

## NAILSEA TOWN COUNCIL

### COMMUNITY ENGAGEMENT COMMITTEE 16 MARCH 2016

A meeting of the Community Engagement Committee will be held on Wednesday **16 March 2016 at 7.30pm at The Tithe Barn.**



### AGENDA

**Please turn off mobile phones before the meeting**

1. Apologies
2. Declaration of Interests
3. Confirmation of the minutes of the meetings held on 11 November 2015 and 20 January 2016, previously circulated
4. To consider an update on the proposed purchase of Nailsea Youth House
5. Consideration of a proposal to support the production of a town map at a total cost of £450 – see Clerk's Report
6. To consider how to initiate a two-way relationship with residents to engage more effectively
7. To consider improvements to the Town Council's web-site
8. To consider a town-wide consultation on the subject of housing development
9. Consideration of councillors having an @nailseatowncouncil email address, see Clerk's Report
10. Consideration of the School Crossing Patrol Service, see Clerk's Report and letter - **encl**
11. To consider a training course, 'Digital Councils' offered by the National Association of Local Councils. The event is free of charge, but the cost of travel will need to be considered - **encl**
12. Any Other Business

[REDACTED]  
Ian Morrell – Town Clerk  
Tithe Barn, Church Lane, Nailsea BS48 4NG

**9 March 2016**

**NAILSEA TOWN COUNCIL - COMMUNITY ENGAGEMENT COMMITTEE MEETING**  
**16 MARCH 2016**

**MINUTES** of the meeting of the Community Engagement Committee held on Wednesday 16 March 2016 at 7.52pm at The Tithe Barn, Church Lane, Nailsea.

**PRESENT:** Cllr Jameel in the Chair, Cllr Barclay, Cllr Bird, Cllr Frappell, Cllr Hamblin, Cllr Heappey (from 8.03pm), Cllr Hunt, Cllr Lees, Cllr Petford, Cllr Wilson and the Clerk. Also in attendance, Cllr Barber, Cllr J.Blatchford and Cllr Phillips.



**CE09/16** **APOLOGIES** were received and accepted from Cllr Packham, Cllr J Tonkin and the Assistant Clerk.

**CE10/16** **DECLARATION OF INTEREST**  
None.

**CE11/16** **MINUTES** of the Committee held on 11 November 2015 and 20 January 2016 were signed by the Chairman as a correct record.

Mr Matthew Thomas, the Chairman of Nailsea Action Group, was at the meeting, and it was agreed that agenda items 6 and 8, which were of particular interest to him should be brought forward.

**CE12/16** **TO CONSIDER HOW TO INITIATE A TWO-WAY RELATIONSHIP WITH RESIDENTS TO ENGAGE MORE EFFECTIVELY**

Cllr Jameel suggested that face to face and social media could be good ways to improve dialogue with residents. She said she wanted to improve communication with a wide variety of groups including young people. She was particularly interested in hearing feedback and also identifying how people could make a contribution to the community themselves.

Cllr Lees said that Facebook could generate positive dialogue but could also encourage abusive behaviour. Members agreed that social media can have significant benefits and disadvantages and to remain credible as a source of information or debate it needs to be used regularly.

Cllr Lees mentioned that Weston super Mare Town Council has set up a very effective Facebook page which provides information and links to community groups, but does not allow comments from members of the public.

Cllr Blatchford said that issues raised at surgeries often cannot be solved by the councillor. Cllr Jameel said that this subject, in her view, was not about problem solving, but more about asking people what they want as well as how they can contribute.

Cllr Hamblin said that face to face communication produces a better reaction so councillors should get out and about and have a higher profile.

Cllr Lees suggested the Council could have a stall at the Community Market.

Cllr Heappey arrived at 8.03pm.

Cllr Jameel said if the Council always does the same things, it will get the same things.

Cllr Hunt said that the members of Council should speak with one voice, but this does not always happen. Attendance by councillors at the markets and the Community Showcase over the years has been poor, but councillors should attend as many community functions as they can. She said that people tend to disregard things until it affects them, and it would be helpful if residents understood more about the process as to how the Town Council makes its decisions. She said that a resident had stopped her earlier that day thanking the Town Council for its hard work, especially in the face of criticism to which it had recently been subjected.

