

NAILSEA TOWN COUNCIL

A meeting of the Nailsea Town Council will be held on Wednesday
19 October 2016 at 7.30pm at The Tithe Barn.



AGENDA

Please turn off mobile phones before the meeting

1. Apologies
2. Declaration of Interests
3. Public Participation
4. Confirmation of minutes of the meeting held on 7 September 2016 – **encl**
5. Chairman's Remarks
6. Consideration of a Notice of Motion by Cllr David Packham as follows
"It is proposed that the Town Council:
 - a) Accepts an offer of £500,000 to lift the restrictive covenant on land at Engine Lane, if received from North Somerset Council, subject to planning consent;
(Report to Executive 18 October – **encl**)
 - b) As part of this disposal agrees to the terms of the compensation payment to Nailsea and Backwell Rugby Club as set out in the calculations agreed with North Somerset Council regarding the covenant and;
 - c) Proceeds with disposing of the land for residential development, subject to contract."
7. To consider a minor change to Standing Orders, see Clerk's Report
8. **Financial/Legal/Staffing Matters**
 - a) Statement of Income and Expenditure to 10 October 2016 - **encl**
 - b) Cheques raised from 27 August – 10 October 2016 – **encl**
 - c) Consideration of grant requests for 2017-18 - **encl**
9. Reports from District Councillors
10. To consider applying for the Local Council Quality Award scheme, see Clerk's Report
11. Consideration of the aims and objectives of The Nailsea Place. Report from Patients' Association (December 2014, revised June 2015) and paper from Cllr Clare Hunt - **encl**
12. To consider attending a conference relevant to The Nailsea Place initiative entitled 'How to involve and co-produce with patients and communities', see Clerk's Report and course details – **encl**
13. To consider an update on a proposal to apply for Town Green status for land at The Uplands
14. **Reports of Committees, sub-committees and working parties**
 - a) Planning Committee 31 August (previously circulated) and 21 September 2016 - **encl**
 - b) Environment and Leisure Committee, 24 August (previously circulated)
 - c) Finance and Policy Committee, 31 August - **encl**
 - d) Community Engagement, 28 September – **encl**
15. Questions asked under Standing Order 25
16. **Invitations to Attend**
 - a) Nailsea Little Theatre, 3 November, 'The Trials of Alice in Wonderland', four tickets
17. Any Other Business

NAILSEA TOWN COUNCIL

Minutes of the Town Council meeting held on Wednesday 19 October 2016 at 7.30pm in the Tithe Barn, Church Lane, Nailsea.



PRESENT: Cllr Packham in the Chair, Cllr Barber, Cllr Barclay, Cllr J Blatchford, Cllr M.Blatchford, Cllr Frappell, Cllr Hamblin, Cllr Heappey, Cllr Holt, Cllr Hunt, Cllr Jameel, Cllr Lees, Cllr Ponsonby, Cllr A.Tonkin, Cllr J.Tonkin, Cllr Wilson and the Clerk.

113/16 APOLOGIES were received and accepted from Cllr Middleton and Cllr Phillips.

114/16 DECLARATIONS OF INTERESTS

Cllr J.Tonkin declared a possible personal interest as a district councillor in agenda item 6, the Notice of Motion regarding the four acres of land on Engine Lane leased to Nailsea and Backwell Rugby Club.

Cllr M.Blatchford declared a possible pecuniary interest as a district councillor in agenda item 6. the Notice of Motion regarding the four acres of land on Engine Lane leased to Nailsea and Backwell Rugby Club.

Cllr Barclay declared a personal interest in agenda item 8c) Consideration of Grant Request for 2017-18 as he is chairman of NEAT (Nailsea Environmental & Archaeological Team).

115/16 PUBLIC PARTICIPATION

Cllr Packham said that he was aware that members of the Nailsea Action Group (NAG) wished to speak against residential development on Engine Lane, and for the purposes of balance he wanted to mention the petition in favour of developing the land, signed by 258 people. This petition includes the following: "We, the undersigned, ask Nailsea Town Council to sell the fields opposite Engine Lane to Barratt Homes to provide 195 houses for the local community. Nailsea Action Group do not speak for a large proportion of our residents."

Matt Thomas, the Chair of NAG said he had some questions for the Council:

1. The last information published by the Town Council showed the abnormal costs to be £2.64 million. As these costs will be deducted from the sale price they are an indirect cost to residents of the town. Why are the Town Council boosting Barratt's profits by agreeing to these terms?
2. NAG estimates the sale value of Gaulacre as approximately £10 million. Please could you explain why building 200 houses now rather than in 2023 is worth the loss of £2.5 million in additional overage that the Town Council will need to pay by selling the land now?
3. What is the "agreed" compensation to Nailsea and Backwell Rugby Club?
4. What is the current total of direct costs, such as professional fees, and indirect costs, such as staff time incurred by the Town Council through these proposals?
5. Given the recent publication of the proposals for 2,800 houses, in addition to the 1,100 already proposed for Nailsea by 2036, does the Council not think that there may be a greater value in the preservation of the open space for future

generations than the short-term injection of money whose benefits will be short lived and long gone by 2036?

He concluded by saying that there are now around 300 names on NAG's petition opposing development, and that a decision tonight on the four acres is effectively a commitment to sell all the Town Council's land on Engine Lane.

Cllr Packham said that the motion on the agenda relates to the four acres leased to the Rugby Club not the entire 14 acres. He said that on 18 October North Somerset Council's (NSC) Executive had agreed a proposal to charge £500,000 to lift the covenant on the land. The sum allocated to the Rugby Club in the proposals as mitigation for the loss of land they lease is £693,000.

Cllr Ponsonby said that in her many years of negotiating contracts the first rule was never to show your hand. In the wording of the paper to the NSC Executive it said that the sale of the land by the Town Council was currently in process, but the Council is not in that situation. She said that the motion implies the sale of all the land as Barratts do not want to develop the 4 acres only. Cllr Ponsonby asked why the Town Council should give away £500,000.

Cllr Lees said that he agreed with Cllr Ponsonby. If an offer of £400,000 had been made to them North Somerset Council would have accepted it. He said that agreeing to the figure of £500,00 puts the Town Council at risk.

Cllr M. Blatchford said she was "disgusted" by the proposal. She had not been at the last Town Council meeting where the maximum figure of £500,000 to lift the covenant had been agreed and so she had said nothing when the matter was raised at the Executive on 18 October.

Cllr Packham said that the basis for the figure to lift the covenant was discussed at the last Council meeting. The proposal for £500,000 had come from negotiations between Bilfinger GVA and North Somerset Council. He said that Gordon Isgrove had originally advised the Council that depending on the agreed calculation the cost of lifting the covenant could be as high as £1m.

Cllr Heappey said that she is very concerned about the cost of the covenant and the cost of the works at the Rugby Club. She said that when she was secretary of the Rugby Club from 1994-2000 it never took handouts like the football club.

Cllr Hunt said that it is very difficult to be in this position and that people must follow their conscience. She said that until the land is sold none of the money being talked about actually exists. The question is, what is best for the residents of the town? In her view it is providing homes, which are needed now. She expressed concern that the Council made a decision about the cost of lifting the covenant on 7 September and now people are changing their mind. The costs of the covenant and the mitigation for the Rugby Club is the price to generate a capital receipt for the Town Council and to get much needed houses. Cllr Hunt said that the original landowners sold the land for one purpose and now the need has changed. They are entitled to their compensation so waiting another seven years when the overage reduces to deprive them of some of the money is not right. She said that the land is doing

nothing at the moment and the Town Council should get on and provide homes, which will also produce a huge injection of money for the benefit of the town in compensation for the loss of the land.

Cllr Packham explained that the 'abnormal costs' are not a payment to Barratts. The costs are necessary to put the site in order for houses to be built, so includes payment for works carried out for services such as water and drainage. He said that the need for housing is now and the Town Council should support this need rather than wait until the overage reduces. The £693,000 cost relating to the Rugby Club is part of the abnormal costs and would support the expansion of the club's facilities. There was a recent meeting with Sport England to discuss their requirements in order to support the scheme, and the proposed deal is essential in encouraging the ambitions of the club.

