

**WESTON-SUPER-MARE TOWN COUNCIL
COMMUNITY SERVICES COMMITTEE
MEETING HELD ON MONDAY 6th JANUARY 2014
AT GROVE HOUSE**

Meeting Commenced: 7.00 pm

Meeting Concluded: 9.10 pm

PRESENT: Councillors Lisa Pilgrim (Chairman), Roger Bailey (Vice-Chairman), Peter Fox, Claire Kingsbury-Bell, Michal Kus, Alan Peak, Simon Stokes, Clive Webb, Holly Young and substitute John Crockford-Hawley.

IN ATTENDANCE: Malcolm Nicholson (Town Clerk), Helen Morton (Finance Officer), Rob Thurston (Grounds Manager), Alec Evans (The Mercury) and Jennifer Lawley (Committee Officer)

342.	<p>Apologies for Absence and Notification of Substitutes</p> <p>Apologies for absence were received from Councillor Raymond Armstrong who was substituted by Councillor John Crockford-Hawley.</p>
	<p><i>Councillor Alan Peak arrived at 7.05 pm.</i></p>
	<p><i>Laszlo Noszkay and Richard Hannay, representatives from 9 While 5 Ltd, were invited to address the meeting in relation to a grant application of £900 - item 6 on the agenda.</i></p> <p><i>At the last Community Services Committee meeting members were informed that '9 While 5 Ltd had only been trading since 27th July and met the Council's criteria by being a private limited company by guarantee with no share capital. The company's aim was to run three separate community projects aimed at providing skills development and work experience for local residents with learning difficulties in a safe and controlled environment with a view towards ongoing employment.</i></p> <p>The Chair welcomed the '9 While 5 Ltd' representatives and thanked them for attending today's meeting.</p> <p>Laszlo Noszkay introduced himself and Richard Hannay and informed that he was a Director of 'Onetrue Step', employing 10 staff to support 25 people. Onetrue Step provides peer support to adults with a learning disability by working alongside them to develop their skills, to access community and leisure activities and to find paid employment.</p> <p>Last year it was decided to create '9 While 5 Ltd' a not-for-profit making company. The first project 'Remade', was set up in a unit on Oldmixon and entailed upcycling with the revamping of old furniture ready for sale. Richard Hannay, the Manager of '9 While 5 Ltd', had brought to the meeting, a sample of work undertaken. An old bedroom side table had been transformed into a 'shabby chic' piece of furniture which would sell for approximately £40. The unwanted and old furniture was obtained from various sources free of charge. For example, skips, the side of the road and donations. It was achievable work for the people they supported and so far the project had been very successful with sales amounting to £1200. Furniture could be renovated to suit different tastes and colour preferences. Weston Hospicecare were interested in 'partnering up' with the project and '9 While 5 Ltd' were going to launch a range of pieces to display in an area of their shop in The Boulevard to help raise funds for the Hospice who also have shops in Cheddar, Clevedon and Wrington.</p>