Cllr Blatchford said the Council should 'profile' the local population to assist in deciding how best to communicate.

Cllr Petford said that people do not know what the Council does. Facebook could be a good way of communicating. However, expectations should not be raised unrealistically. Residents should not be asked what they want if the Council cannot deliver.

Cllr Heappey said that Nailsea is not a political council and has independent-minded councillors, so they cannot all speak with one voice. She said that councillors should not go against North Somerset Council policy.

Cllr Hamblin said that her experience of working with young people is that they understand they cannot get everything they want. The important aspect is building relationships and not making promises that cannot be fulfilled.

Cllr Frappell said that acquiring and developing Youth House as part of the Nailsea Place idea could be an important part of the answer to better communication.

Cllr Wilson said that the Council is purely advisory and so cannot get much done. Cllr Frappell said that building the skatepark shows what the Council can do.

The Clerk said that he thought the Skatepark Project was a good example of communication with residents and the Town Council working with other groups. This included Christian Surfers and youth workers. The public meetings with young people and parents had resulted in a consensus on the design of the new park so it can be enjoyed by the widest range of young people.

Cllr Hamblin said that the original skatepark was developed in the same way.

Cllr Hunt said that research on matters of interest to residents could be undertaken at the markets.

Cllr Jameel suggested setting up a rota for councillors to run a stall on market day. Cllr Heappey suggested having a stall every quarter. She said that the bus used as part of the Parish Plan consultation process was an effective way of encouraging people to get their views across.

The Clerk said that the key to the success of the Parish Plan consultation process was very good planning, which takes a lot of time and preparation, but produces good results in terms of the quality and statistical significance of feedback.

Cllr Petford suggested looking at improving communications when the Council has acquired Youth House. Cllr Heapey said the Council should ask the public whether it should buy Youth House.

Cllr Jameel then asked members whether the Council should proceed or wait regarding new initiatives in communicating with residents.

Cllr Petford said the Council should get the building and then ask residents for feedback. Cllr Wilson said the Council should test the water and see what happens.

Mathew Thomas said the way the process had worked regarding the approach by Barratt Homes had raised suspicions. Also, if the land at Engine Lane was sold residents want to know what the money would be spent on.

**CE13/16 TO CONSIDER A TOWN-WIDE CONSULTATION ON THE SUBJECT OF HOUSING DEVELOPMENT**

Cllr Lees said that it was North Somerset's responsibility as the Planning Authority to communicate with residents regarding housing developments. The Town Council only has control over its own assets.

Cllr Hunt said that this is a complicated issue. She said that with regard to Engine Lane she thought it was wrong to have an asset doing nothing when people need homes.

Cllr Bird thought that there was an issue of communication. He did not attend the Town Council meeting on 2 March but the minutes make no mention of the need for cheaper housing in the town, so he wondered if this message is getting across.

Cllr Barber said that North Somerset Council has consulted with residents and the Core Strategy process has been common knowledge.

Cllr Bird said that the Town Council needs to set out the issues regarding housing development for the town.

Matthew Thomas said that the proposed housing on Youngwood Lane had a lower density than that proposed for Engine Lane and had more open space. Cllr Barber said that if the proposed site was opened up the rest of Youngwood Lane could be developed. It was also commented that the higher density on Engine Lane was because of the smaller type of homes, which the town needs.

Cllr Barclay said that Town Council policy is for the green belt to extend from the Morgan's Hill bridleway south to the railway line. There should be a green belt review now.

Cllr Phillips said that when he worked in the development industry it was clear that without a green belt review the most attractive area for development was in the Youngwood Lane area. The urgent need is for affordable housing for young people.

It was proposed by Cllr Frappell and seconded by Cllr Heappey

**RESOLVED** to **RECOMMEND** to Town Council to consider having a town-wide consultation on the subject of housing development.