Cllr Packham explained the professional fees incurred on the project. £2,900 was paid to Bilfinger GVA for an assessment of potential sites in the town. The same firm will receive a maximum of £12,000 for their work in negotiating the terms of the contract and advising the Town Council. If a contract is signed Bilfinger will be entitled to 0.65% of the sale price. The Town Council has agreed a maximum of £20,000 for the legal costs of negotiating the contract. Finally, £560 has been spent on a consultant who is advising the Council on the technical and financial implications of the requirements for drainage, water supply and sewerage.

Cllr Packham asked whether the District Councillors had any comment to make on the proposal for an additional 2,800 homes, but in his view any such plan would be a long way off and requires a great deal of discussion before anything substantive will take place.

Terry Davies asked whether it was normal for the landowner rather than the developer to pay the abnormal costs. Cllr Packham said that they are costs relating to developing the land, so either way they come off the land value

Helen Ellis asked who should pay these costs. Cllr Packham said that if a developer were to 'pay' for the abnormal costs they would reduce their offer price for the land accordingly.

Michele Eaton-Betts said that the abnormal costs is a "sweetener" and asked how many other developers had been approached with regard to selling the land.

Cllr Packham wholly rejected the claim that the costs are a 'sweetener' and explained that the advice given to the Council was that going to the open market would probably not result in a higher offer, and also that Barratts were tied in with other landowners before approaching the Town Council so other developers could not offer a like for like deal.

Cllr Barber said that she begrudges the cost of the covenant and the overage, the visual impact of new housing, the loss of green space and the impact on the roads. She said the Council should keep the land as open space which is what it was bought for, and it could be an important green space if 2,800 houses are built to the west.

Cllr Lees said that they were only talking about the four acres, and the ten acres stands alone. He said the figures for the Rugby Club are not agreed. If a planning consent for the land is obtained but it is not built on the Council will still have an asset.

Cllr J. Blatchford said that the Town Council has been affected by force majeure events. Who is going to build these houses? There is a shortage of construction workers and bricks, and the development of Hinkley C will make the situation worse. If 2,800 houses are going to be built to the west of Engine Lane, where is the parkland going to go? Removing green spaces is contrary to the policies of the People and Communities Board. The situation is affected by Brexit, inflation and the German banking crisis, and social landlords do not have the money to build or manage new properties. He said that a strategy is needed for 3,600 houses and this requires a big vision. North Somerset Council has got its school numbers wrong and it needs to get realistic, as a link road across the "marsh" from Clevedon to Nailsea is not realistic.

Cllr Wilson said that 3,800 homes means building a new township to the west of Nailsea.

Cllr Packham said that new houses are needed now.

Cllr Hamblin said that Nailsea needs more young families to keep the town thriving and money from the sale of land could be used to help the town develop.

Cllr Holt said that the houses on Engine Lane would not be affordable for young people.

Diane Wheeler said that the Town Council had been talking in secret to Barratts for two years before making its position public. She said that she was not necessarily against the houses but was against the way the Town Council had dealt with the process.

Antony Evans said that he hoped any and all petitions regarding development would be afforded equal weight in the Town Council's considerations. He accepted that the abnormal costs is not a payment to Barratts, but in his opinion it subsidises them. He said that he does not want to see the Council "done out" of £2.5m which is an additional payment for Gaulacre which it could get if it waits until 2023 when the overage reduces.

116/16 MINUTES of the meeting of the Town Council held on 7 September 2016 were discussed. Following comments by Cllr Lees, it was agreed that in minute 104/16 the words "and the Town Council should agree a maximum figure it is prepared to accept" should be deleted.

It was proposed by Cllr Lees and seconded by Cllr Wilson

RESOLVED to amend the minutes and to consider the revised version at the next meeting.

The vote was ten in favour, one against and five abstentions.

Cllr J. Blatchford said that at the previous meeting he had agreed to produce a report on the purchase of Youth House for this meeting which would be used to make a presentation to North Somerset Council. He said that he had not been able to do so because there had been problems with the data and the issue has been made more complex by the potential for 2,800 houses being built to the west which will change the "centre of gravity" of the town. As a result it will take longer to produce the report.

117/16 CHAIRMAN'S REMARKS

Cllr Packham said that there would be a leaving-do for Sue Walker on 9 November at 4pm in the Barn.

He said that the parish recycling event the previous Saturday had been successful and encouraged councillors to sign-up to the 'pledge' regarding recycling, as the income received from North Somerset Council in promoting the scheme is related to the number of people who sign.

118/16 CONSIDERATION OF A NOTICE OF MOTION BY CLLR DAVID PACKHAM AS FOLLOWS

"It is proposed that the Town Council:

- a) Accepts an offer of £500,000 to lift the restrictive covenant on land at Engine Lane, if received from North Somerset Council, subject to planning consent;
- b) As part of this disposal agrees to the terms of the compensation payment to Nailsea and Backwell Rugby Club as set out in the calculations agreed with North Somerset Council regarding the covenant and;
- c) Proceeds with disposing of the land for residential development, subject to contract."

The motion was proposed by Cllr Packham and seconded by Cllr Hunt

The motion was DEFEATED with five votes in favour, ten against and one abstention.

Cllr Lees asked that his vote against be recorded, and Cllr Barber asked that her abstention be recorded.

It was proposed by Cllr Lees and seconded by Cllr Holt that a named vote should be recorded in the minutes.

Cllr Hunt spoke against this, saying that the vote on the motion was clearly lost and there was no need to record names. She also expressed concern about councillors being vilified by members of the public for how they voted.

Cllr Ponsonby said that Cllr Hunt had twice commented on councillors changing their mind and a recorded vote would highlight inconsistencies.

RESOLVED to reject the proposition that the names of councillors and how they voted on the previous motion should be recorded.

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

119/16 TO CONSIDER A MINOR CHANGE TO STANDING ORDERS

Following discussion it was proposed by Cllr Ponsonby and seconded by Cllr Holt

RESOLVED to change the current wording in Standing Order 19 regarding a Notice of Motion by replacing the word "book" with "register" as follows:

"19. The Clerk shall date every notice of motion or recommendation when received by him/her, shall number each notice in the order in which it was received and shall enter it in a book register which shall be open to the inspection of every member of the Council."

The vote was unanimous.

120/16 TO CONSIDER AN UPDATE ON A PROPOSAL TO APPLY FOR TOWN GREEN STATUS FOR LAND AT THE UPLANDS

The Chairman brought this agenda item forward.

Cllr J.Tonkin introduced Mr Steve Lyon, a resident of The Uplands. The Chairman closed the meeting at 8.28pm.

Mr Lyon said that an informal resident's group had been established following the allocation of the land for 100 dwellings in the North Somerset Core Strategy. The land was originally purchased in 1976 from a local farmer, and because of its topography and access was only suitable as public open space.

Mr Lyon said that open space is Nailsea's 'unique selling point' as a place to live. He has been investigating the potential for The Uplands to be designated as a Town Green. The land qualifies under the required definitions, but it fails under a requirement introduced in 2013 that if land is already allocated for development it cannot be granted Town Green status. He said that councillors in Clevedon are supporting Town Green status for some land which has been allocated, so maybe they know something he does not. The resident's group has joined the Open Spaces Society who have advised that Town Green status cannot be applied for unless it is removed from the housing allocation.

Cllr J.Tonkin said that The Uplands is important for North Somerset Council's five year land supply and suggested the Town Council monitors the situation.

Cllr J.Blatchford said that the need for open space conforms with priorities 2-5 of the Peoples and Communities Board.

Cllr Hunt suggested that more people should be encouraged to use the area in order to get more evidence to support its continuation as public open space. Mr Lyon referred to the survey which had been conducted to highlight its long-term use as public open space.

The meeting reopened at 8.37pm.

The Chairman said there would be a five minute break in the meeting.

