

**WESTON-SUPER-MARE TOWN COUNCIL
COMMUNITY SERVICES COMMITTEE
MEETING HELD ON MONDAY 10th NOVEMBER 2014
AT GROVE HOUSE**

Meeting Commenced: 7.00 pm

Meeting Concluded: 9.25 pm

PRESENT: Councillor Lisa Pilgrim (Chairman), Raymond Armstrong, Roger Bailey, James Clayton, Clive Darke, Peter Fox, David Hitchins, Clare Kingsbury-Bell, Alan Peak, Robert Payne (S) and Rose Warwick.

IN ATTENDANCE: Malcolm Nicholson (Town Clerk), Samantha Bishop (Committee Officer), Helen Morton (Finance Officer), Rob Thursdon (Grounds Manger), Kevin Lilwall (Operation Manager – WSM YMCA), Steve Matthews (Surveyor) and Beth Evans (Weston & Somerset Mercury).

240.	<p>Apologies for Absence and Notification of Substitutes</p> <p>Apologies for absence were received from Councillors Holly Young and Clive Webb.</p> <p>Councillor Holly Young was substituted by Councillor Robert Payne.</p>
241.	<p>Declarations of Interest</p> <p>There were no declarations of interest received.</p>
242.	<p>Minutes of the Community Services Committee Meeting held on the 1st September 2014</p> <p>The minutes of the previous meeting had been previously circulated with the agenda.</p> <p>RESOLVED: The minutes be approved and signed by the Chairman.</p>
243.	<p>To determine Grant Applications including Youth Council Grants</p> <p>The report of the Finance Officer had been previously circulated with the agenda together with feedback from ‘Go Kids Go’.</p> <p>The available balance for the Town Council’s Small and Voluntary Organisation Grants budget as at 31st August 2014 was £1,500. The value of the three applications for consideration was £2,357.</p> <p>Shrubbery Neighbourhood Group Grant applied for: £357 Under power: Local Government Act 1972 section 137</p> <p>The Finance Officer’s report informed that the accounts had been checked and the available funds as at 31st March 2014 were £334.62.</p> <p>The Shrubbery Neighbourhood Group were applying for a grant to rebuild the wooden football goals in the park that were vandalised in May this year. There were 370</p>

households in the area that participate in the group. The quote for the repairs was £757. North Somerset Council have agreed to contribute £200 towards repairs.

PROPOSED BY: Councillor Robert Payne

SECONDED BY: Councillor Clare Kingsbury-Bell

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

RESOLVED: To award this grant application the amount of £357.00

Weston-super-Mare Television

Grant applied for: £1000

Under power: Local Government Act 1972 section 137

The Finance Officer's report informed that this was a new enterprise being set up by the current owner who was applying for a non-profit social enterprise status. The enterprise was based on volunteer helpers from all communities within Weston-super-Mare. All the volunteers have the chance to be involved in all aspects of media, from camera operation to presenting.

Members felt that more information was needed.

PROPOSED BY: Councillor Clare Kingsbury-Bell

SECONDED BY: Councillor Robert Payne

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

RESOLVED: To write a letter to the effect of inviting them to present their application at the next meeting to prove the benefits of the grant to the organisation and suggest that in the meantime the equipment be loaned.

Councillor Clive Darke declared a prejudicial interest as a member of the The Wayfarers Drama Group and left the meeting at 7.15 pm

The Wayfarers Drama Group

Grant applied for: £1000

Under power: Local Government Act 1972 section 137

The Finance Officer informed that the application had been checked and the bank balance as at 31st March 2013 was a credit balance of £3,632.55. The drama group had been established since 1951, were based at 'The Theatre in the Hut', Milton and have approximately 70 members. The grant would be used to re-upholster the seating in the theatre. The group have received a quote of £3,000. Other income was obtained through ticket sales from the shows, sponsorship and events.

Members supported a modest contribution should be given the shortage of funds.