	<p>The committee were informed that '9 While 5 Ltd' had applied for a grant from the Town Council in order to purchase Health and Safety equipment for protection and safety in the process of renovating furniture. They wished the project 'Remade' to be self-funding and hoped to recruit a part-time employee from the funds raised through the project and use the grant for the much needed Health and Safety equipment.</p> <p>Committee members were informed that attendance was time limited but that the organisation helped people to move on and if the project was not suitable, direction in other areas within North Somerset given. There was no age limit and although the majority were 16 to 17 year olds, a gentleman aged 82 attended who was self funding and making a box for his medals. The project had Social Enterprise status, helped in the reduction of landfill and was a green and upcycling initiative. People hear of the project through organisations such as Mental Health, Weston College and The Weston Mercury. Accreditation and Traineeships with Weston College were also a possibility.</p> <p>The Chairman thanked the '9 While 5 Ltd' representatives for their presentation and informed that a decision regarding their grant application would be discussed under agenda item 6.</p> <p><i>Laszlo Noszkey and Richard Hannay left the meeting at 7.15 pm.</i></p>
343.	<p>Declarations of Interest</p> <p>There were no declarations of interest received.</p>
344.	<p>Minutes of the previous Community Services Committee Meeting held on 11th November 2013.</p> <ol style="list-style-type: none"> 1. Agenda numbering which followed on from 275.2 up to agenda item 276 was incorrect. The numbering was amended. 2. Agenda item 277.3: Councillor Fox advised that he had applied for a dog bin and, therefore, felt that the statement <i>"That the Town Council had not received 'new' requests for dog bins"</i> was incorrect. The word <i>'new'</i> was changed to <i>'additional'</i>. The Town Clerk informed that the location, costing and use of dog bins/rubbish bins would be addressed by the Expenditure and Governance Working Party. 3. Agenda item 282: The Chairman informed that Grit Bin number 4 should read <i>"Hill Road, Worle"</i> and not <i>"Hill Road, Worlebury"</i>. 4. Agenda item: 275.1: At the last meeting of the Community Services Committee concerns were raised regarding the YMCA postal appeal letter for youth funding. The letter, composed by Councillor Probert, was sent out to local businesses by the YMCA on the 5th November 2013. It was resolved that members have sight of the letter, a copy of which was subsequently circulated by email on the 22nd November 2013. Debate ensued once again on the concerns regarding the content of the letter and the use of Town Council letter headed paper. The Town Clerk informed of Councillor Probert's position as Youth Champion and Representative of the YMCA, and of his own position with regard to vetting Councillors' letters. The letter should have come from the YMCA and not the Town Council, and although Councillors considered it was unfair to put all the responsibility on the Town Clerk, the Town Clerk informed that he would in future be more vigilant in advising Councillors on circular correspondence destined for the public domain. It was also suggested that circular letters should not come from just one Councillor.

	<p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That with the above amendments the minutes be approved and signed by the Chairman. 2. That debate with reference to minute number 275.1 be received and noted.
345.	<p>References from other Committees for noting.</p> <p>345.1 Notes of the Museum Working Party held on the 12th November 2013 (approved) and 10th December 2013 (unapproved) were previously circulated with the agenda.</p> <p>RESOLVED: That the notes be received and noted.</p> <p>345.2 Notes of Weston In Bloom held on the on the 3rd December 2013 (unapproved) were previously circulated with the agenda.</p> <p>RESOLVED: That the notes be received and noted.</p> <p>345.3 Notes of the Community Events Working Party held on the 12th September 2013 (unapproved) were previously circulated with the agenda.</p> <p>The notes had already been received and noted at the last meeting on the 11th November 2013.</p> <p>345.4 Minutes of the Allotment Management Sub-Committee held on the 4th April 2013 (approved) and 27th August 2013 (approved) were previously circulated with the agenda.</p> <p>At the last meeting of the Allotment Management Sub Committee of 19th December 2013, the Terms of Reference had been agreed upon. A minute extract from the meeting was tabled together with a copy of the Terms of Reference.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That the notes be received and noted. 2. That the Terms of Reference recommended to Town Council for formal adoption.
346.	<p>Land at the Maltlands, Locking Castle <i>At the request of Councillor Darke this agenda item was brought forward.</i></p> <p>The report of the Town Clerk had been previously circulated with the agenda.</p> <p>At the Community Services Committee's meeting of 1st July 2013, the Town Clerk reported that an offer had been made by North Somerset Council for the transfer of land at the Maltlands, Locking Castle to the Town Council for use as allotments for the purchase price of £20,000. The site would be prepared and set out for use as allotments, applying section 106 money from developers. The Committee noted, however, that the site was very small and resolved to decline the offer, informing North Somerset Council that consideration would only be given to accept the transfer of the site if this were on the basis of a free transfer charge.</p> <p>Following further communication, the Town Clerk received an offer from North Somerset</p>