121/16 FINANCIAL/LEGAL/STAFFING MATTERS

a) Statement of Income and Expenditure to 10 October 2016

Noted.

b) Cheques raised from 1 June - 26 August 2016

Noted.

c) Consideration of grant requests for 2017-18

Cllr A.Tonkin asked why the Community Trust was not listed under grants. The Clerk explained that the payment to Community Trust is not a grant as such and will be considered as an item of expenditure under the heading of 'Other Community Engagement' at the Finance and Policy Committee the following week.

Cllr Packham commented that St Peter's Hospice should move forward with the development of the land on Trendlewood Way, which would generate income as an alternative to a grant request.

122/16 REPORTS FROM DISTRICT COUNCILLORS

None.

123/16 TO CONSIDER APPLYING FOR THE LOCAL COUNCIL QUALITY AWARD SCHEME

The information in the Clerk's Report was noted. The Chairman reiterated that the Council has recently been given the Foundation Award.

Cllr Lees said that at the Avon Local Council's Association AGM the feedback on the application by the Town Council was highly complementary, and the comments made about the application had been well received by the CEO of the National Association of Local Councils, who had attended the meeting.

Cllr Lees said that the Council needs to engage in social networking to strengthen its case for a Gold Award.

Members discussed the matter of 'training', and Cllr Packham emphasised that this relates to any opportunity to increase learning, not just formal training, and could include reading, attendance at presentations and the like.

Cllr Lees said that ALCA can organise training sessions where all members could be invited at the same time. He said he would follow up.

It was agreed that the Clerk will email those members who have not completed a profile or given feedback on learning.

124/16 CONSIDERATION OF THE AIMS AND OBJECTIVES OF THE NAILSEA PLACE. REPORT FROM PATIENTS' ASSOCIATION (DECEMBER 2014, REVISED JUNE 2015) AND PAPER FROM CLLR CLARE HUNT

Cllr Ponsonby said she enjoyed Cllr Hunt's paper on the Nailsea Place concept except where it is tied in to the potential purchase of Youth House.

Cllr Hunt said that the location of Youth House is ideal and the Council could commission someone to propose reconfiguring the building to improve its functionality. At the moment young people cannot make it their 'space'.

Cllr Hamblin said that she has been a youth worker in Youth House, and whilst it may not be ideal, it is the only option the Town Council has, and it is wasting time looking elsewhere.

Cllr J. Blatchford said that the Council needs to work out what it wants to do with the building.

Cllr Frappell said that the Council is doing what it does best – nothing. Youth House is not the best venue, but it is the only venue. If the numbers of young people using it are falling it is mainly because the Council is not offering them enough.

Cllr Jameel said that she agrees with the Nailsea Place idea, but councillors need to be fully informed about what could be done at Youth House and how it could be adapted.

Cllr Ponsonby said that although the report from Cllr Hunt was positive, the Council should be 100% sure about taking over Youth House.

Cllr Wilson said the potential for Youth House was greatly reduced when the coffee bar was removed. The Council needs advice on how it can best use the building.

Cllr Packham asked where the Council is going on this. He said that it had analysed all the options and Youth House is the only one, so it seems that the Council is finding a reason not to proceed. He asked what an 'ideal' building would look like. Youth House could continue to be a base for youth services, and many other opportunities for the benefit of the community could also be developed.

Cllr Lees questioned whether the Council should pay the £325,000 asking price for Youth House.

Cllr Jameel asked about the statement the solicitor to North Somerset Council made that rejected the Town Council's claim that the building should be transferred as a community building for a nominal sum. The Clerk said he had asked for clarification, but understandably the district councillor's solicitor did not feel obliged to explain his view in more detail. In other words, if the Town Council wants to pursue this matter it needs to do so by taking formal legal advice.

Cllr Jameel asked whether the Council could get another valuation. Cllr Packham said that the Town Council has agreed with North Somerset Council to share the cost of the valuation by the District Valuer. The Clerk confirmed that the District Valuer is, in effect, the definitive opinion on a valuation as regards the Town Council being able to show it has conducted due diligence on the sale or purchase of land or a building.

Cllr Heappey asked what exactly is needed to make the building fit for purpose.

Cllr J.Tonkin said that the Council should take a lease on a peppercorn rent.

Cllr Hamblin said that improvements could be made to paintwork and so on, and rent could be generated from the offices upstairs. She reiterated her view that the Council should buy it as there was nowhere else for it to try and implement the objectives of Nailsea Place.

Cllr Ponsonby said that the building is not fit for purpose. Cllr Hunt responded that North Somerset Council had allowed the building to deteriorate and was not being fair or working in partnership by wanting a commercial price. She said the Town Council should buy the building to be free from North Somerset Council and should sell the land on Engine Lane to benefit the town as a whole.

Cllr Wilson said that if the building was only going to be used for youth services then the Council should not buy it, but if it would be available for all people in the town then it should.

125/16 TO CONSIDER ATTENDING A CONFERENCE RELEVANT TO THE NAILSEA PLACE INITIATIVE ENTITLED 'HOW TO INVOLVE AND CO-PRODUCE WITH PATIENTS AND COMMUNITIES'

The information in the Clerk's Report was noted.

It was proposed by Cllr Ponsonby, and seconded by Cllr Hunt

RESOLVED **that the Clerk should attend the conference.**

The vote was unanimous.

Cllr Jameel suggested that the Clerk could report back at a formal evening session as part of the evidence of learning for the Quality Award.

126/16 REPORTS OF COMMITTEES, SUB-COMMITTEES AND WORKING PARTIES

a) Planning Committee 31 August and 21 September

Cllr Packham presented the minutes of both meetings neither of which contained recommendations to Town Council. The minutes were approved.

b) Environment and Leisure Committee, 24 August

Cllr Packham presented the minutes, which contained no recommendations to Council. The minutes were approved.

c) Finance and Policy Committee, 31 August 2016

Cllr J.Blatchford presented the minutes, which contained no recommendations to Council. The minutes were approved.

d) **Community Engagement, 28 September**

Cllr Jameel presented the minutes which contained no recommendations to Council. The minutes were approved.

127/16 QUESTIONS ASKED UNDER STANDING ORDER 25

None.

128/16 INVITATIONS TO ATTEND

a) **Nailsea Little Theatre, 3 November, 'The Trials of Alice in Wonderland', four tickets.**

Cllr Hunt took 2 tickets and Cllr Wilson took two tickets.

129/16 ANY OTHER BUSINESS

- a) Cllr J. Blatchford highlighted LifeWorks which is a support service assisting former members of the armed services. Pamphlets are available in the office.
- b) Cllr Hunt said that she was looking for members for a quiz team for a fund-raising event for Nailsea Disability Initiative on 4 November at the Grove Sports and Social Club.
- c) Cllr Packham reminded councillors that the Nailsea Community Christmas Fair is on Friday 2 December from 5.30-8.30pm.
- d) Cllr Packham said that a drawing had been received from North Somerset Council highways department for a suggested controlled crossing on Queen's Road, near the junction with Mizzymead Road. The Clerk reported that the scheme was likely to cost £100,000 and that a minimum 50% contribution from the Town Council would be required for North Somerset Council to consider implementing it.

Cllr Ponsonby said the Council should seriously consider contributing to the scheme. Cllr Barber said there may be S106 money to assist with costs.

Cllr Heappey expressed concerns about the junction of Queen's Road and Hanham Road.

The Clerk said he would arrange a site meeting to discuss the proposal further.

- e) Cllr Jameel highlighted that the Consultation Working Party has now almost finalised the materials for the public consultation in November. Councillors will be asked to encourage residents to complete the questionnaire by distributing leaflets, attending sessions at the Library and the monthly market and so on.

The meeting closed at 9.25pm.

Chairman's signature:



Date: 09.11.16

North Somerset Council

REPORT TO THE EXECUTIVE

DATE OF MEETING: 18TH OCTOBER 2016

SUBJECT OF REPORT: LAND AT ENGINE LANE NAILSEA

TOWN OR PARISH: NAILSEA

**OFFICER/MEMBER PRESENTING: EXECUTIVE MEMBER FOR HR, ASSET
MANAGEMENT, CAPITAL PROGRAMME AND TRANSFORMATION**

KEY DECISION: YES

RECOMMENDATIONS

Approval be given to the provisionally agreed terms for The Council to release the covenant preventing the subject land being used for any form of residential development.

