there was concern that by identifying some but not all potentially interested groups could cause accidental exclusion. It was advised that the CCG needed to establish a mission statement /purpose in order to clarify direction and avoid a 'talking shop'. The Chair suggested a future agenda item on how to bring other cultures into the CCG. In response to a question raised regarding the Town Council's role in the CCG, it was advised that this was a two-way consultation process. In response to a question regarding Strategy, Officers advised of the council's 10year Strategy, of which one of its Pillars focused specifically on Heritage Arts and Culture and the CCG was the mechanism for delivering this. For the benefit of all members, It was suggested that everybody introduced themselves and what they were representing.
6.	**To receive reports from Community Members** **6.1 North Somerset Council – Cultural and Placemaking Update** The report produced by Josyanne Clarke had been previously circulated which updated on the following:

Culture West – Arts Membership Scheme

The biggest issue was finding a space for the scheme and sourcing equipment. There was a budget to kickstart this and pay the rent for the first year.

The timescale for the project was March 2026 and the equipment required was for sewing machines, 3D printers and vinyl cutters.

It was suggested that the Old Town Quarry would be an ideal space for this, to which enquires had already been made.

It was suggested to contact a facility in Hewish regarding access to sewing machines. Public liability insurance was a factor to consider.

Members were encouraged to identify potential landlords for provision of a space and it was noted that the advantage to them would be that their business rates would be covered.

It was noted that the Blakehay Theatre were involved in the scheme and had shows booked in the following year.

The use of Churches/ cultural buildings and contacting the Cypriot community was suggested.

Announcement of additional funding for Birnbeck Pier

It was noted that NSC was awarded an additional £10million pound from the National Lottery Heritage Fund to help restore the pier structure to make it safe and usable. This would enable further restoration work for the Listed buildings on the pier and island and the RNLI's development of a new lifeboat station on the island to take place. This would get it open and safe with an offer for the public and won't cover the north jetty or the getting the Steamers back.

This totalled to £20million in the pot with another £10million being pursued. The next BID was about the activities and interpretations which lots of organisations were involved with such as SWHT with archives boxes and Culture Weston.

A report was being considered by NSC at their meeting next week, which could be shared with members of the CCG and **would be circulated by Rachel Lewis.**

By Autumn 2026 the Pier should be accessible to members of the public. The footpath to toll road would be open once again and railings addressed.

Tropicana Operator Procurement Process

Stage one of the operator procurement had now taken place, requesting to participate where the assessment took place on 11th October. All three bidders were invited to the next stage which was the Submission of Outline Solutions which had a deadline of 18th December.

Online dialogue and negotiation meetings would take place throughout February and the next stage would involve further shortlisting and a date for submission of final tenders by 3rd March 2025.

	The Democratic Services Manager thanked Josyanne for her written report in advance of the meeting, which was helpful in the effectiveness of the meeting and encouraged other members to do so going forward. <u>Super Culture</u> Fiona Matthews verbally informed that preliminary discussions had taken place about the Bid to The Arts Council South West for Creative People and Places. 14 areas in south west had been identified as eligible, but only two awards would be given and mid-January was the deadline. Alliance Homes had been contacted as a potential consortium to be the lead organisation. Between £75,000-£1million was available over 3years with 15% match funding, Race Equality N S. The Senior Development Officer reported that the Town Council was well suited as a delivery partner but could not be 1 of the 5 consortium members. <u>Old Town Quarry</u> The Senior Development Officer reported that the Town Council had been promised that the funding should be received the following day and that there had been problems accessing the funds due to contract signings. The project was 11months in and was a 31week programme due to complete by the 30th May. Due to the delays in obtaining the funding, a project extension request had been approved by the Amenities Culture and Leisure Committee and would be submitted to the Community Ownership Fund. Across the board, it was agreed that effective communications were needed to communicate these projects to members of the public better. Discussion ensued on how this was a void and how could the Culture offer get across to the public more effectively. It was reported that this was a website and lack of funding problem and It was suggested that this could be a **future item for discussion for the CCG.**
7.	**To decide future Agenda items** • To receive written updates reports. • To agree direction of the Culture Agenda.
8.	**To agree the next meeting date and frequency of meeting going forward** The councils Committee Terms of references suggested quarterly meetings and therefore a meeting in **February 2025 would be scheduled.** It was noted that Culture Weston's bid submission for Creative People and Places was mid Jan and so information may need to be circulated to members before the next meeting.
	There being no further business the Chair closed the meeting at 12.19 pm Signed……Dated …… Chair of the Allotments Consultative Group

