

PORLOCK PARISH COUNCIL

Parish Room, Old School Centre, Porlock Somerset. TA24 8NP

01643 863350 info@porlockparishcouncil.gov.uk

www.porlockparishcouncil.gov.uk

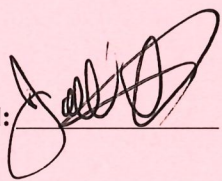


Minutes of the Environment & Amenities Committee Meeting of Porlock Parish Council

Held at the Old School Centre on Thursday 15th January 2026 at 11am

Councillors Present: D Heath (Chair), S McCanlis, D McCanlis

Also present: No members of the public and Clerk J Jones.

Signed: 

Dated: 25/1/26

Min Ref:	MINUTES	Action:
EA-2025-001	1) Receive apologies for absence (LGA 1972 s85 (1)) All members were present.	
EA-2025-002	2) Resolve the position of Vice Chair for the committee Committee RESOLVED the position of vice chair was not required for this committee.	
EA-2025-003	3) Receive and resolve non council member committee applications No applications were received.	
EA-2025-004	4) Receive sign declarations of acceptance of office and undertakings to abide by the code of conduct for elected non council members No applications were received.	
EA-2025-005	5) Receive the environment and amenities committee terms of reference Committee received the Terms of Reference.	
EA-2025-006	6) Resolve any declarations of interest and dispensations granted (Localism Act 2011 s33) No declarations of interest received.	
EA-2025-007	7) Resolve items to be dealt with after the public, including press, have been excluded (Public Bodies (Admission to Meetings) Act 1960 s1(2)) No items proposed.	
EA-2025-008	8) Receive any environment & amenities related updates on the action log report C-2025-143-10ai - Create detailed grounds maintenance schematics (schedule) – see agenda item 10 C-2025-100 - Obtain quote for notice boards at OSC – Clerk to share quote and schematic with committee. C-2025-079 - How council puts the biodiversity policy into practice – Plan is published and is subject to ongoing review/implementation. Sperate website area will be included in the new website (to be scoped). Council has been approached by 'the green council' to discuss how it could help progress council's biodiversity agenda. Cllr D Heath will meet with them to understand what/how.	JJ
EA-2025-009	Cllr. S McCanlis to review quote and schematic and provide feedback.	SM
EA-2025-010	Actions to be added: Clerk to share tree survey quotes with the committee	JJ

EA-2025-011	Obtain a list of Tree Preservation Orders within the Parish	JJ
EA-2025-012	9) Public participation (LGA 1972 s 12 paras 10(2) (b)) There were no members of the public present.	
EA-2025-013	10) Receive the latest grounds maintenance programme works list and resolve next steps The clerk provided an update on amendments to the programme. All changes agreed by council at the last review in September 2025 have been made. The grass area by the old toilet block has been removed from the programme as it has now been sold. Two standard lilacs by Central Car Park have been added to the list.	
EA-2025-014	Create detailed specification including schematic and schedule to be created for: OSC Orchard / OSC Jubilee garden / Cemetery / Churchyard / Village Hall.	SM
EA-2025-015	Create template for the detailed specification.	JJ
EA-2025-016	Cllr S McCanlis to attend the Dunster Village Gardens AGM to see how they manage its public gardens and flower displays and feedback to the committee.	SM
EA-2025-017	Committee RESOLVED engaging with more volunteers would be required to maintain the public spaces and flower displays.	
EA-2025-018	11) Discuss the development of a manual weeding plan for the Parish and resolve next steps Committee RESOLVED Cllr Heath & Cllr S McCanlis to create a plan of 'manual weeding' for the village. Further information on what is currently under agreement with the current contractor and or already devolved to the council to be provided by Somerset Council.	DH/SM JJ
EA-2025-019	12) Resolve how to best manage council's garden beds and floral displays and next steps Committee DEFERRED making further decisions until further information has been provided following EA-2025-016	
EA-2025-020	13) Receive an update on the Old School Centre Jubilee garden project reinstatement works Works are planned to commence on week beginning 3 rd March 2026.	
EA-2025-020	An ongoing maintenance specification to be drafted with the contractor to enable ongoing management.	DH
EA-2025-021	14) Receive an update on the Old School Centre Community Orchard pond project, discuss and resolve next steps Committee discussed how to gain public input to any plans and future use of the gardens. A local artist has been approached and agreed to create an artist's impression of what the pond area could look like. The annual parish meeting presents the ideal opportunity for the council to present its proposals (Designs and indicative costs) to gain public engagement. Committee RESOLVED to get an artist's impression from T Gable at the cost of £150.00 (Old school centre EMR 321) and to obtain quotes based on the original pond schematic. Approximate size of pond to be 6 meters by 3 meters.	
EA-2025-022	Cllr. Heath to contact T Gable to progress with the artists impression.	DH

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| EA-2025-023 | Create job specification including a schematic and artists impression to obtain quotes. | DH |
| EA-2025-024 | Cllr. D McCanlis obtain a quote from Simon at Tree Tops. | DM |
| EA-2025-025 | Clerk to obtain a quote from Pheonix Landscapes. | JJ |
| EA-2025-026 | 15) Review progress on the biodiversity plan, discuss and resolve next steps
Current plans in progress, wildflowers pilot working with the ENPA on how this can be achieved using the OSC as the pilot location, including the pond project and grounds maintenance schematics. | |
| EA-2025-027 | Cllr. Heath to review the plans and add this as a standing item on the E&A agenda. | DH |
| EA-2025-028 | Biodiversity checks to be included as standing item in future agenda items | JJ |
| EA-2025-029 | 16) Receive an update on asset assessments, discuss and resolve next steps
The asset register has now been updated with required internal control information. Updates for smaller individual assets are on going as part of BAU activity. Key assets need a more focused review with council member support. | |
| Committee RESOLVED that asset assessments to be conducted by end of February with the forms provided by the office. | | |
| | a) Hawkcombe Cemetery (inc. Lychgate): Cllr. D Heath & E Hawkins | DH/EH |
| | b) Old School Centre (External): Cllr. S McCanlis & T Andrews | SM/AB |
| | c) Old School Centre (Internal): Clerk & M Perkins | JJ/MP |
| | d) Doverhay Toilets: Clerk & A Bamber | JJ/AB |
| | e) Street Furniture: Cllr D McCanlis & T Andrews | DM/TA |
| | f) Floral Displays Units: Cllr. S McCanlis & T Andrews | SM/TA |
| EA-2025-030 | 17) Note outstanding/deferred items:
a) Resolve the priority order for the water refill units – to be discussed once the locations review from Wessex Water has been received.
b) Resolve the removal or repair and refurbishment or replacement of the community noticeboard at the Central Garage forecourt – to be discussed once the churchyard railing noticeboards review has been conducted.
c) Resolve how to best manage council's garden beds and floral displays and next steps | |
| EA-2025-031 | 18) To receive any other business - <u>For information only</u>
Next meeting to be arrange for the 11 th March at 9:30am | |

Meeting closed at 13:35pm

