

# PORLOCK PARISH COUNCIL

Old School Centre, West End, Porlock, Somerset TA24 8NP

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## Notice of the Environment & Amenities Committee Meeting of Porlock Parish Council

**To Councillors:** D Heath (Chair), S McCanlis, D McCanlis and M Vernon

**You are hereby summoned to attend the Environment & Amenities Committee meeting at 6.30 pm on  
Wednesday 7 October 2026 at the Old School Centre, Porlock.**

**Dated:** Friday 2 October 2026

Johnathan Jones  
Clerk and Responsible Financial Officer

A health and safety announcement will be made at the start of the meeting.

This meeting will be recorded in accordance with NALC's Guidance on Recording of Parish Meetings.

### AGENDA

- 1) Receive apologies for absence (LGA 1972 s85 (1))**
- 2) Resolve declarations of interest and any dispensations granted**  
*Members should declare any interests they may have in agenda items. The Committee will also consider any prior requests from members for dispensations (NB this does not preclude later declarations). (Localism Act 2011 s33)*
- 3) Resolve items to be dealt with after the public, including the press, have been excluded (Public Bodies (Admission to Meetings) Act 1960 s1(2))**
- 4) Minutes of meetings (LGA 1972 s12 para 41(1))**
  - a) Resolve to approve the minutes of the Environment & Amenities Committee meeting held on 14 May 2026**
  - b) Resolve to approve the minutes of the adjourned Environment & Amenities Committee meeting held on 9 July 2026**
- 5) Receive any committee-related updates from the action log report**
- 6) Public participation**  
*This section provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chair) to participate. (LGA 1972 s12 para 10(2) (b))*
- 7) Receive an update on grounds and gardening work opportunities, resolve next steps and make a recommendation to Council**
- 8) Receive an update on the Old School Centre Community Orchard pond project, resolve next steps and make a recommendation to Council**
- 9) Receive an update on the Porlock Marsh signage and resolve next steps**
- 10) Discuss and resolve next steps following the Act to Adapt workshop held on 15 September, and make a recommendation to Council**

- 11) Discuss Somerset Council's local devolution proposals and resolve which services, if any, the Committee should recommend that Council include in a formal expression of interest**
- 12) Discuss Council's riparian responsibilities and whether Council should provide a coordination role for riparian owners, resolve next steps and make a recommendation to Council**
- 13) Receive the task-based risk assessments for the sanding and oiling of council benches and resolve next steps**
- 14) Review the outstanding actions from the asset reviews and resolve next steps**
- 15) Receive the tree survey report, resolve next steps and make a recommendation to Council, including the scope and schedule of works**
- 16) Resolve to obtain prices to replace the parish noticeboard at Porlock Hardware Store**
- 17) Resolve to obtain quotes to refresh the Old School Centre Community Room kitchen area**
- 18) Resolve to recommend that Council use the Civic-ly asset management system at a cost of £66 per month (£792 per annum), with a one-off setup fee of £499.00**
- 19) Review the current working draft budget for 2027/28 and forecasts for future years in relation to the Environment and Amenities portfolio**
- 20) Note outstanding/deferred items:**
  - a) Resolve the priority order for the water refill units** – to be discussed once Wessex Water's review of the locations has been received.
  - b) Resolve whether to remove, repair, refurbish or replace the community noticeboard at the Central Garage forecourt** – to be discussed once the review of the churchyard railing noticeboards has been completed.
  - c) Resolve and recommend to Council how to improve litter management in the village and which devolution opportunities Council should seek from Somerset Council.** – To be discussed following the outcome of Somerset Council's service review.
  - d) Receive quotes for the installation of security cameras at Doverhay Toilets and the Old School Centre**
  - e) Receive the report on Porlock Cemetery's proposed scope and schedule of works and the Committee's recommendation to Council**
  - f) Resolve to obtain a quote to repair/replace the perimeter fence to the Porlock Marsh War Memorial**
  - g) Resolve the final proposed design and costs for the Old School Centre steps noticeboards and make a recommendation to Council**
  - h) Resolve to recommend that Council register for Wessex Water's Watermark Town Award**
- 21) Receive any other business – for information only**
- 22) Date of the next scheduled meeting of the Environment & Amenities Committee**  
10 December 2027, 11.00 am at the Old School Centre, Porlock