WESTON-SUPER-MARE TOWN COUNCIL

Amenities, Culture and Leisure 13/01/2025
Play Strategy
Report from the Director of Community Services – Deputy Town Clerk

1. Purpose and Background of Report

During the Amenities, Culture, and Leisure meeting on Monday, November 4th, 2024, the Deputy Town Clerk provided an update to the committee. It was confirmed that Sports and Play Consulting had been appointed to create a Play Strategy for Weston Town Council (WTC). The strategy would focus on assessing and enhancing the town's current play facilities across Weston-super-Mare following a brief set out by the town council. (WSMTC Appendix 1- Play Strategy Brief).

In preparation for this report, we have received the following documents from Sports and Play Consulting:

1.1 Main Report and Summary: Overview of the 18 sites with summary and conclusions (sections 7-9) (Appendix 2 – 26 pages)

1.2 Individual Assessments: Excel spreadsheets detailing assessments on Accessibility, Play, and Inclusivity (Appendix 3 – 14 site reports)

1.3 Guiding Play Principles: Recommendations for future design considerations and approaches, aligned with the Council's 10-year Strategy (Appendix 4)

1.4 Devolvement of further Play Areas from NSC (2025/2026)

WSMTC have been asked to consider the transfer of maintenance, asset and operations of a further 24 Play areas from NSC, having undertaken and initial visual assessment (in house) it is deemed that further full inspection is undertaken to determine the exact condition of any future play areas due to the current condition in some areas.

The councils ROSPA is currently undertaking an assessment for WSMTC to consider ahead of final agreements to transfer.

1.4.1 Any agreed transfer of individual sites in 2025/2026 should also be assessed at the earliest opportunity and included in the final Play Strategy document.

2. Options for Council

Approve the adoption of the Play Strategy as follows:

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2.1 Approve recommendations for the 5-year budgeting strategy detailed (page 19 – Appendix 2) to be used as indicative figures (subject to full procurement being undertaken).

2.2 Approve the priority order detailed (page 18- Appendix 2).

2.3 Do not approve play strategy and risk current play provisions and standards failing

3. Reason for Recommendation

Over time, play has evolved, and as a result, the council should align with national guidelines and best practices in play area design when assessing play provision across the town. The recent completion and success of the Castle Batch Inclusive Play Area has highlighted the importance of considering inclusivity in play design, working with a considered approach and meeting needs of the community (with involvement and ownership) we have created a well-used and quality play provision.
This tested approach has been recognised by the council and has led to the development of the play strategy. This document should now form the basis of how we operate, manage and maintain our existing play areas.

4. Expected Benefits

- Better and enhanced play experience for young people and families
- Ability to forward plan staffing and maintenance resources required
- Ability to prioritise play area investment across the councils play portfolio over a planned 5-year period
- Ability to understand 5 – year budget requirements
- Ability to manage community expectations through planned community engagement / communication and marketing plans linked to the adopted strategy

5. Implications

- Review current staff teams allocated to play area maintenance to ensure adequate resources are in place
- Budget increases and a capital investment programme to be allocated to meet adopted Play Strategy
- Consideration of existing play value and use of site in some instances (see page 19).
- Any future play provisions allocated to WSMTC should also be assessed and included within the Play Strategy adopted.

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5.1. Legal / Best Practice

All Play Areas should meet all areas of the Code of Good Practice detailed by RoSPA as follows:

- **Siting**

The play area shall be sited in a position which is suitable for its purpose and which may be reached in safety
Any surrounding features which are likely to constitute a danger to children using the area shall be removed or protected by appropriate safety measures

- **Design**

The design of the area shall comply to normal safety standards and, where appropriate to relevant British Standards
Where the Standard is not applicable, advice should be sought from RoSPA, NPFA or other appropriate body such as a County PFA
The design of the area shall be generally appropriate for the anticipated age ranges of the users

- **Equipment**

New equipment used shall conform to EN 1176
Where equipment is unable to meet a Standard, an explanation of acceptability or evidence of third-party testing by a recognised body or a risk assessment shall be provided.
Compliance may be judged by a BS Kitemark, TüV mark or by such testing as may be reasonably carried out on site without dismantling or destruction, by RoSPA, NPFA or other appropriate body
The equipment design shall be appropriate for the anticipated age ranges of the users
The manufacturer or supplier shall provide written confirmation of Standard compliance where relevant

- **Surfacing**

Appropriate surfaces shall be provided. Where a protective surface is provided it shall have been tested in accordance with BS 7188 and EN 1177
Protective surfacing shall be laid in the areas recommended by EN 1176 as being appropriate. Items covered by any other standard shall have protective surfaces to standards not less than EN 1176
The manufacturer or designer shall provide a test certificate from a recognised test house such as BSI, CST or RAPRA.