1. SUMMARY OF REPORT

The report seeks approval to the terms of a provisional agreement reached with Nailsea Town Council, the owner of the freehold interest in the subject land, for the release of the covenant restricting its use.

2. POLICY

To enable sustainable housing growth.

Excellence in managing resources – the receipt will increase the Council's capital resources to be used strategically to deliver maximum benefit.

3. DETAILS

The Council's predecessor organisation, Avon County Council, transferred an area of land at Engine Lane, Nailsea, shown in red outline on the attached plan, to Nailsea Town Council in 1993. The land is currently leased to Nailsea and Backwell Rugby Club and is laid out with training pitches which will be relocated onto the main rugby club site.

The 1993 transfer was made subject to a covenant stating that the land shall not be used for any form of residential development. The Town Council is currently in the process of disposing of land at this location to Barratt Homes, a residential developer and wish to include the land subject to the covenant in the development site. To achieve this, this Council will need to agree to release the covenant, thus enabling the land to be developed for residential use.

There is a shortfall in the availability of suitable sites for dwellings to achieve the Core Strategy housing requirement for North Somerset and the indicative site layout (planning

permission has not yet been obtained) indicates that this land could accommodate 58 units of different types.

The following principal terms have been agreed between the Councils for the release of the covenant:

1. The Town Council will make a payment of £500,000 to North Somerset Council in consideration of the release of the covenant.
2. The agreement is subject to the developer obtaining planning approval for the proposed development.
3. The payment will be made in two equal parts, 50% on completion of the sale of the Town Council land to the developer and 50% 18 months later.

Each party will bear their own costs incurred in connection with the transaction.

4. CONSULTATION

Officer consultation has been undertaken. No formal member consultation has taken place.

5. FINANCIAL IMPLICATIONS

The receipt will be added to the council's overall capital resources which will be subject to investment prioritisation in line with corporate plan objectives.

6. RISK MANAGEMENT

If the provisional agreement is not approved there is a risk that the subject land will not be developed with the resultant loss of a capital receipt to the Council and a significant number of residential units.

7. EQUALITY IMPLICATIONS

Not applicable.

8. CORPORATE IMPLICATIONS

Not applicable.

9. OPTIONS CONSIDERED

Not applicable.

10. CORPORATE IMPLICATIONS

Not applicable.

11. OPTIONS CONSIDERED

Not applicable.

AUTHOR

Stuart Bates, Asset Management Planning Officer 01275884511

BACKGROUND PAPERS

Registered Transfer Deed AV234681 dated 17th December 1993.

NAILSEA TOWN COUNCIL STATEMENT OF INCOME AND EXPENDITURE 2016-17

	2016-17	2017-18	2018-19	2019-20	
MAJOR SPECIFIED ITEMS					
9000	CANOPY REPLACEMENT FUND	2,500.00	5,000.00	7,500.00	10,000.00
9005	CAR PARKS	50,000.00	0.00	0.00	0.00
9010	CCTV REPLACEMENT	5,000.00	10,000.00	15,000.00	20,000.00
9015	GLASSWORKS INFILLING	-4,432.00	0.00	0.00	0.00
9020	HIDDEN HISTORY	10,000.00	20,000.00	30,000.00	0.00
9025	PLAY EQUIPMENT	30,500.00	48,000.00	65,500.00	83,000.00
9030	SKATEPARK PROJECT	-630.00	10,000.00	20,000.00	30,000.00
9035	TITHE BARN CAPITAL FUND	14,824.60	19,824.60	24,824.60	29,824.60
MAJOR CONTINGENCY ITEMS					
9100	CAPITAL SPENDING PROJECTS	160,000.00			Balancing figure keeping General Reserves at 4 months.
	GROVE SPORTS & SC BUILDING	0.00	0.00	loan	0.00
9110	LEISURE FACILITIES CONSULTANCY	10,000.00	0.00	0.00	Assume major spend required.
9115	MIDDLE ENGINE PIT	30,000.00	0.00	0.00	Develop Leisure Strategy?
9120	COUNCIL TAX REBASING RESERVE	82,466.85			Including £10k granted in 2015-16
9125	PEDESTRIAN CROSSING: QUEENS ROAD	10,000.00	0.00	0.00	NSC council tax rebasing: rec'd for 2013-14 & 2014-15.
	PEDESTRIAN CROSSING: CLEVEDON ROAD	0.00	0.00	10,000.00	
9135	PREMISES PURCHASE	100,000.00	0.00	0.00	Nailsea Place
9140	YOUTH HOUSE PURCHASE/LEASE	48,252.00			
9145	STREET FURNITURE AND SIGNAGE	10,000.00	15,000.00	20,000.00	25,000.00
MINOR ITEMS					
9200	BACKWELL LAKE - PATH	2,017.00			
	FRIENDS OF TRENDLEWOOD PARK	0.00			
9210	NAILSEA AGAINST PYLONS	-4,000.00			
9215	TREE WARDENS	185.00			c/f from 2013-14
9220	WINTER MEASURES	2,000.00			
9225	YOUTH HOUSE	4,650.00			NSC Enabling Fund grant 2012-13
RESTRICTED FUNDS					
9300	RECEIPTS IN ADVANCE 17/18	750.00			
	RECEIPTS IN ADVANCE 18/19	0.00			
9310	YOUNG PERSONS GRANT	8,355.24			Funds held on behalf of Youth House £8355.24 c/f April 2014
	RESERVES	572,438.69	127,824.60	192,824.60	197,824.60

Meeting 19 October 2016

Month No : 7

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
PEOPLE & ADMINISTRATION								
100	ADMINISTRATION							
4000	COURSES - STAFF	0	490	250	-240		-240	196.0 %
4005	COURSES - CLLRS	190	255	250	-5		-5	102.0 %
4010	EXPENSES - STAFF	0	0	250	250		250	0.0 %
4015	EXPENSES - CLLRS	0	196	500	304		304	39.2 %
4020	RECRUITMENT	0	941	500	-441		-441	188.1 %
4025	SUNDRIES	0	2	220	219		219	0.7 %
4030	CHAIRMAN'S EXPENSES	0	66	200	134		134	33.2 %
4035	HR SUPPORT CONTRACT	0	1,304	1,250	-54		-54	104.3 %
	ADMINISTRATION :- Expenditure	190	3,254	3,420	166	0	166	95.1 %
4006	COURSE FEE REFUND	0	15	0	15			0.0 %
	ADMINISTRATION :- Income	0	15	0	15			
	Net Expenditure over Income	190	3,239	3,420	181			
110	STAFF COSTS							
4080	STAFF SALARIES	0	34,324	75,000	40,676		40,676	45.8 %
4085	CARETAKERS - TITHE BARN	275	6,707	12,500	5,793		5,793	53.7 %
4090	CARETAKERS - OTHER	0	0	500	500		500	0.0 %
4095	TAX & NATIONAL INSURANCE	2,346	13,399	22,500	9,101		9,101	59.6 %
4100	SUPERANNUATION	3,377	19,145	34,000	14,855		14,855	56.3 %
	STAFF COSTS :- Expenditure	5,998	73,576	144,500	70,924	0	70,924	50.9 %
	Net Expenditure over Income	5,998	73,576	144,500	70,924			
120	OTHER PEOPLE & ADMIN							
4130	CONTINGENCY	0	349	2,000	1,651		1,651	17.4 %
	OTHER PEOPLE & ADMIN :- Expenditure	0	349	2,000	1,651	0	1,651	17.4 %
	Net Expenditure over Income	0	349	2,000	1,651			
	PEOPLE & ADMINISTRATION :- Expenditure	6,188	77,178	149,920	72,742	0	72,742	51.5 %
	Income	0	15	0	15			0.0 %
	Net Expenditure over Income	6,188	77,163	149,920	72,757			

