

PORLOCK PARISH COUNCIL

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Minutes of the Environment & Amenities Committee Meeting of Porlock Parish Council held at 3 pm on the 14 May 2026 at Porlock Village Hall

Councillors present: D Heath (Chair), S McCanlis and D McCanlis

Also present: One member of the public and the Clerk J Jones.

Signed: _____ **Dated:** _____

Minutes

Min Ref:

Action:

EA-2026-001	1) Receive apologies for absence All members were present.	
EA-2026-002	2) Resolve any declarations of interest and dispensations granted No declarations were received.	
EA-2026-003	3) Resolve items to be dealt with after the public, including press, have been excluded No items were proposed to be heard in closed session.	
EA-2026-004	4) Resolve the minutes of the Environment & Amenities Committee meeting held on the 25th March 2026 RESOLVED: Cllr. Heath signed the minutes.	
EA-2026-005	5) Receive any Environment & Amenities related updates on the action log report EA-2025-053 – Water Refill Units – Obtain keyholder information for the locations and provide to admin team. As reported in the May 2026 portfolio report.	DM
	EA-2025-041-10cii – Floral Displays – Write a works specification that covers requirements, removal and disposal of waste. No update.	SM
	EA-2025-040-9d - Green Spaces - St Dubricius Churchyard - Provide a map of the churchyard to Cllr S McCanlis (JJ). Update: map provided. Detailed requirements to be prepared by SM. No update.	JJ SM
	EA-2025-039-8cii – Green Spaces – Jubilee Garden – Write detailed works specification that covers requirements, removal and disposal of waste. No update.	DH
	EA-2025-038-7cii – Manual Weeding – Write detailed works specification that covers areas, activity, removal and disposal of waste. No update.	DH
	EA-2025-023-Pond Project-Obtain a quote for the pond from Simon at Tree Tops. Update: Quote received.	DM DM

EA-2025-046-15b & 15a Assets – Obtain detailed quotes and design specification for noticeboards at the top of the OSC steps – Number and style to be determined. Update: Cllr. D McCanlis gave an update on research and specification options. The Committee requested a quote for a lockable three-bay noticeboard at the top of the steps for occupants of the Old School Centre, together with a second three-bay noticeboard of equivalent width for the street side. The quote should include cost options for either open fronts or self-closing sliding doors. The noticeboards should be made of recycled composite material with an oak-effect finish

The Clerk highlighted that there was currently no budget provision for the noticeboards, so the Council would need to discuss funding via earmarked reserves.

EA-2026-006 **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.

There were no members of the public present.

EA-2026-007 **7) Resolve the works schedule for the manual weeding plan and review the weed control papers presented to Council on the 8th April 2026**

No works schedule was presented to the Committee.

RESOLVED: The works schedule/specification should be prepared in line with the draft advert and should include, but not be limited to:

- Site/locations,
- Scope of services,
- Service standards,
- Activity requirements,
- Frequency,
- Health, safety & compliance.

Draft final works specification for approval.

JJ

Review and approve final specification.

DH

EA-2026-008 **8) Resolve the maintenance works schedule for the Jubilee Garden**

No works schedule was presented to the Committee.

RESOLVED: The works schedule/specification should be prepared in line with the draft advert and should include, but not be limited to:

- Site/locations,
- Scope of services,
- Service standards,
- Activity requirements,
- Frequency,
- Health, safety & compliance.

Draft final works specification for approval.

JJ

Review and approve final specification.

DH

EA-2026-009 **9) Resolve the works schedule for St Dubricius Churchyard**

No works schedule or schematic was presented to the Committee setting out the required grass lengths and the areas to which they applied.

RESOLVED: The works schedule/specification should be prepared in line with the draft advert and should include, but not be limited to:

- Site/locations,
- Scope of services,
- Service standards,
- Activity requirements,
- Frequency,
- Health, safety & compliance.

Prepare a schematic map showing the works to be completed and send it to the Clerk.

SM

Draft the final works specification, using the schematic, for approval.

JJ

Review and approve final specification.

DH

EA-2026-010 10) Resolve the annual works schedule for floral displays (tubs/barrels/pots)

No works schedule was presented to the Committee.