The vote was four in favour, two against and four abstentions

**CE14/16** **CONSIDERATION OF A PROPOSAL TO SUPPORT THE PRODUCTION OF A TOWN MAP AT A TOTAL COST OF £450**

The information in the Clerk's Report was considered.

Cllr Bird asked who would own the copyright to the map, and Cllr Petford asked who would benefit from the profit from any products which were sold as a result of producing the map. She said this appears to be a commercial venture, and if so asked why the Council would contribute towards it.

It was agreed that the Clerk would get more information on the project and report back.

**CE15/16** **TO CONSIDER AN UPDATE ON THE PROPOSED PURCHASE OF NAILSEA YOUTH HOUSE**

The Clerk reported that Bilfinger GVA had conducted a condition survey on Youth House on 11 March. A full report is expected by 25 March. He had met the officer from Property Management on 15 March who had agreed to instruct the Valuation Office Agency (formerly the District Valuers Office) to conduct an open-market valuation of the building, with North Somerset Council and the Town Council sharing the cost.

**CE16/16** **TO CONSIDER IMPROVEMENTS TO THE TOWN COUNCIL'S WEB-SITE**

Cllr Bird questioned what the Council wants to achieve from information provided on the web-site.

Cllr Lees said there was a need to upgrade the web-site and to have someone in the office to run it.

The Clerk said that the office staff could administer the site, but the Council must decide how it wants the web-site to function and what content and updates it wants to have.

Cllr Petford suggested that a working party is created to determine what information the Council wants on the web-site and how the management of the site will work. Cllr Bird said that additional content and updates could be emailed to all councillors for comments before publishing on the site.

It was agreed that the working party would comprise Cllr Bird and Cllr Petford.

**CE17/16** **CONSIDERATION OF COUNCILLORS HAVING AN @NAILSEATOWNCOUNCIL EMAIL ADDRESS**

Cllrs referred to the information in the Clerk's Report.

The Clerk confirmed that messages could be automatically redirected from an @nailseatowncouncil.gov.uk address to a councillor's personal email address.

Cllr Blatchford said that councillors would need an official .gov.uk address in order to deal with government agencies.

It was proposed by Cllr Bird and seconded by Cllr Phillips.

**RESOLVED** to **RECOMMEND** to Town Council that councillors who so wish should be able to request a [name]@nailseatowncouncil.gov.uk email address and that if required it could be diverted to their personal email address. The cost of each email address is currently £3.10 per month.

The vote was seven in favour, two against and one abstention.

**CE18/16 CONSIDERATION OF THE SCHOOL CROSSING PATROL SERVICE**

A paper prepared by Cllr Blatchford was tabled. He reported that he had attended a meeting at North Somerset Council on 15 March on this subject.

North Somerset Council is not obliged to provide a School Crossing Patrol service, but anyone performing the role has to be employed by the Highways Authority. North Somerset Council is effectively offering to contract-out the service, by offering to employ staff and conduct training on the basis that another party pays the cost.

Cllr Barber said that schools should pay for the Crossing Patrol Service. Cllr Lees concurred and said that the Town Council should keep a watching brief on the matter. Other members asked what the potential cost would be if the Town Council were to contribute.

It was proposed by Cllr Hunt and seconded by Cllr Petford

**RESOLVED** to obtain information from each school as to their views on the School Crossing Patrol service and to consider the matter further.

The vote was unanimous.

**CE19/16 TO CONSIDER A TRAINING COURSE, 'DIGITAL COUNCILS' OFFERED BY THE NATIONAL ASSOCIATION OF LOCAL COUNCILS. THE EVENT IS FREE OF CHARGE, BUT THE COST OF TRAVEL WILL NEED TO BE CONSIDERED.**

The information attached to the agenda was noted.

**CE20/16 ANY OTHER BUSINESS**

None.

The meeting closed at 9.47pm.



27.4.16

**Date:** 26 February 2016  
**Contact:** Sustainable Travel and Road Safety  
**Direct dial:** 01934 426629  
**Email:** roadsafety@n-somerset.gov.uk



Sustainable Travel and Road Safety  
North Somerset Council  
Town Hall  
Weston-super-Mare  
BS23 1UJ

Dear Colleague,

### **School Crossing Patrol Service**

As you will be aware, North Somerset Council faces continuing financial challenges over the coming years and as part of our response we wish to change the way in which we deliver the School Crossing Patrol service.