COMMUNITY ENGAGEMENT

Month No : 7

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
200	AWARDS							
4180	ALLOTMENT COMPETITION	0	52	100	48		48	52.5 %
4185	COMMUNITY AWARD	0	0	300	300		300	0.0 %
	AWARDS :- Expenditure	0	52	400	348	0	348	13.1 %
	Net Expenditure over Income	0	52	400	348			
210	CCTV							
4210	ELECTRICITY	0	1,338	1,000	-338		-338	133.8 %
4215	LINE RENTAL	0	13,454	16,000	2,546		2,546	84.1 %
4220	MAINTENANCE	0	0	2,700	2,700		2,700	0.0 %
4225	MONITORING	0	0	400	400		400	0.0 %
	CCTV :- Expenditure	0	14,792	20,100	5,308	0	5,308	73.6 %
	Net Expenditure over Income	0	14,792	20,100	5,308			
220	COMMUNICATION							
4260	TOWN TALK	0	515	2,000	1,485		1,485	25.8 %
4261	PUBLIC INFORMATION	0	1,150	0	-1,150		-1,150	0.0 %
4265	ELECTION EXPENSES	0	0	500	500		500	0.0 %
4270	ADVERTISING	0	409	1,000	592		592	40.9 %
	COMMUNICATION :- Expenditure	0	2,074	3,500	1,427	0	1,427	59.2 %
	Net Expenditure over Income	0	2,074	3,500	1,427			
230	NAILSEA PLACE							
4025	SUNDRIES	0	0	3,000	3,000		3,000	0.0 %
4300	PROFESSIONAL FEES	0	0	10,000	10,000		10,000	0.0 %
310	RESEARCH COSTS	0	0	2,000	2,000		2,000	0.0 %
	NAILSEA PLACE :- Expenditure	0	0	15,000	15,000	0	15,000	0.0 %
	Net Expenditure over Income	0	0	15,000	15,000			
240	YOUTH SERVICES							
4360	CONTRACT	0	9,578	23,000	13,422		13,422	41.6 %
4365	ACTIVITIES	0	410	1,000	590		590	41.0 %
4370	PURCHASES	0	0	1,000	1,000		1,000	0.0 %
	YOUTH SERVICES :- Expenditure	0	9,988	25,000	15,012	0	15,012	40.0 %
1210	OTHER	0	886	0	886			0.0 %
	YOUTH SERVICES :- Income	0	886	0	886			
	Net Expenditure over Income	0	9,102	25,000	15,898			

Month No : 7

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
250	GRANTS							
4400	1ST NAILSEA SCOUTS -	0	750	750	0		0	100.0 %
4410	2467 (NAILSEA) SQUADRON ATC	0	900	900	0		0	100.0 %
4415	2ND NAILSEA SCOUTS-MAY FAIR	0	0	550	550		550	0.0 %
4420	2ND NAILSEA SCOUTS	0	1,000	450	-550		-550	222.2 %
4435	COMM. ALCOHOL & DRUG	0	500	500	0		0	100.0 %
4440	COMMUNITY TRANSPORT	0	11,000	11,000	0		0	100.0 %
4445	CROSSROADS (CARING FOR	0	200	200	0		0	100.0 %
4450	CRUSE BEREAVEMENT	0	780	780	0		0	100.0 %
4455	FRIENDS OF STOCKWAY	0	275	275	0		0	100.0 %
4460	FRIENDS OF TRENDLEWOOD	0	452	2,000	1,548		1,548	22.6 %
4465	GOLDEN OLDIES CHARITY	0	482	482	0		0	100.0 %
4475	MENCAP - COOL SUMMER CLUB	0	250	250	0		0	100.0 %
4480	N & D PROSTATE SUPPORT	0	150	150	0		0	100.0 %
4485	NAILSEA BOWLS CLUB	0	500	500	0		0	100.0 %
4490	NAILSEA CONCERT ORCHESTRA	0	300	300	0		0	100.0 %
4495	NAILSEA DISABILITY INITIATIVE	0	8,000	8,000	0		0	100.0 %
4500	NAILSEA FESTIVAL OF MUSIC	0	1,000	1,000	0		0	100.0 %
4505	NAILSEA SHEDDERS	0	1,380	1,380	0		0	100.0 %
4510	NAILSEA SUMMER PLAYScheme	0	3,500	3,500	0		0	100.0 %
4515	NAILSEA THEATRE CLUB	0	750	750	0		0	100.0 %
4530	NAILSEA METHODIST LUNCH	0	750	750	0		0	100.0 %
4540	NAILSEA SKATEBOARDING	0	1,000	1,000	0		0	100.0 %
4545	NEAT	0	80	80	0		0	100.0 %
4555	NORTH SOMERSET C.A.B.	0	8,876	8,876	0		0	100.0 %
4560	PARKINSON'S UK NW SOMERSET	0	1,000	1,000	0		0	100.0 %
4565	PHOENIX FRIENDSHIP CLUB	0	300	300	0		0	100.0 %
4570	SOMERSET STORYFEST	0	950	950	0		0	100.0 %
4575	ST PETER'S HOSPICE	0	600	600	0		0	100.0 %
4580	TRANSITION TOWN NAILSEA	0	250	250	0		0	100.0 %
4590	VISION NORTH SOMERSET	0	349	349	0		0	100.0 %
4605	WELLSPRING COUNSELLING	0	1,500	1,500	0		0	100.0 %
4610	WEST OF ENG M S THERAPY	0	350	350	0		0	100.0 %
4615	WRVS NAILSEA DAYCARE	0	1,000	1,000	0		0	100.0 %
GRANTS :- Expenditure		0	49,174	50,722	1,548	0	1,548	96.9 %
Net Expenditure over Income		0	49,174	50,722	1,548			
260	OTHER COMMUNITY ENG.							
4700	NAILSEA COMMUNITY TRUST	0	3,000	3,000	0		0	100.0 %
4705	PATRONAGE/ LOCAL SOCIETIES	0	500	500	0		0	100.0 %

Month No : 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4710 POPPY WREATH/DONATION	0	0	100	100		100	0.0 %
4715 RIDE/SWIM SCHEME	100	650	1,500	850		850	43.3 %
4720 ROYAL BRITISH LEGION	0	0	70	70		70	0.0 %
OTHER COMMUNITY ENG. :- Expenditure	100	4,150	5,170	1,020	0	1,020	80.3 %
Net Expenditure over Income	100	4,150	5,170	1,020			
COMMUNITY ENGAGEMENT :- Expenditure	100	80,230	119,892	39,662	0	39,662	66.9 %
Income	0	886	0	886			0.0 %
Net Expenditure over Income	100	79,344	119,892	40,548			

ENVIRONMENT & LEISURE

<u>300</u>	<u>ALLOTMENT - ENGINE LANE</u>						
4025 SUNDRIES	0	0	375	375		375	0.0 %
4780 MEMBERSHIP AND INSURANCE	0	28	0	-28		-28	0.0 %
4790 MAINTENANCE AND REPAIRS	0	225	250	25		25	90.0 %
4795 TREE AND HEDGE WORK	0	0	500	500		500	0.0 %
4800 WATER	0	20	200	180		180	10.1 %
ALLOTMENT - ENGINE LANE :- Expenditure	0	273	1,325	1,052	0	1,052	20.6 %
1305 ASSOCIATION - MEMBERSHIP	0	-320	0	-320			0.0 %
1310 RENT RECEIVED	0	662	0	662			0.0 %
ALLOTMENT - ENGINE LANE :- Income	0	342	0	342			
Net Expenditure over Income	0	-68	1,325	1,393			
<u>310</u>	<u>ALLOTMENT - WHITESFIELD ROAD</u>						
4780 MEMBERSHIP AND INSURANCE	0	104	0	-104		-104	0.0 %
4790 MAINTENANCE AND REPAIRS	0	79	400	322		322	19.6 %
4795 TREE AND HEDGE WORK	0	0	500	500		500	0.0 %
4800 WATER	0	27	275	248		248	9.9 %
ALLOTMENT - WHITESFIELD ROAD :- Expenditure	0	210	1,175	965	0	965	17.8 %
1305 ASSOCIATION - MEMBERSHIP	0	411	0	411			0.0 %
1310 RENT RECEIVED	0	2,374	0	2,374			0.0 %
1315 SHED RENT NAILSEA HORT	0	100	0	100			0.0 %
ALLOTMENT - WHITESFIELD ROAD :- Income	0	2,885	0	2,885			
Net Expenditure over Income	0	-2,676	1,175	3,851			