RESOLVED: The works schedule/specification should exclude watering to avoid confusion and be prepared in line with the draft advert and should include, but not be limited to:

- Site/locations,
- Scope of services,
- Service standards,
- Activity requirements,
- Frequency,
- Health, safety & compliance.

Draft the final works specification for approval.

JJ

Review and approve the final specification.

DH

EA-2026-011 11) Resolve the Floral Display Adoption Agreement and recommendations to Council

RESOLVED: That the Floral Display Adoption Agreement be approved as amended.

EA-2026-012 12) Subject to resolution of items 7,8,9 & 10, resolve the work package adverts and agree next steps

RESOLVED: Reordering of the work packages within the advertisement:

- Weeding & Litter Management,
- Jubilee Garden,
- St Dubricius Churchyard,
- Floral Displays.

Publish the advert on the noticeboards, website and Facebook once the work specifications have been approved by Cllr Heath.

JJ

Inform the floral watering contractors of the advert before publication.

JJ

EA-2026-013 13) Receive an update on the Old School Centre Community Orchard pond project actions and resolve next steps for recommendation to Council:
a) Design including pond location

Initial designs and the project scope had been received by T Gable and A Jones. The Committee discussed the project scope and agreed it should consider a phased approach and include the whole orchard, including the entrance, access requirements and existing features to make the orchard an attractive and accessible destination for all.

b) Project management

The Committee agreed that the project would require professional project management.

c) Community Engagement

Following input at the Annual Parish Meeting, where the idea of a pond was received positively, the Committee agreed that further engagement and community involvement would be required and should form part of the overall project plan. This could begin with the publication and display of the initial project designs at the Old School Centre.

d) Budget requirements and funding options

The Committee discussed the initial costs and noted that indicative pricing for the initial pond element was around £15,000. It was agreed that, if the project scope were widened, a conservative estimate of £30,000 to £40,000 should be allowed. The Clerk advised that grant or sponsorship funding would be required to deliver the project in part or in full.

e) Tender process

The tendering process should be developed as part of the project plan.

RESOLVED: To present the project scope and findings to the Council at the next available meeting of the Council.

Follow up with Porlock Apple Press regarding the future of the press.

JJ

EA-2026-014 14) Receive an update on the recently approved waste collections:
a) Villes Lane/Meadowhayes steps

A local contractor had been requested to install the waste bin. Collections have commenced.

b) Saturday Waste Collection

Collections have commenced.

EA-2026-015 15) 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.**

The Committee requested an extract of the Quinquennial Report in which these items had been identified, and that further investigation be undertaken with the church's representative to clarify the works required.

JJ

Engage a qualified risk assessor to assess the risk relating to the footpath.

JJ

Check the credentials of the risk assessor.

DM

An earmarked reserve ('sinking fund') for the churchyard should be included in the 2026/27 budget discussions.

JJ

EA-2026-016 16) Discuss budget planning and requirements for 2027/28 and 2029-2032 forecasting

The Clerk outlined the Council's budget-setting process and drew attention to items recently requested that had not been included in the 2026/27 budget round. The Committee noted that its initial budget request would need to be submitted to the FHR Committee for discussion in September.

The Committee requested that the following initial items be included under the budget agenda item for its July meeting:

- Garden maintenance resource for the OSC Orchard,
- Replacement of the finger post sign at the churchyard,
- Earmarked Reserve 'sinking fund' for the churchyard.

EA-2026-017 17) Receive an update on Coach Road / Church View fence and grounds management and resolve next steps and recommendations to Council

The Committee requested that the grounds contractor provide a revised quotation for the installation of one or two solid fence panels on the recreation ground side, together with the cost of planting hedging and the associated annual maintenance. The existing wire fencing should remain in situ until the hedge has become established.

EA-2026-018 18) 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 carried out.
- 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 Council's service review.

EA-2026-019 19) To receive any other business - For information only

Cllr. S McCanlis raised concerns about the amount of three-cornered leek being seen in the parish.

Cllr. D McCanlis commented on the state of the notices at the Old School Centre.

Meeting closed at 5.15 pm