From September 2016 we would like to provide the service to communities on a traded basis. Under this arrangement schools, Parent and Teacher Associations, Parish and Town Councils and businesses would be able to buy a complete SCP service from NSC to ensure that the service continues and that road safety is not compromised.

The NSC service would comprise the following elements:

#### **For existing School Crossing Patrol sites**

- employment, payroll and management of SCP officers
- annual update training for SCP officers
- sickness and absence management
- dealing with road safety incident reports
- uniform and equipment for one SCP officer
- SCP guidance pack



#### **For schools and communities wishing to establish a new School Crossing Patrol site**

- an initial site assessment to establish the need for an SCP
- recruitment of staff, initial training and equipment
- ongoing employment, training and management as above

To find out more, we would like to invite you to attend one of our information meetings on **Tuesday 15 March 2016** from 12.30pm to 2pm or from 5pm to 6.30pm at Castlewood, Tickenham Road, Clevedon, BS21 6FW.

This will be an opportunity to find out more about the reasons for the changes and the service we wish to offer, along with the expected charges for continuing the service at existing sites and to set up new ones.

If you would like to come along to one of the meetings, please confirm your attendance by contacting the Road Safety and Sustainable Travel team on 01934 426 629 or email [roadsafety@n-somerset.gov.uk](mailto:roadsafety@n-somerset.gov.uk)

Yours faithfully

*C Hall*

CLlr Colin Hall  
Executive Member for Children & Young People's Services

This letter can be made available in large print, audio, easy read and other formats.

Documents on our website can also be emailed to you as plain text files.

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Freedom of Information Act 2000





**Digital Councils - Wednesday 18 May 2016**  
**Room 404/5, 4<sup>th</sup> Floor**  
**AON, The Leadenhall Building,**  
**122 Leadenhall Street,**  
**London EC3V 4AN**

**Programme**

- 10.30 – 11.00      ***the registration and refreshments***
- 11.00 – 11.05      ***the chair***  
Welcome and introduction from Alan Jones, Head of  
Communications, NALC
- 11.05 – 11.20      Welcome from AON
- 11.10 – 11.40      **Power of Digital Communications**  
Sarah Lay, Nottinghamshire County Council (tbc)
- 11.40 – 11.55      ***the tea and talking***
- 11.55 – 12.25      **Case study of a County Association helping getting  
councils online and in touch with the digital world**  
Oxfordshire County Association (tbc)
- 12.25 – 12.55      **Know what is acceptable?**  
Elizabeth Howlett, Solicitor (tbc)
- 12.55 – 13.55      ***Lunch and networking***
- 13.55 – 14.20      **Digital Communications Case Study 1**  
Stone Parish Council (tbc)
- 14.20 – 14.55      **Digital Communications Case Study 2**  
Bognor Regis Town Council (tbc)
- 14.55 – 15.10      ***the tea and talking***
- 15.10 – 15.40      **Digital Communications Case Study 3**  
Farnham Town Council, Surrey (tbc)

15.40 – 15.55

*Open microphone*

15.55 - 16.05

**Summary and Close**

**CLERK'S REPORT**

**5. Consideration of a proposal to support the production of a town map at a total cost of £450**

The following email was sent by Sharon Brown of the Blue Room, and Chair of Nailsea Trade and Commerce.

"I'm currently discussing a summer holiday project with Nailsea artist Emmeline Simpson (<http://www.emmelinesimpson.co.uk/>). Emmeline isn't an exhibitor at The Blue Room, as she works on a commercial scale, but she's keen to be involved in a project working with the Nailsea community. As you may know, for the last 2 years we've run community focused projects during the school holidays, a Young People's art competition in 2014 and the very successful Craft Bombing in 2015. Both of these projects were entirely funded by The Blue Room. Emmeline does a lot of work in schools, and has previously collaborated on a similar project in Sea Mills.