PROPOSED BY: Councillor Clare Kingsbury -Bell

SECONDED BY: Councillor Raymond Armstrong

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

	<p>RESOLVED: To award this grant application the amount of £200.00</p> <p><i>Councillor Clive Darke re-joined the meeting at 7.19 p.m.</i></p> <p>It was noted that receiving feedback from ‘Go Kids Go’ was very much appreciated and the Committee would like to encourage other organisations to provide such information.</p>
244.	<p>References from other Committees</p> <p>Museum HLF Working Party</p> <p>The notes of the Museum Working Party held on the 16th September 2014 (approved and attached) and the 14th October 2014 (unapproved and available at the meeting).</p> <p>RESOLVED: The notes be received and noted.</p> <p>The Town Clerk informed that a duplicate copy of the information submitted for the HLF Bid on Friday 7th November 2014 was available to view at the meeting and would be located and Grove Lodge if Members wished to view it at any time.</p> <p>Weston In Bloom</p> <p>The notes of Weston In Bloom held on the 9th September 2014 (approved and attached) and 14th October 2014 (unapproved and attached) had been previously circulated with the agenda.</p> <p>RESOLVED: The notes be received and noted.</p>
245.	<p>Management Reports</p> <p>Youth Services</p> <p>The report of the Operations Manager – WSM YMCA had been previously circulated with the agenda.</p> <p>Debate ensued. The Operations Manager was asked how he thought the transition of service from Barcode to the YMCA had gone and he explained that it had had its advantages in terms of facilities and support available but disadvantages in losing the drop in customer and capacity for large events. There had been some issues around branding and signage that needs to be addressed to make the YMCA more accessible to people. There was also an issue with the street lighting which unfortunately was acting as a deterrent for some parents when dropping off or collecting people.</p> <p>It was questioned if whether the housing element of the project was revenue or a cost and the Operations Manager informed that at full capacity, the housing element supported itself.</p> <p>It was queried how much involvement the Operations Manager had with the running of the Youth Council and how many members there were. He reported that there were 9 or 10 members of the Youth Council and that he had delegated the function to another member of staff to run.</p>

The offer for Councillors to visit the YMCA was still open.

RESOLVED: That the report of the Operations Manager be noted.

The Operations Manager left the meeting at 7.35 pm.

The Blakehay Theatre

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

The Town Clerk advised that the Theatre Manager was unable to attend the meeting due to workload and drew the meetings attention to the arranging of the 10th Anniversary Gala evening on the 28th February 2015 and the request from Sunshine Productions to make the Blakehay their resident theatre.

Debate ensued. Concerns were raised regarding the request based on previous arrangements with users of the Blakehay and that if decided to accept the request, it be fully explored and a business plan of some description be drawn up.

It was queried what had happened with the works for the Upper Studio and the Town Clerk reported that the ventilation of the room had not yet been addressed due to the budget needing to be spent on emergency public convenience related issues. The Lower Studio had been repainted and gold lettering painted around the tops of the walls to give a facelift.

RESOLVED:

1. That the report of the Theatre Manager be noted.
2. To approve the request from Sunshine Productions in principle and that a full exploration of the implications of the request be undertaken.

Cemeteries and Allotments

The report of the Grounds Manager and Town Council Surveyor had been previously circulated with the agenda.

The Grounds Manager's report informed that the quality of the Town Council's operation at Milton Road cemetery had also been acknowledged in 'It's Your Neighbourhood Award' achieving a level 4 'thriving' from a level 3 'developing' in 2013. Maintenance of the Cemetery continued with an extended mowing season due to weather and the management of burial procedures had been successfully covered during staff shortages.

Members were updated on the badger situation at Hutton Moor Allotments, the driveway works at Old Mill Way and the boundary issue at Redpits Allotments.