	<p>Council to transfer the site for £1.00 as detailed in his report.</p> <p>Although the cost of £1.00 for the transfer of land appeared favourable, the area would not be an easy site to maintain and would not yield many allotments. The suggestion for alternative use of the land such as a Community Orchard was suggested. However, the terms of s106 regs were unknown and required investigation.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That the Allotment Club be consulted on North Somerset Council's proposal. 2. That alternative uses for the land be investigated. 3. That North Somerset Council be asked to contribute £5,000 for future maintenance costs.
347.	<p>Management Reports</p> <p>347.1 YMCA</p> <p>The report of Rob Penney, Programme Development Officer had been previously circulated with the agenda.</p> <p>The report updated the Town Council as to the work undertaken at Barcode and further YMCA developments, and informed that the response rate for the YMCA postal appeal for Youth funding had been poor with only four donations being made so far.</p> <p>RESOLVED: That the report be received and noted.</p> <p>347.2 The Blakehay Theatre</p> <p>The report of the Theatre Manager was tabled.</p> <p>The report informed of a successful Christmas period with many patrons coming through the theatre doors to see the Christmas productions. The theatre had grown significantly over the last year, and over the next few months a review of procedures and systems would be undertaken in order to identify ways in which the theatre could be run more efficiently. The theatre bar was an area for improvement, not only as a bar area during performances but also as a multi-functional room. A financial breakdown of bar takings was provided. Bar takings depended upon the type of performances and shows.</p> <p>Debate ensued. The Town Council had already invested a considerable amount of budget in the refurbishment of The Blakehay Theatre to-date and a further £50,000 was proposed to overhaul the bar. Modest improvements and additions to the bar had already been resolved with the proposal to raise the floor and installation of a fridge. The income of the bar from particular performances or types of show was identified and consideration given to ways in which the bar could diversify becoming more creative in what was sold. Market research was also a possible avenue to be explored together with expert advice.</p> <p>In conclusion, members rejected the estimated £50,000 bar refurbishment in favour of more modest and beneficial improvements.</p> <p>PROPOSED: Councillor Roger Bailey SECONDED: Councillor Peter Fox</p>

RESOLVED:

1. That the report be received and noted.
2. That the Policy & Finance Committee be advised to consider more modest, beneficial and incremental improvements to the bar area rather than a major refurbishment at a cost of £50,000.

Councillor Claire Kingsbury-Bell left the meeting at 7.50 pm and returned at 7.53 pm

347.3 Allotments – Hutton Moor Site

The report of the Grounds Manager had been previously circulated with the agenda.

Due to badger activity during November and December 2013 the access road to the allotments had visibly deteriorated. The Town Council's Surveyor and a Badger Specialist from Country Contracts visited the site to assess the situation. Signs have since been erected to notify allotment holders of the unstable access road and a weight restriction on vehicles imposed.

The Surveyor's feedback indicated that weekly inspections to check and photograph the depth of any holes be undertaken together with a general review as to whether the road condition was visibly deteriorating. In addition it was recommended that allotment holders be approached to undertake daily visual checks. These measures have been put in place.

Country Contracts provided a detailed report. The removal of badgers and interference with the sett requires a Licence issued by Natural England for the action to be lawful. Licences were usually only available to allow works between the 1st July and the end of November. The report identified a number of potential ways of resolving the issue once a Licence was granted but as an interim measure the road surface could possibly be strengthened with metal plates.

The Town Clerk confirmed that the Badgers Act 1992 made it a criminal offence to interfere with a badger sett without a Licence.

Debate ensued.

RESOLVED:

1. That the condition of the road surface continues to be monitored, putting in metal plates when and if advised by the Town Council's Surveyor.
2. That the Town Council employ Country Contracts to pursue a Licence from Natural England.
3. That the Town Council's Surveyor review the repair options and estimate a cost for necessary works.

347.4. Grounds Mower Contract

The report of the Responsible Financial Officer had been previously circulated with the agenda.