Our plan is for Emmeline to create one of her iconic maps in black and white, get it printed in large format on PVC (2 metres by 2 metres approx), and involve the community in creating the finished version. The vision is a 3D collage of work created by the community showing anything from iconic images of Nailsea to their own house and garden. We would like to see the map used as a resource for the town, for visitors and locals, perhaps creating a lifesize copy to be attached to blank walls in suitable places around the town. It could also be available as a leaflet (similar to the footpaths map). The final version of the map could be on permanent exhibition somewhere suitable such as the Tithe Barn.

Our discussions are at an early stage, but one thing is clear – we need to raise funds! The Blue Room is not in a position to fund a project on this scale. Emmeline needs to be paid for her time in creating the map (estimate £300). We're currently finding out printing costs for the PVC version of the map, but based on costs for banner printing we estimate at least £150. We hope to run workshops and events for the community (free if we can get funding) to join in making the collage pieces and we would need to purchase materials (although we would attempt to source these from places such as the Scrap Store). There would also be costs involved in recreating the lifesize versions of the map, and leaflets as mentioned above.

My role at this stage is to search out potential 'funders' for the project. Clearly, there are benefits to the community in providing creative opportunities for all ages, and it will result in the creation of a truly unique piece of artwork for Nailsea. As such, I would hope to be able to attract an initial funding commitment from the Town Council that allows us to kickstart the project. I'll also be approaching Nailsea Community Trust, Ellandi, and possibly the Arts Council. These types of application are always likely to be more successful if an interested local entity has already made a commitment, which is why I'm approaching you first."

**9. Consideration of councillors having an @nailseatowncouncil email address**

Cllr Bird has made the following comments:

"A Nailsea Council email address has a number of advantages.

Whilst some do have email addresses they only use for council business, a Nailsea town council email address keeps business very separate from private emails. This has security advantages as well as personal ones as it means council documents never get mixed up with personal items – which I think is in-line with general town/parish council practices and policies. It also makes documents and conversations easier to find as you only have council business in your email folder.

Personally it also means you can address council business when you want to rather than it interrupting your normal everyday personal email use.

The above is important if we move towards publishing emails on the website as this will obviously

bring about an increase in emails from the public. It also gives us all very easily remembered email addresses, [name.surname@Nailsea.council.gov.uk](mailto:name.surname@Nailsea.council.gov.uk) (or such like). For the public it makes us more accessible without that accessibility interrupting our private lives.

Regards costs, as this is something separate and only used on council business (i.e. not used in our private lives), it should be council funded.

Whilst I want to be more accessible by the public, I'd rather that was via email (so I can deal with it at my convenience) and I'd rather my personal email address wasn't published publically – I want to keep that private.”

Each email address costs £3.10 per month i.e. £37.20pa. If all 19 cllrs on email decided to have an @nailseatowncouncil.gov.uk email address it would cost £706.80pa in total.

#### **10. Consideration of the School Crossing Patrol Service**

Currently the only school crossing patrols sites in Nailsea are at St Francis and Kingshill Primary Schools, and both posts are vacant. North Somerset Council has reassessed both sites prior to undergoing the current review of the service and they do not meet the guidance criteria for a School Crossing Patrol. The head teachers have been informed but this hasn't been relayed to parents at this stage, as it may be decided that people wish to explore funding for them to continue. Information from NSC is that St Francis School are interested in exploring the possibility of retaining a school crossing patrol but the position regarding Kingshill School is unknown.

Cllr J.Blatchford asked me to identify whether North Somerset Council has a database of where children attending the schools live. The answer was as follows:

“When assessing a site to determine whether they meet the guidance criteria for a school crossing patrol site, we look at traffic flow and also numbers of children crossing. This is completed in the morning at the time children are going to school and traffic is at its busiest.

I can share with you the assessments for both St Francis and Kingshill, but I would need to talk them through as they are complex.

I could get a map of where children live but it would take some time and also not show the actual children who walk to school, and also at the specific crossing point.”

**Ian Morrell, Town Clerk**  
**9 March 2016**