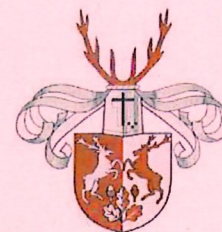


PORLOCK PARISH COUNCIL

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Minutes of the Environment & Amenities Committee Meeting of Porlock Parish Council held at the Old School Centre on Wednesday 25th March 2026 at 9:30am

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

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

Signed:

A handwritten signature in black ink, appearing to be 'D Heath'.

Dated:

14/5/26

Min Ref:

Minutes

Action:

- EA-2025-032 1) **Receive apologies for absence (LGA 1972 s85 (1))**
All members present.
- EA-2025-033 2) **Resolve any declarations of interest and dispensations granted (Localism Act 2011 s33)**
No declarations were made.
- EA-2025-034 3) **Resolve items to be dealt with after the public, including press, have been excluded (Public Bodies (Admission to Meetings) Act 1960 s1(2))**
Committee RESOLVED agenda item 24 to be heard in closed session to discuss contractual matters.
- EA-2025-035 4) **Resolve the minutes of the Environment & Amenities committee meeting held on the 15th January 2026 (LGA 1972 s12 para 41(1))**
Committee RESOLVED the motion. Cllr. Heath signed the minutes.
- EA-2025-036 5) **Receive any Environment & Amenities related updates on the action log report**
The chair requested that all updates to be received during their respective items on the agenda.
- EA-2025-037 6) **Public participation (LGA 1972 s 12 paras 10(2) (b))**
There were no members of the public present.
- EA-2025-038 7) **Resolve the manual weeding plan for the Parish and recommendation to council on:**
- a) **the schedule/schematic**
Manual weeding and litter waste management to be conducted at the following locations: The Drang, pedestrian entrance from the High Street leading to Central car park and Parson's Street from the High Street to Swiss Lodge Lane conducted four times a year; timing to be agreed.
 - b) **the budget required**
A budget of £600 per year was estimated to be required from budget allocation 206/4121
 - c) **resourcing and next steps**
 - i) Task to be conducted by a contractor
 - ii) Write a detailed works specification that covers areas, activity and removal and disposal of waste. DH
 - iii) Draft an advertisement (to include other work requests in items 8, 9 & 10) JJ

Committee RESOLVED to make the above recommendations to council.

- d) Report to Somerset Council the blocked drain by the toilets at Doverhay car park.
- e) Contact Porlock Pedals to request removal of bike by central car park.

JJ
JJ

EA-2025-039 8) Resolve the maintenance for the recently reinstated Jubilee Garden:

EA-2025-020 Jubilee Garden – Draft a maintenance schedule with the contractor for ongoing management of the garden. – Advice was that council needed a competent gardener to take on the maintenance of the garden by outlining a job specification.

a) the schedule/schematic

Maintenance of the Jubilee Garden to be conducted on an ongoing weekly/monthly basis as determined by the seasons and need. Including but not limited to weed removal, plant maintenance such as pruning and or removal/replacement as required.

b) allocated hours and approve spend (Budget 206/4121)

A budget of £500 per year was estimated to be required from budget allocation 206/4121

c) resourcing and next steps

- i) Task to be conducted by a contractor.
- ii) Interim resourcing to be requested of E Hawkins (Admin Officer) on a temporary contract basis.
- iii) Write a works specification that covers requirement, removal, and disposal of waste.
- iv) Draft an advertisement (to include other work requests in items 7, 9 & 10).

DH
JJ

Committee RESOLVED to make the above recommendations to council.

EA-2025-040 9) Receive a report on how Dunster manages its green spaces and resolve recommendations to council on:

EA-2025-016 Cllr. S McCanlis to attend the Dunster Village Gardens AGM to see how they manage its green spaces and feed back to the committee - Cllr. McCanlis gave a brief update having attended a meeting at Dunster about how it manages its green spaces which, while interesting, provided no useful transferable actions.

Committee discussed the green spaces that fall under council's responsibility and agreed that to ensure progress, their recommendations to would focus on two primary key areas; the Old School Centre Community Garden and the churchyard at St Dubricius Church.