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Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
330	ALLOTMENTS - OTHER							
4820	BRUSHCUTTER MAINTENANCE	0	0	100	100		100	0.0 %
	ALLOTMENTS - OTHER :- Expenditure	0	0	100	100	0	100	
	Net Expenditure over Income	0	0	100	100			
340	BIODIVERSITY							
4840	PROJECTS	0	600	2,000	1,400		1,400	30.0 %
4845	TREE WARDENS EXPENSES	0	0	100	100		100	0.0 %
4850	TREE & FLORAL PLANTING	0	0	500	500		500	0.0 %
	BIODIVERSITY :- Expenditure	0	600	2,600	2,000	0	2,000	23.1 %
	Net Expenditure over Income	0	600	2,600	2,000			
350	CHRISTMAS							
4870	CHRISTMAS LIGHTS -PURCHASE	0	0	14,000	14,000		14,000	0.0 %
4875	CHRISTMAS LIGHTS - INSTALL	0	0	3,500	3,500		3,500	0.0 %
4880	CHRISTMAS LIGHTS -	0	70	1,000	930		930	7.0 %
	CHRISTMAS :- Expenditure	0	70	18,500	18,430	0	18,430	0.4 %
	Net Expenditure over Income	0	70	18,500	18,430			
360	COMMUNITY PAYBACK							
4025	SUNDRIES	0	0	1,300	1,300		1,300	0.0 %
4890	CLEARANCE WORK	0	50	200	150		150	25.0 %
	COMMUNITY PAYBACK :- Expenditure	0	50	1,500	1,450	0	1,450	3.3 %
	Net Expenditure over Income	0	50	1,500	1,450			
370	DOG BINS							
4900	DOG BIN EMPTYING	517	3,104	6,000	2,896		2,896	51.7 %
	DOG BINS :- Expenditure	517	3,104	6,000	2,896	0	2,896	51.7 %
	Net Expenditure over Income	517	3,104	6,000	2,896			
380	GLASSWORKS							
4220	MAINTENANCE	0	0	1,500	1,500		1,500	0.0 %
4915	IMPROVEMENTS	0	650	0	-650		-650	0.0 %
	GLASSWORKS :- Expenditure	0	650	1,500	850	0	850	43.3 %
	Net Expenditure over Income	0	650	1,500	850			

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Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
390	<u>GROUNDS MAINTENANCE</u>							
4925	GARDEN OF REST	75	785	1,120	335		335	70.1 %
4930	GOLDEN VALLEY BRIDLEWAY	0	320	650	330		330	49.2 %
4940	OTHER	0	0	4,970	4,970		4,970	0.0 %
4945	VILLAGE GREEN	0	267	550	283		283	48.5 %
4950	HANNAH MORE PARK	363	725	1,900	1,175		1,175	38.2 %
4955	GLASSWORKS	275	1,155	1,760	605		605	65.6 %
	GROUNDS MAINTENANCE :- Expenditure	713	3,252	10,950	7,698	0	7,698	29.7 %
	Net Expenditure over Income	713	3,252	10,950	7,698			
410	<u>NAILSEA IN BLOOM</u>							
370	PURCHASES	104	3,880	3,000	-880		-880	129.3 %
4960	HANGING BASKETS	0	0	500	500		500	0.0 %
4965	PLANTING	0	0	500	500		500	0.0 %
4970	WATERING	720	4,190	6,000	1,810		1,810	69.8 %
4971	SPONSORSHIP RETURNED	0	600	0	-600		-600	0.0 %
	NAILSEA IN BLOOM :- Expenditure	824	8,670	10,000	1,330	0	1,330	86.7 %
1210	OTHER	0	600	0	600			0.0 %
1220	SPONSORSHIP	0	2,926	0	2,926			0.0 %
	NAILSEA IN BLOOM :- Income	0	3,526	0	3,526			
	Net Expenditure over Income	824	5,144	10,000	4,856			
420	<u>NAILSEA PLAYING FIELDS ASSOC</u>							
4220	MAINTENANCE	0	0	1,000	1,000		1,000	0.0 %
4990	GROUNDS MAINTENANCE	480	3,620	8,250	4,630		4,630	43.9 %
395	GROUNDSMAN	0	0	1,200	1,200		1,200	0.0 %
5000	REPAIRS	0	0	500	500		500	0.0 %
	NAILSEA PLAYING FIELDS ASSOC :- Expenditure	480	3,620	10,950	7,330	0	7,330	33.1 %
	Net Expenditure over Income	480	3,620	10,950	7,330			
430	<u>OPEN SPACES</u>							
4220	MAINTENANCE	2,000	4,199	2,000	-2,199		-2,199	210.0 %
5025	NSC CONTRACT	0	29,900	28,000	-1,900		-1,900	106.8 %
	OPEN SPACES :- Expenditure	2,000	34,099	30,000	-4,099	0	-4,099	113.7 %
1330	GAULACRE INCOME	0	726	750	-24			96.8 %
	OPEN SPACES :- Income	0	726	750	-24			96.8 %
	Net Expenditure over Income	2,000	33,373	29,250	-4,123			

Month No : 7

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
440	<u>PLAY EQUIPMENT</u>							
4220	MAINTENANCE	0	737	2,000	1,263		1,263	36.9 %
5050	NEW EQUIPMENT	0	0	17,500	17,500		17,500	0.0 %
	PLAY EQUIPMENT :- Expenditure	0	737	19,500	18,763	0	18,763	3.8 %
	Net Expenditure over Income	0	737	19,500	18,763			
450	<u>PUBLIC RIGHTS OF WAY</u>							
4220	MAINTENANCE	0	0	5,000	5,000		5,000	0.0 %
4230	UPGRADE	0	0	5,000	5,000		5,000	0.0 %
	PUBLIC RIGHTS OF WAY :- Expenditure	0	0	10,000	10,000	0	10,000	0.0 %
	Net Expenditure over Income	0	0	10,000	10,000			
460	<u>SKATEPARK</u>							
4230	UPGRADE	0	41,959	0	-41,959		-41,959	0.0 %
	SKATEPARK :- Expenditure	0	41,959	0	-41,959	0	-41,959	
1361	SKATEPARK DONATIONS	0	15,654	0	15,654			0.0 %
	SKATEPARK :- Income	0	15,654	0	15,654			
	Net Expenditure over Income	0	26,305	0	-26,305			
470	<u>STAFF COSTS</u>							
5070	TOWN ORDERLY EXPENDITURE	0	30	0	-30		-30	0.0 %
	STAFF COSTS :- Expenditure	0	30	0	-30	0	-30	
	Net Expenditure over Income	0	30	0	-30			
480	<u>SUBSCRIPTIONS</u>							
5080	AVON WILDLIFE TRUST SUBS	0	0	48	48		48	0.0 %
5085	CPRE	0	0	36	36		36	0.0 %
5090	WOODLAND TRUST	0	0	42	42		42	0.0 %
	SUBSCRIPTIONS :- Expenditure	0	0	126	126	0	126	
	Net Expenditure over Income	0	0	126	126			
490	<u>TOWN ORDERLY</u>							
5110	EQUIPMENT	10	879	1,000	121		121	87.9 %
5115	TOWN ORDERLY WAGES	359	8,316	14,000	5,684		5,684	59.4 %
5120	WORKWEAR	0	0	500	500		500	0.0 %
	TOWN ORDERLY :- Expenditure	369	9,195	15,500	6,305	0	6,305	59.3 %
	Net Expenditure over Income	369	9,195	15,500	6,305			