The current year's budget (2013/2014) had made provision for essential equipment for the Grounds Team in order to aid efficiency with the team's increased role with the additional duties of maintaining and inspecting play areas and the cultivation of flower beds. The Grounds Manager after considering the equipment currently available to the Grounds Team

	<p>and the operations they undertake, considered that a new mower was now required.</p> <p>The Grounds Manager advised that grass cutting had doubled. The Grounds Team's current mower was a small commercial 'ride on' rotary mower. The proposed mower was a cylinder mower which would increase grass cutting capacity as it gave a wider cut. The mower was a demonstration model and, therefore, the cost of purchase was significantly cheaper than if new. It was a road licensed machine but no road tax was required. Maximum usage was 1500 hours and the Grounds Manager confirmed that if the hours were exceeded, a penalty would be imposed although he felt this highly unlikely.</p> <p>A full procurement exercise had been undertaken. None of the companies were able to offer a maintenance inclusive contract and there would be a yearly cost for maintenance of approximately £1000 but this was already in the budget. It was pointed out that the quotes given excluded VAT.</p> <p>Debate ensued.</p> <p>RESOLVED: That TH White's quotation be approved to enable the mower to be in place for the cutting season using the budget provision approved by the Town Council meeting on 21st January 2013.</p> <p>347.5 Armed Forces Day – 21st June 2014</p> <p>In response to a question about costs accrued by the Town Council in support of Armed Forces Day, the Town Clerk confirmed that additional hours had been allocated to the Civic Officer for the Freedom of the Town event with a few extra staff hours for Armed Forces Day meetings to-date. Consideration was also given to the Civic Officer attending Community Services to give an update on the event in the absence of Steve Townsend from the Town Centre Partnership.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That it be noted that Steve Townsend (Town Centre Partnership) would be in attendance at the next Community Services Committee meeting on the 17th March 2014 where he would provide a complete update on the Armed Forces Day. 2. That a complete financial breakdown of Town Council costs including staff time and involvement with Armed Forces Day be provided and brought to the next Community Services meeting as an agenda item.
	<p><i>Councillor Clive Darke and the Grounds Manager left the meeting at 8.10 pm</i></p>
<p>348.</p>	<p>To determine Grant Applications including Youth Council Grants</p> <p>The report of the Finance Officer had been previously circulated with the agenda.</p> <p><u>9 While 5 Ltd</u> Grant applied for: £900 Under power: Local Government Act 1972 section 137</p> <p>This grant application had been deferred from the last meeting in order to obtain further information. Representatives were in attendance at the beginning of the meeting in order to further inform members and answer questions about '9 While 5 Ltd'.</p>

The ratio of 25 clients to 10 staff was considered high but recognition of the positive outcomes were acknowledged. Initially £750 was proposed and as a goodwill gesture the sum of £300 put forward. Debate ensued.

PROPOSED: Councillor Michal Kus

SECONDED: Councillor Peter Fox

A vote was taken and **carried**. Accordingly it was:

RESOLVED: To award this grant application the amount of £900

Citizens Advice Bureau (CAB)

Grant applied for: £10,000

Under power: Under power: Local Government Act 1972 section 142

The Finance Officer advised that Clevedon awarded a grant to CAB of £50,000 and Portishead contributed £20,000. In total 9766 attended CAB from North Somerset, 3000 of whom were from Weston-super-Mare.

The grant of £10,000 was awarded to CAB every year. Recognition was given to the valuable service offered by the Weston-super-Mare based CAB which also employed local people. Debate ensued on the requirement of more information and how the grant was administered in order to justify the £10,000 award every year. Cash at bank was noted. Members were advised that CAB had offered to attend a full Town Council meeting to give a presentation.

PROPOSED: Councillor Roger Bailey

SECONDED: Councillor Simon Stokes

A vote was taken and **carried**. Accordingly it was:

RESOLVED:

1. To award this grant application the amount of £10,000.
2. That CAB be requested to attend a full Town Council meeting to give a presentation in the next financial year.
3. That the £10,000 grant application be reviewed in the next financial year.

Waves of Harmony

Grant applied for: £1000

Under power: Local Government Act 1972 section 137

The group were a choral based society and were looking for £1,000 funding towards their travel costs for their twinning trip to Hildesheim in March 2014.

Debate ensued and although it was regrettable to refuse this grant application, cash in the bank was noted. It was also noted that the society were financially buoyant.