Area: The Old School Centre will continue to be maintained as per grounds maintenance programme; grass cutting creating pathways at Level 1 – Bowling green length (Short Cut) and Level 3 – Meadow Length (Wildflower areas left to grow). The Pathways will be maintained April through to September while in flower followed by a full cuts September – April. As this is already included in the grounds maintenance contract there was no perceived impact on the budget.

Area: St Dubricius Churchyard, grass cutting at St Dubricius Churchyard to be removed from the grounds maintenance programme and create a separate works specification. At a request of the church, the churchyard will become part of the Wilder Churches scheme. Wilder Churches is a partnership project between Somerset Wildlife Trust and the Diocese of Bath and Wells, helping communities care for churchyards and burial grounds as important havens for wildlife, encouraging simple actions that support nature and biodiversity. It was recognised that publicity needed to be planned to ensure community and visitor engagement.

The works specification once created will be advertised to obtain quotes. The current grounds maintenance contract will need to be revised with the grounds contractor to exclude churchyard grass cutting with the aim of making the change in maintenance cost neutral.

a) Area: Old School Centre Community Garden

- i) Management: maintenance as per grounds maintenance programme

Initials:  Date: 14/5/24

- ii) Budget – No budget impact
- b) Area: St Dubricius Churchyard
 - i) Management: grass cutting at St Dubricius Churchyard to be removed from the grounds maintenance programme of schedule works and join the wilder churches scheme JJ
 - ii) Budget - contract to be revised with grounds contractor to exclude the churchyard grass cutting. budget savings to be assigned to new budget for churchyard grass cutting. JJ
 - iii) Resourcing – Contractor
 - iv) Next steps - Create works specification and draft advert JJ

Committee RESOLVED to make the above recommends to council.

- c) Ask Wilder Churches for any publicity materials SM
- d) Provide map to Cllr S McCanlis of Churchyard for detailing with requirements JJ
- e) Brief contractor requirements at OSC and Churchyard JJ

EA-2025-041 10) Resolve approach to managing council's floral displays (tubs/barrels/pots)

Committee discussed arrangements in place for its floral displays through the village. Current arrangements in place covered water contracts of the displays but do not cover planting out. The occupant of Westways has by request taken on planting and maintenance of one flower fountain and a trough planter. Once work has been completed the fountain planter outside the methodist church will be revived.

- a) **the schedule/schematic**
Annual planting management through an annual or biannual programme floral display specification.
- b) **budget required**
A budget of £600 per year was estimated to be required from budget allocation 206/4121.
- c) **resourcing and next steps**
 - i) Task to be conducted by a contractor.
 - ii) Write a works specification that covers requirement, removal, and disposal of waste. SM
 - iii) Draft an advertisement (to include other work requests in items 7, 8, & 9). JJ

Committee RESOLVED to make the above recommendations to council.

EA-2025-042 11) Resolve to the exchange of the four ceramic pots outside the Old School Centre with four donated half wooden barrels and:

- a) the contents of the pots be planted in the perimeter of Old School Community Orchard
- b) the new tubs are co maintained by St Dubricius First School as part of their Passion for Porlock programme

Committee RESOLVED to accept the motion requesting that, with the agreement of the donor, the four ceramic pots remain and are used at the centre by making a feature.

- c) Planting of the pots to be conducted by the contractor for the Jubilee Garden and Cllr. S McCanlis. SM

EA-2025-043 12) Receive an update on the Old School Centre Community Orchard pond project actions and resolve next steps including:

Committee received updates from the action log:

EA-2025-023 Obtain a pond quote from Simon at Tree Tops. Advice had been sought and a site visit would be conducted at the right time. A full specification would be required before any quote could be submitted.

EA-2025-022 Create Pond job specification including a schematic and artists impression to obtain quotes. – Waiting artist impression in progress this will help with the works specification.

EA-2025-024 Obtain a pond quote from Phoenix Landscapes. 05/03 - A request for indicative projects cost. Quote can only be requested once a full job specification is available.

a) the Annual Parish Meeting content, production, and committee lead(s)

Committee RESOLVED Cllr. D McCanlis will take the lead on creation and production of any materials required for the Annual Parish Meeting.

DM

EA-2025-044 13) Resolve and recommend to council how to improve litter management in the village and what devolution opportunities council should seek from Somerset Council

Committee DEFERRED the motion until the outcome of Somerset Council's service review.