RESOLVED:

1. That the report of the Grounds Manager and Town Council's Surveyor's report be noted.

	<p>2. That the boundary issue at Redpits Allotments be referred to the Allotment Management Sub Committee.</p> <p>Weston Museum</p> <p>The report of the Museum Supervisor had been previously circulated with the agenda.</p> <p>The Town Clerk informed that the Museum Supervisor was not in attendance to present her report, however the report was self-explanatory.</p> <p>It was felt that some of the events put on by the Museum were very good but there seemed to be a problem with the timing of advertising which needed to be addressed.</p> <p>The Committee requested the Museum Supervisors attendance at the next meeting in order to make introductions.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That the report of the Museum Supervisor be noted. 2. That the Museum Supervisor be requested to attend the next meeting of the Community Services Committee. <p>Public Conveniences</p> <p>The Town Clerk apologised for the absence of a report and reported that the managing of the toilets had been a continuous challenge in terms of vandalism, drugs use, homelessness and technical problems since adoption in June. This had not been helped by the recent misleading report in the Mercury. All vandalism or drug related problems have been reported to the police for them to help target and they now have a key for all toilets. CCTV for toilets was being explored and North Somerset Council's CCTV review was an item for discussion on the Town Council agenda on 17th November.</p> <p>The Street Wardens were now patrolling the Grove Park and Locking Road toilets and they were in possession of a key and it had been resolved at the meeting of the Policy & Finance Committee on 20th October that all toilets would be closed and locked from 5pm over the Winter.</p>
246.	<p>Urgent Repairs to the Boundary Wall at Milton Road Cemetery</p> <p>The Town Clerk's report and the Surveyors Structural Survey report had been previously circulated with the agenda.</p> <p>The Town Clerk's covering report provided a two point recommendation and he advised that there was no budget for this item. The Town Clerk amended his recommendation to include a third point which was that the Council undertakes a full tender process. The full recommendation should then be referred to the Town Council meeting for approval on 17th November 2014.</p> <p>The Chairman invited Steve Matthews, Surveyor to present the Structural Survey report and answer any questions.</p>

	<p>Debate ensued.</p> <p>RESOLVED:</p> <p>To recommend to the Town Council:</p> <ol style="list-style-type: none"> 1. To agree that work to reduce the height of the wall and to remove or reduce the trees behind the wall be undertaken as soon as practicable. 2. To undertake a full tender process to that effect. 3. In the event of extreme urgency to approve the use of general reserves to provide the necessary funding for the works, estimated at £35,000 to £40,000.
247.	<p>Hutton Moor Allotments – Remedial Works to the Access Road</p> <p>The Town Clerk's covering report, outlining recommendations for consideration from the Town Council Surveyors report had been previously circulated with the agenda.</p> <p>The Town Council Surveyor was invited to elaborate and answer any questions. He gave the background on the situation and informed of its current state which included the problems with The Brandon Trust not being able to empty their toilets on the site and the removal of a loaded skip. Out of the five recommendations outlined in the report from Natural England there were only two that were cost effective and to decipher between the two, it was needed to know what size and type of vehicles would be using the track. At the moment, there is no way of knowing what is under the track until it was dug up and so a contingency budget was recommended.</p> <p>An estimated figure for the two options was requested and the Surveyor advised that both options were level on cost and that usage of the road would affect the choice of option. He informed that there was not a significant cost in getting firm prices for both options. It was suggested that Brandon Trust could be moved to another site considering the time factors that were involved.</p> <p>The Grounds Manager informed that a further licence to carry out any work would need to be obtained and it would need to be done after the breeding season.</p> <p>The Surveyor advised that the report he had undertaken was only a preliminary report and that far more information was needed.</p> <p>The Town Clerk informed that he had approached North Somerset Council regarding creating another entrance, which request was refused.</p> <p>RESOLVED:</p> <p>To approve the amended recommendations outlined in the Town Clerk's report that:</p> <ol style="list-style-type: none"> 1. Enquires are undertaken to establish which options are acceptable to the enforcing authority, whether a licence would be granted for these works, and within what timeframe.