PROPOSED: Councillor Michal Kus

SECONDED: Councillor Claire Kingsbury-Bell

A vote was taken and **carried**. Accordingly it was:

RESOLVED: That this grant application be refused.

<p>349.</p>	<p>Weston Hospicecare 25th Anniversary Event 2014</p> <p>The report of the Town Clerk had been previously circulated with the agenda.</p> <p>This agenda item was deferred from the Community Services Committee meeting of 11th November 2013.</p> <p>Weston Hospicecare would be celebrating their 25th Anniversary in 2014 and plans were underway for many events and initiatives to raise the charity's profile and to thank the volunteers and community for all their hard work over the years. The Hospice, a chosen charity of the current Town Mayor, were hoping the Town Council and the Mayor would help publicise their work and organise and support a special event to help them celebrate.</p> <p>Debate ensued.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That the Town Council support Weston Hospicecare's 25th Anniversary celebration. 2. That the Community Events Working Party consults with Weston Hospicecare to establish what support they require and that the Chairman reports back to the Community Services Committee.
<p>350.</p>	<p>Reletting of Contract for Christmas Lights</p> <p>The report of the Town Clerk had been previously circulated with the agenda.</p> <p>The Town Clerk gave a short summary of the history and funding for the Christmas lights, advising of the reasons and decision to employ a contractor in 2009 to supply and maintain the Christmas lighting in the town. The contract was now due for renewal and the Town Clerk advised that the Town Council go to tender in the open market in accordance with the Council's Procurement Policies and Procedures. Five companies including the current contractor would be asked to bid.</p> <p>Debate ensued. The 'national chains' in the High Street did not contribute to the Christmas lighting which was questionable. The Town Council's budget for the Christmas lighting was set at £30,000. BID contribute with the management, production and administration of the Christmas lighting. It was proposed, however, that BID be approached to establish what they could contribute financially.</p> <p>In consideration of further extending the area of Christmas lights, the Town Clerk advised of issues encountered with infrastructure and the costs incurred. A Councillor reminded the committee that in 2008 he had proposed that a fir tree be planted in the Italian Gardens as an alternative to erecting and cutting down a Christmas tree every year.</p> <p>PROPOSED: Councillor Michal Kus SECONDED: Councillor Alan Peak</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That the Town Council seek tenders for a new 3 year contract for Christmas lighting in the town with the option to extend to a further two years. 2. That BID be consulted with regard to a financial contribution from them towards the Christmas lighting.

351. Street Naming

The report of the Town Clerk's secretary had been previously circulated with the agenda together with appendices 1, 2, 3 and 4.

351.1 Street names for Weston Airfield Development

Two lists of aircraft related names, Appendix 1 and Appendix 2, were previously circulated with the agenda.

As resolved at the Community Services meeting of 1st July 2013, the Chairman and Vice-Chairman approved 20 aircraft related street names which were forwarded North Somerset Council (Appendix 1). Six of these names were chosen by North Somerset Council. Debate ensued on the reasoning for choosing only six names out of the original 20.

North Somerset Council were once again requesting a further 20 aircraft related street names and had supplied a list of 49 aircraft related street names proposed by Councillor Ap Rees of North Somerset Council (Appendix 2).

RESOLVED: That the choice and approval of 20 out of 49 aircraft related street names from Appendix 2 be delegated to Councillor John Crockford-Hawley and Peter Fox and forwarded to North Somerset Council for consideration by the developers.

351.2 Street names for the development of land off Westbury Crescent

A copy of the developers proposed site, Appendix 3, had been previously circulated with the agenda.

North Somerset Council had received a street naming and property numbering request for a development of land to the rear of Westbury Crescent. North Somerset Council would prefer not to use any road names with the inclusion of Westbury but any names that have a local/historic connection.

Councillor John Crockford-Hawley informed that in 1841 a Mr Payne owned the land and Arturus Partnership were responsible for designing the University Campus site for Weston College, a building which could be viewed from Westbury Crescent.

Debate ensued.