- **Installation**

The installer shall provide written confirmation that the equipment has been installed in accordance with the manufacturer or designer's instructions and to the relevant Standard where appropriate
Where relevant, a post-installation inspection shall be carried out by RoSPA, NPFA or other appropriate body
Ancillary items

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A range of appropriate ancillary items, such as seats and litter bins suitable for the intended use shall be provided as required and its positioning and construction comply generally to EN 1176

- **Signs**

A risk assessment shall be carried out on the site
Signs indicating ownership, appropriate age range limitations and other management requirements shall be clearly displayed, preferably in pictographic form

- **Management**

Appropriate insurance shall be taken out to protect users and any staff
The play area shall be inspected weekly by a competent person, preferably with some basic training
An annual inspection by an independent specialist shall be undertaken
Appropriate maintenance and repairs shall be carried out and records kept

5.2. Risks

- Poor and inadequate play provision with an inconsistent standard across play area
- Non-consideration of the requirements of the Equalities Act 2010
- Inadequate variety an accessibility across play areas
- Inability to provide adequate budget provision to meet play maintenance and replacement programmes
- Current reactive practices of replacing single items for minor changes is not providing robust community value or benefit and in the long term is not cost effective to the life cycle of the play area as a whole.
- The council needs to consider the wider picture of play provision and not become directly focused on one area only when considering play and its benefits (see page 25 – Appendix 2)

5.3. Financial Implications

There are two elements of budget provision that are required to meet the play strategy:

Revenue: for the routine repair and maintenance of current equipment, to include reactive repairs.

Capital investment: The Play Strategy has identified a capital programme over a 5-year period for the 18 sites it has reviewed. Full details of the budget costs can be found on Page 19 – Appendix 2.

5.3.1 Budget Suggestions:

Capital

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A suggested realistic budget for a capital replacement programme for the five years should be considered at:

£321,000 as an average amount per year to be used in line with the priority matrix included with the report. (Noting any new play provision would need to be assessed and also included with this value).

Revenue

A suggested realistic budget for revenue repairs for the five years should be considered at:

- £119,000 to undertake routine maintenance, repairs and inspections across all sites. (based on 36 play areas this is an average of £3,300 per year for all equipment, surfacing etc).
- £40,000 to be allocated for the compliance provisions for the Waterpark.

Total budget for Essential Maintenance, Repair and Replacement programme (EMRRP) = £480,000 for the next 5 years.

5.4. Timescales

Following adoption of the Play Strategy and principles (Subject to adequate budget provisions approved). The programe would commence 1st April 2025

5.5. Stakeholders

- Community
- Community partners and organisations
- WSMTC

5.6. Contractors

To be confirmed following procurement as necessary

5.7. Crime & Disorder (councils have a legal duty to consider impact)

The council need to consider crime and disorder on a site by site basis and consider if the play provision is adequate and appropriate use of the site.

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5.8. Biodiversity

The Play strategy recognises the need to consider biodiversity and inclusion of appropriate planting and trees in order to compliment the sensory experience alongside ecological needs identified in the councils Green Infrastructure Strategy.

5.9. Privacy Impact (consider Privacy Impact assessment)

N/A

5.10. Equality & Diversity (councils have a legal duty to consider impact)

The council needs to have full regard for the Equalities Act 2010.

6. Appendices

Appendix 1 – WSMTC Play Strategy Brief

Appendix 2 – Play Ares Assessment Report

Appendix 3 - Individual Play Area Assessment reports

Appendix 4 – Play Area Design: Guiding Principles

7. Members are recommended to:

7.1 Approve the use of the Play Consultant (Sports & Play Consulting) for any further play area transfers to be included within the Play Strategy.

7.2 Adopt the Play Strategy (Appendix 2) as a principle of how we operate and maintain play provisions and to identify priority replacement programmes.

7.3 Approve the suggested budget outlined in Section: 5.3 (£480,000 per year – 5-year programme).

Fay Powell

Director of Community Services - Deputy Town Clerk

Drafted 07/01/2025