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Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
500	TREES AND WOODLANDS							
5140	TREE MAINTENANCE	0	175	1,400	1,225		1,225	12.5 %
5145	TREE WARDENS EXPENSES	0	0	100	100		100	0.0 %
5150	SPILSBURY WOOD	0	450	0	-450		-450	0.0 %
	TREES AND WOODLANDS :- Expenditure	0	625	1,500	875	0	875	41.7 %
	Net Expenditure over Income	0	625	1,500	875			
510	OTHER ENVIRONMENT							
5160	PEST CONTROL	0	0	300	300		300	0.0 %
	OTHER ENVIRONMENT :- Expenditure	0	0	300	300	0	300	0.0 %
	Net Expenditure over Income	0	0	300	300			
	ENVIRONMENT & LEISURE :- Expenditure	4,902	107,144	141,526	34,382	0	34,382	75.7 %
	Income	0	23,132	750	22,382			3084.3
	Net Expenditure over Income	4,902	84,012	140,776	56,764			
PLANNING								
600	BUS SHELTERS							
5000	REPAIRS	0	0	800	800		800	0.0 %
5180	CLEANING	0	662	200	-462		-462	331.0 %
	BUS SHELTERS :- Expenditure	0	662	1,000	338	0	338	66.2 %
	Net Expenditure over Income	0	662	1,000	338			
610	CAR PARKS							
220	MAINTENANCE	0	0	5,500	5,500		5,500	0.0 %
5190	MANAGEMENT CONTRACT	0	0	2,500	2,500		2,500	0.0 %
	CAR PARKS :- Expenditure	0	0	8,000	8,000	0	8,000	0.0 %
	Net Expenditure over Income	0	0	8,000	8,000			
620	MARKETS							
5210	CANOPY CONTRACTOR	65	3,056	2,500	-556		-556	122.2 %
5215	COMMUNITY MARKET	0	0	100	100		100	0.0 %
5220	CRAFT MARKET	0	0	100	100		100	0.0 %
5225	FARMERS MARKET	0	271	1,900	1,629		1,629	14.2 %
5230	MARKETS ORGANISER	109	4,495	7,000	2,505		2,505	64.2 %
	MARKETS :- Expenditure	174	7,822	11,600	3,778	0	3,778	67.4 %

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1400	BAGS	0	33	150	-117			22.0 %
1401	FARMERS MARKET INCOME	0	3,536	0	3,536			0.0 %
1402	COMMUNITY MARKET INCOME	0	148	0	148			0.0 %
1410	CANOPY HIRE (OTHER	0	180	10,000	-9,820			1.8 %
1420	RAFFLE COLLECTION	0	0	100	-100			0.0 %
	MARKETS :- Income	0	3,897	10,250	-6,353			38.0 %
	Net Expenditure over Income	174	3,925	1,350	-2,575			
630	PLANNING SERVICES							
4300	PROFESSIONAL FEES	0	6	10,000	9,994		9,994	0.1 %
	PLANNING SERVICES :- Expenditure	0	6	10,000	9,994	0	9,994	0.1 %
	Net Expenditure over Income	0	6	10,000	9,994			
640	STREET LIGHTING							
4210	ELECTRICITY	0	690	1,500	810		810	46.0 %
4220	MAINTENANCE	0	36	200	164		164	18.0 %
	STREET LIGHTING :- Expenditure	0	726	1,700	974	0	974	42.7 %
	Net Expenditure over Income	0	726	1,700	974			
650	TOWN CENTRE IMPROVEMENTS							
4220	MAINTENANCE	155	155	500	345		345	31.0 %
5280	NOTICE BOARD ELECTRICITY	0	81	500	419		419	16.2 %
5285	SIGNAGE	0	0	2,000	2,000		2,000	0.0 %
5290	STREET FURNITURE	1,135	1,527	2,000	473		473	76.3 %
	TOWN CENTRE IMPROVEMENTS :- Expenditure	1,290	1,763	5,000	3,237	0	3,237	35.3 %
	Net Expenditure over Income	1,290	1,763	5,000	3,237			
	PLANNING :- Expenditure	1,464	10,979	37,300	26,321	0	26,321	29.4 %
	Income	0	3,897	10,250	-6,353			38.0 %
	Net Expenditure over Income	1,464	7,081	27,050	19,969			

FINANCE & POLICY**700 ADMINISTRATION**

5300	PHOTOCOPYING	0	461	1,450	989		989	31.8 %
5305	POSTAGE	102	376	1,300	924		924	28.9 %
5310	STATIONERY	8	426	1,200	774		774	35.5 %

Month No : 7

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
5315	TELEPHONE	102	741	1,200	459		459	61.7 %
	ADMINISTRATION :- Expenditure	213	2,004	5,150	3,146	0	3,146	38.9 %
1076	PRECEPT	0	457,606	457,606	0			100.0 %
1077	RATE SUPPORT GRANT	0	21,588	0	21,588			0.0 %
1080	VAT REPAYMENT	0	8,304	0	8,304			0.0 %
1085	SUNDRY INCOME	0	21	0	21			0.0 %
1090	INTEREST RECEIVED	0	811	750	61			108.1 %
1095	PHOTOCOPYING INCOME	0	30	0	30			0.0 %
	ADMINISTRATION :- Income	0	488,359	458,356	30,003			106.5 %
	Net Expenditure over Income	213	-486,355	-453,206	33,149			
710	<u>INFRASTRUCTURE</u>							
5380	HEALTH & SAFETY	0	1,293	1,000	-293		-293	129.3 %
5385	EMAIL ADDRESS LICENCE	0	0	150	150		150	0.0 %
5390	MS365 LICENCE	0	544	500	-44		-44	108.8 %
5400	RBS/OMEGA SOFTWARE	0	0	1,000	1,000		1,000	0.0 %
5405	WEBSITE - HOSTING	0	336	150	-186		-186	224.3 %
5410	WEBSITE - MAINTENANCE	0	48	250	202		202	19.2 %
5415	WEBSITE - UPGRADES	0	0	1,600	1,600		1,600	0.0 %
5420	IT PURCHASES	0	516	0	-516		-516	0.0 %
	INFRASTRUCTURE :- Expenditure	0	2,738	4,650	1,912	0	1,912	58.9 %
	Net Expenditure over Income	0	2,738	4,650	1,912			
720	<u>LEGAL AND FINANCIAL</u>							
5440	AUDIT FEE: INTERNAL	0	300	900	600		600	33.3 %
5445	AUDIT FEE: EXTERNAL	0	0	1,600	1,600		1,600	0.0 %
5450	BANK CHARGES	0	306	600	294		294	51.0 %
5455	INSURANCE	0	4,508	5,500	992		992	82.0 %
5460	LEGAL COSTS	0	2,077	2,000	-77		-77	103.9 %
	LEGAL AND FINANCIAL :- Expenditure	0	7,191	10,600	3,409	0	3,409	67.8 %
	Net Expenditure over Income	0	7,191	10,600	3,409			
730	<u>MEMBERSHIPS AND LICENCES</u>							
5085	CPRE	0	36	0	-36		-36	0.0 %
5500	ALCA	0	1,465	1,000	-465		-465	146.5 %
5510	DATA PROTECTION	0	0	250	250		250	0.0 %
5515	FOREST OF AVON	10	70	0	-70		-70	0.0 %