RESOLVED: That the street names of Payne's Way and Arturus View be approved and forwarded to North Somerset Council for consideration by the developers.

351.3 The Town Council's Street Naming Database

In order to avoid unnecessary delays, a recommendation was put forward that the committee appoint an officer or member with a particular interest in History/Geography in the local area to undertake research for the Town Council's street naming database in readiness for requests from North Somerset Council and Developers.

RESOLVED: That Councillors John Crockford-Hawley and Peter Fox be appointed to undertake research for the Town Council's street naming database.

<p>352.</p>	<p>Community Events</p> <p>Budget provision for Community Events 2013/14 had been set at £4000, £1000 of which, although allocated to Weston Museum, had not been used and was duly returned by the Museum Supervisor. The Mayor had requested that the £1000 be utilised towards the costs of holding a reception at the Royal Hotel in celebration and recognition of Weston College's positive Ofsted report.</p> <p>Debate ensued. Some members opposed the use of the Community Events budget for an event for selected and invited guests.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That the Mayor's request for the provision of £1000 from the 2013/14 Community Events' budget towards the costs of holding a reception in recognition of Weston College's positive Ofsted report be refused. 2. That the Town Clerk on behalf of the Town Council writes a letter of congratulation to Weston College in recognition of their positive Ofsted report. <p>The Chairman of the Community Events Working Party informed that out of 71 contestants and from 7 heats, 21 finalists had been chosen for the final of Weston's Got Talent. Although tickets were sold out to the public for the final event, two rows (front and back) had been held back, the seating allocation of which would be discussed at the next Community Events Working Party meeting on the 9th January 2014, together with the format for the final. Members were invited to attend.</p> <p>The Chairman of the Community Events Working Party detailed the proposed format for the final event of Weston's Got Talent and the Chairman of the Community Services Committee gave her congratulations.</p> <p>Problems in coming within budget had been an issue and the Chairman of the Community Events Working Party was uncertain as to whether he could utilise the monies already received from ticket sales to further fund the final of Weston's Got Talent. The Finance Officer informed that the auditing process and banking of monies from ticket sales had to be adhered to. In response, the Town Clerk agreed that any surplus from ticket sales for the final could be used to further fund the final of Weston's Got Talent.</p> <p>RESOLVED: That any surplus from ticket sales for the final of Weston's Got Talent be used to further fund the Weston's Got Talent's final.</p>
<p>353.</p>	<p>CCTV Provision</p> <p>353.1 The CCTV incidents summary reports to-date were previously circulated with the agenda and North Somerset Council's CCTV log books for individual wards circulated by e-mail.</p> <p>RESOLVED: That the CCTV reports be received and noted.</p> <p>353.2 The response from the Police Crime Commissioner for Avon & Somerset, reference CCTV data and feedback on outcomes was previously circulated with the agenda.</p> <p>At the Community Services Committee of 11th November 2013, it was resolved that the issue of CCTV data and feedback on outcomes be addressed with the Crime Commissioner for</p>

	<p>Avon & Somerset. To this end, the Town Clerk had communicated with Avon and Somerset Police and a response was received from District Commander Nikki Watson.</p> <p>The District Commander advised that Chief Inspector Cohen was currently in discussions with the Control Manager of CCTV operations on the best way forward and that members would be informed and updated on any significant progress made.</p> <p>RESOLVED: That the response from Chief Superintendent Nikki Watson be received and noted.</p>
354.	<p>Other Transportation Matters for Consideration</p> <p>a) To receive notification of Disabled Parking Bay Applications</p> <p>The Committee noted the up-to-date list of current applications available to view at the meeting.</p> <p>RESOLVED: That no objections were raised at the meeting for the following Disabled Parking Bay application and that North Somerset Council's Disabled Parking Bay section be notified.</p> <p>1. Southville Road</p> <p>b) Street Trading Applications</p> <p>There were no Street Trading Applications received for the period 11th November 2013 to 6th January 2014.</p>
	<p>There being no further business, the Chairman closed the meeting at 9.10 pm</p> <p>Signed..... Dated.....</p> <p>Chairman</p>