EA-2025-045 14) Resolve the placement of a litter bin at the top of Villes Lane steps and recommendation to council to:

- a) approve the additional spend of £338.00 per year (exc VAT) with idverde for a weekly collection (EMR)
- b) relocate one of the litter bins from the Old School Centre
- c) approve a budget of up to £300 for risk assessment and installation costs

Committee RESOLVED to make the above recommendations.

EA-2025-046 15) Resolve the addition of a seasonal weekend litter collection including locations and recommendation to council to:

Committee RESOLVED to recommend the addition of a 26-week seasonal bin collection on Saturdays at Doverhay Car Park & St Dubricius Church railings with a revised budget (EMR year one, budget 2027-28 onwards)

- a) Request revised quote from idverde for the reduced number of collection points
- b) Review bin size or number of bins at St Dubricius Church railings

JJ

JJ

EA-2025-047 Meeting extension – 30mins

Committee RESOLVED a 30-minute extension

EA-2025-048 16) Resolve the schematic for the replacement of noticeboards at the Old School Centre, recommendation and next steps

Cllr. D McCanlis presented examples of noticeboards that could be installed at the top of the steps that would accommodate requirements of council, library, Lovelace Resource Centre, and Community notices

- a) obtain detailed quotes and design specifications for noticeboards at the top of the OSC steps – number and style to be determined.
- b) Obtain detailed quotes and design specifications for noticeboards and sign requirements on the OSC building

DM

JJ

EA-2025-049 17) Resolve the changes (including words) to directional information the fingerpost sign outside the methodist church

Committee RESOLVED the final wording on the finger post sign as amended

- a) Provide design feedback to signage company.

JJ

EA-2025-050 18) Resolve next steps for the outstanding maintenance works at St Dubricius and recommendations to council for works to the:

- a) Footpath at the rear of the church
- b) Masonry wall to the south

- c) **Coping to the west of the gate piers to the north path**
- d) **Masonry maintenance to the cross in the churchyard**

Committee DEFERRED the item due to time constraints

EA-2025- 051 19) Discuss progress against council's biodiversity plan and resolve any next steps

Cllr. D Heath gave an update on the plans and how things were progressing as demonstrated in the previous agenda items. The committee agreed that biodiversity should no longer appear as a standing item, but instead be incorporated within all relevant agenda items, ensuring it becomes an integral part of everyday discussion.

EA-2025- 052 20) Receive an update on asset assessments, discuss and resolve next steps

- a) **Old School Centre (External)** – date to be arranged
- b) **Street Furniture** – date to be arranged
- c) **Floral Displays Units** – date to be arranged

No update was provided due to reviews not being completed.

EA-2025- 053 21) Receive an update on the Wessex Water location review for the water refill units and resolve next steps

Wessex Water require keyholder information to access service areas at the locations identified.

Obtain keyholder contact information for the locations and provide to admin team

DM

EA-2025- 054 22) Resolve to recommend to council the Old School Centre Community Orchard and Jubilee Garden accept to feature in this years Open Gardens running the 30th-31st May 2026

The Committee considered the request and agreed that the purpose of Open Gardens is to provide access to private gardens that are not ordinarily open to the public. As the Old School Centre Jubilee and Community Gardens are accessible year-round, the Committee felt it would not be appropriate to include them in the programme.

There was no proposer - motion fell.

Due to insufficient time items 23 to 26 were not heard. Item 24 will be moved to the ordinary meeting of the council on the 8th April 2026

The meeting closed at 12:00

23) Resolve to enter closed session to discuss item 23

In accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and the council's Standing Order 3 d), the press and public will be excluded from the meeting during the discussion of item 23 on this agenda.

24) Review and resolve received tree survey quotes and recommendations to council

25) 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 and recommend to council how to improve litter management in the village and what devolution opportunities council should seek from Somerset Council.** – To be discussed following the outcome of Somerset Councils service review.
- d) **Resolve next steps for the outstanding maintenance works at St Dubricius and recommendations to council for works to the:**
 - i) **Footpath at the rear of the church**

- ii) Masonry wall to the south
- iii) Coping to the west of the gate piers to the north path
- iv) Masonry maintenance to the cross in the churchyard

EA-2025- 26) To receive any other business - For information only
058 No other items were received.