	<ol style="list-style-type: none"> 2. Discussions be held with the Allotment Club and Brandon Trust to inform the best way forward. 3. The size and type of vehicles required to use the access road be established so that a design can be created that meet these requirements. 4. The principle of access to the neighbouring land is established and any safeguarding that the adjoining owner requires agreed so that it can be costed into the scheme. 5. Consultation is undertaken with the allotment holders to identify the least disruptive time to undertake the works and the effect this may have on the Brandon Trust. 6. Trial holes and soil investigations are commissioned to enable the load bearing capacity of the ground to be established. 7. Once the above information is available, detailed designs and specifications be prepared for the proposed works and tendered to established costs. 8. Funding options for the work to be considered. <p><i>The Town Council' Surveyor and the Grounds Manager left the meeting at 8.30 pm</i></p>
248.	<p>Grit Bin and Dog Bins</p> <p>To receive and approve the Dog Bin Policy The Dog Bin Policy had been previously circulated with the agenda.</p> <p>The Town Clerk informed that the policy had been written as a consequence of North Somerset Council's notification for increasing the maintenance cost from £2 to £6 per bin from 2015. Investigation into other options for dog bin maintenance was being undertaken and recommendations would be brought back for consideration. The policy had been to both the Expenditure & Governance Working Party and the Policy & Finance Committee for comment.</p> <p>Debate ensued regarding 3.2 of the policy - 'priority will be given to bins at WTC play areas and parks'.</p> <p>It was suggested to request that Alliance Homes notify the Town Council when any of their bins were removed.</p> <p>It was requested to add a 5.4 'to consult the ward Councillor when a bin was removed'.</p> <p>RESOLVED: To approve the Dog Bin Policy with the addition of 5.4 'to consult the ward Councillor when a bin was removed'.</p> <p><i>Councillor David Hitchins left the meeting at 8.55 pm.</i></p> <p>To note the Grit Bin Provision Policy The Grit Bin Policy had been previously circulated with the agenda.</p>

<p>RESOLVED: That the Grit Bin Provision Policy be noted.</p> <p>Grit Bin requests A Grit Bin request for Totterdown Lane, junction of Burnham Drive had been previously circulated with the agenda.</p> <p>The Town Clerk advised of an additional request put forward from Councillor Jan Holloway for a Grit Bin at South Down Road, Worle. North Somerset Council had indirectly approved the bin but this needed to be confirmed in writing.</p> <p>The 2014/2015 EMR for Grit Bins was £750.00, which would provide five Grit Bins.</p> <p>The Chairman suggested that if the budget had not been utilised then the remaining balance of £450 (3 Grit Bins) be carried forward as and EMR for the 2015/2016 budget.</p> <p>The Town Clerk advised that if any further requests for Grit Bins were received in the 2014/2015 financial year then they could be delegated to the Chairman, Vice Chairman and Town Clerk to consider rather than coming back to Committee.</p> <p>RESOLVED: That the Grit Bin requests for both:</p> <ol style="list-style-type: none"> 1.Totterdown Lane, junction of Burnham Drive and 2.South Down Road, Worle <p>Be approved, subject to approval from North Somerset Council Highways Agency.</p> <p>The Chairman brought forward item 11.3 Budget Considerations 2015/16 - Grit Bins to be discussed at this point in the meeting.</p> <p>RESOLVED: That the remaining balance of £450 (provision for 3 Grit Bins) be carried forward as and EMR for the 2015/2016 budget.</p> <p>Dog Bin requests The recent request from Councillor Peter Fox and the current request list dating back to 2007 had been previously circulated with the agenda.</p> <p>The Town Clerk advised that as a result of the notification from North Somerset Council to triple the cost of emptying the dog bins from £2 to £6 he had been researching into other options. He had contacted both Clevedon and Nailsea Town Council's on the subject and jointly there would be a total of 92 bins which should be an attractive offer for any company wishing to tender for the work. Quotations would be received on 24th November and would be reported to the Policy and Finance Committee.</p> <p>It was highlighted that public awareness that dog waste could be disposed of in litter bins as well as dog bins needed to be addressed as this may help to relieve the demand for dog bins.</p> <p>The Committee Officer informed that dog bin requests had not been discussed by the Town Council since the Dog Bin Working Party which last met on 30th April 2010 and a list of all requests had been kept until Town Council wished to discuss. It was noted</p>

	<p>that there had not been any follow up calls regarding the requests. The Committee Officer further informed that there would be no need for a 2015/2016 Dog Bin Purchase budget as there were 8 bins in storage and that it was the emptying of the dog bins that there was no budget provision for.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That all reported Dog Bin requests be reviewed against the adopted Dog Bin Policy before consideration. 2. That all requests pre 2011 be removed from the list. 3. That a revised list of Dog Bin requests be reported to the next meeting of the Community Services Committee for consideration. <p>The Chairman brought forward item 11.1 Budget Considerations 2015/16 - Dog Bins to be discussed at this point in the meeting.</p> <p>RESOLVED: That an additional £1,000 (provision for the emptying of 3 dog bins) be recommended for the 2015/2016 Dog Bin emptying budget, over and above the figure advised by North Somerset Council.</p>
249.	<p>The Chairman brought forward the remaining items for the Budget Considerations 2015/16 to be discussed at this point in the meeting.</p> <p>Budget Considerations 2015/16</p> <p>Bus Shelters</p> <p>RESOLVED: To recommend the replenishing of both the Bus Shelter purchasing (£3,500) and Bus Shelter repairs budget (£2,000) for the 2015/2016 budget.</p> <p>Community Funded Events 2015/16</p> <p>RESOLVED: To recommend a figure of £4,000 for the Community Funded Events 2015/16 budget.</p>
250.	<p>Community Events</p> <p>The report of the Community and Grounds Administrator proposing plans for the Big Lunch 2015 had been previously circulated with the agenda.</p> <p>PROPOSED BY: Councillor Clare Kingsbury-Bell SECONDED BY: Councillor Raymond Armstrong</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. To approve the Community and Grounds Administrator's proposals for the Big Lunch 2015 event. 2. That the event be included on the next Community Services meeting agenda for discussion.

251.	<p>Street Naming and Numbering</p> <p>To consider the naming of Nin Court Application SNN3099</p> <p>Paperwork to consider the naming of Nin Court had been previously circulated with the agenda.</p> <p>RESOLVED: That Nin Court be approved as the street name for Application SNN3099.</p> <p>To note the usage of a Town Council approved road name Application SNN3105</p> <p>Paperwork to note usage of a Town Council approved road name had been previously circulated with the agenda.</p> <p>RESOLVED: That the Town Council felt that the name of a Worle Parish Rector should be used and that this be communicated to North Somerset Council.</p> <p>To note the proposed name for the Gypsy and Traveller site at the Old Junction Yard Application</p> <p>RESOLVED: That the proposed name of ‘Greenfields’ for the Gypsy and Traveller site at the Old Junction Yard Application be noted.</p>
252.	<p>CCTV Provision</p> <p>CCTV Incidents Summary Reports</p> <p>The reports for July 2013/14 and August 2013/14 had been previously circulated with the agenda.</p> <p>RESOLVED: That the CCTV Incidents Summary Reports for July 2013/14 and August 2013/14 be received and that the reports be available in colour at the meeting of future Community Services Committee Meetings.</p> <p>North Somerset Council’s CCTV Log Books</p> <p>The reports to-date for individual wards had been circulated by e-mail.</p> <p>RESOLVED: That the North Somerset Council’s CCTV Log Books be noted.</p>
	<p>There being no further business, the Chairman closed the meeting at 9.25 pm.</p> <p>Signed: Dated: Chairman</p>