Month No : 7

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
5520	NALC	0	50	500	450		450	10.0 %
5530	SLCC	0	0	150	150		150	0.0 %
5535	SW COUNCILS	0	362	370	8		8	97.8 %
5540	WOODLAND TRUST	0	42	0	-42		-42	0.0 %
MEMBERSHIPS AND LICENCES :- Expenditure		10	2,025	2,270	245	0	245	89.2 %
Net Expenditure over Income		10	2,025	2,270	245			
740	PUBLIC WORKS LOANS BOARD							
5600	PWLB - GAULACRE CAPITAL	0	1,363	7,415	6,052		6,052	18.4 %
5605	PWLB - GAULACRE INTEREST	0	2,344	0	-2,344		-2,344	0.0 %
5610	PWLB - GLASSWORKS CAPITAL	0	1,058	6,574	5,516		5,516	16.1 %
5615	PWLB - GLASSWORKS INTEREST	0	3,877	0	-3,877		-3,877	0.0 %
5620	PWLB - TITHE BARN CAPITAL	0	571	7,359	6,788		6,788	7.8 %
5625	PWLB - TITHE BARN INTEREST	0	3,109	0	-3,109		-3,109	0.0 %
PUBLIC WORKS LOANS BOARD :- Expenditure		0	12,323	21,348	9,026	0	9,026	57.7 %
Net Expenditure over Income		0	12,323	21,348	9,026			
750	TITHE BARN							
4025	SUNDRIES	0	369	2,000	1,631		1,631	18.4 %
4210	ELECTRICITY	0	1,240	3,000	1,760		1,760	41.3 %
4220	MAINTENANCE	0	50	0	-50		-50	0.0 %
4800	WATER	0	335	3,000	2,665		2,665	11.2 %
5000	REPAIRS	45	385	3,000	2,615		2,615	12.8 %
5020	NTB HIRE REFUND	0	66	0	-66		-66	0.0 %
5021	REFUND OF DAMAGE WAIVER	0	250	0	-250		-250	0.0 %
5680	EVENTS COORDINATOR	334	5,601	10,000	4,399		4,399	56.0 %
5690	CLEANING - CONTRACT	390	2,341	7,000	4,659		4,659	33.4 %
5695	CLEANING - SUPPLIES	0	470	500	30		30	94.0 %
5700	DOOR SAFE STAFF	52	718	1,200	482		482	59.9 %
5705	FIRE AND SECURITY	0	624	1,500	876		876	41.6 %
5710	GAS	0	557	3,000	2,443		2,443	18.6 %
5715	LAUNDRY	0	138	300	162		162	46.1 %
5720	MAINTENANCE - AD HOC	0	0	1,500	1,500		1,500	0.0 %
5725	MAINTENANCE COSTS -	0	225	2,500	2,275		2,275	9.0 %
5730	PREMISES LICENCE	0	0	1,000	1,000		1,000	0.0 %
5735	PPL LICENCE	0	0	1	1		1	0.0 %
5740	PRS LICENCE	0	679	1	-678		-678	67927.0
5745	REFUSE DISPOSAL	0	165	500	335		335	33.0 %
TITHE BARN :- Expenditure		822	14,214	40,002	25,788	0	25,788	35.5 %

Month No : 7

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1500	DAMAGE WAIVER	0	250	1	249			25000.0
1510	OTHER HIRERS	66	1,843	1	1,842			184250.
1520	REGULAR HIRERS	33	11,651	1	11,650			116510
1530	TITHE BARN TRUST	0	0	1	-1			0.0 %
1540	WEDDING HIRE	0	37,200	1	37,199			372000
TITHE BARN :- Income		99	50,944	5	50,939			101887

Net Expenditure over Income **723** **-36,729** **39,997** **76,726**

FINANCE & POLICY :- Expenditure	1,045	40,495	84,020	43,526	0	43,526	48.2 %
Income	99	539,303	458,361	80,942			117.7 %

Net Expenditure over Income **946** **-498,808** **-374,341** **124,467**

SPECIFIED RESERVES900 MAJOR SPECIFIED ITEMS

9000	CANOPY REPLACEMENT FUND	0	0	2,500	2,500		2,500	0.0 %
9005	CAR PARKS	0	0	50,000	50,000		50,000	0.0 %
9010	CCTV REPLACEMENT	0	0	5,000	5,000		5,000	0.0 %
9015	GLASSWORKS INFILLING	0	16,879	12,447	-4,432		-4,432	135.6 %
9020	HIDDEN HISTORY	0	0	10,000	10,000		10,000	0.0 %
9025	PLAY EQUIPMENT	0	0	30,500	30,500		30,500	0.0 %
9030	SKATEPARK PROJECT	0	630	0	-630		-630	0.0 %
9035	TITHE BARN CAPITAL FUND	0	0	14,825	14,825		14,825	0.0 %

MAJOR SPECIFIED ITEMS :- Expenditure **0** **17,509** **125,272** **107,763** **0** **107,763** **14.0 %**

Net Expenditure over Income **0** **17,509** **125,272** **107,763**

910 MAJOR CONTINGENCY ITEMS

9100	CAPITAL SPENDING PROJECTS	0	0	160,000	160,000		160,000	0.0 %
9110	LEISURE FACILITIES	0	0	10,000	10,000		10,000	0.0 %
9115	MIDDLE ENGINE PIT	0	0	30,000	30,000		30,000	0.0 %
9120	PRECEPT BALANCING RESERVE	0	0	82,467	82,467		82,467	0.0 %
9125	CROSSING: QUEENS ROAD	0	0	10,000	10,000		10,000	0.0 %
9135	PREMISES PURCHASE	0	0	100,000	100,000		100,000	0.0 %
9140	YOUTH HOUSE	0	1,748	50,000	48,252		48,252	3.5 %
9145	STREET FURNITURE AND	0	0	10,000	10,000		10,000	0.0 %

MAJOR CONTINGENCY ITEMS :- Expenditure **0** **1,748** **452,467** **450,719** **0** **450,719** **0.4 %**

Net Expenditure over Income **0** **1,748** **452,467** **450,719**

Month No : 7

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
920	MINOR ITEMS							
9200	BACKWELL LAKE - PATH	0	0	2,017	2,017		2,017	0.0 %
9210	NAILSEA AGAINST PYLONS	0	4,000	0	-4,000		-4,000	0.0 %
9215	TREE WARDENS	0	0	185	185		185	0.0 %
9220	WINTER MEASURES	0	0	2,000	2,000		2,000	0.0 %
9225	YOUTH HOUSE	0	0	4,650	4,650		4,650	0.0 %
	MINOR ITEMS :- Expenditure	<u>0</u>	<u>4,000</u>	<u>8,852</u>	<u>4,852</u>	<u>0</u>	<u>4,852</u>	<u>45.2 %</u>
9230	TOUGH AS NAILSEA INCOME	228	1,300	0	1,300			0.0 %
	MINOR ITEMS :- Income	<u>228</u>	<u>1,300</u>	<u>0</u>	<u>1,300</u>			
	Net Expenditure over Income	<u>-228</u>	<u>2,700</u>	<u>8,852</u>	<u>6,152</u>			
930	RESTRICTED FUNDS							
9300	RECEIPTS IN ADVANCE 17/18	0	0	750	750		750	0.0 %
9310	YOUNG PERSONS GRANT	0	0	8,355	8,355		8,355	0.0 %
	RESTRICTED FUNDS :- Expenditure	<u>0</u>	<u>0</u>	<u>9,105</u>	<u>9,105</u>	<u>0</u>	<u>9,105</u>	
	Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>9,105</u>	<u>9,105</u>			
	SPECIFIED RESERVES :- Expenditure	<u>0</u>	<u>23,256</u>	<u>595,696</u>	<u>572,440</u>	<u>0</u>	<u>572,440</u>	<u>3.9 %</u>
	Income	<u>228</u>	<u>1,300</u>	<u>0</u>	<u>1,300</u>			<u>0.0 %</u>
	Net Expenditure over Income	<u>-228</u>	<u>21,956</u>	<u>595,696</u>	<u>573,740</u>			

At : 09:09

CURRENT BANK ACCOUNT

List of Payments made between 27/08/2016 and 10/10/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/08/2016	CABLECRAFT	VISA	36.73		CABLE TIES FOR MARKET SIGNS
31/08/2016	VIRIDOR WASTE MANAGEMENT	DD	33.00		EMPTYING EUROBIN AT NTB
31/08/2016	ZEN INTERNET LTD	DD	57.46		WEBSITE MAINTENANCE
31/08/2016	BESLEY FRUITS	SO	78.00		MONTHLY CANOPY STORAGE
01/09/2016	TESCO MOBILE	VISA	10.00		TOP UP MOBILE PHONE FOR T/O
02/09/2016	KEITHS GARDENING SERVICES	BP205	1,200.00		WATERING OF PLANTERS AUGUST
02/09/2016	NAILSEA COMMUNITY	BP206	125.00		RIDE SWIM AUGUST 2016
02/09/2016	SOVEREIGN DOOR SUPERVISION	BP207	70.20		DOOR SUPERVISOR 27 AUGUST
02/09/2016	HAMER ASSOCIATES LIMITED	BP208	4,800.00		ADVICE RE NATIONAL GRID
05/09/2016	BELL COMMUNICATIONS	DD	132.90		TELEPHONES AT NTB
05/09/2016	BANES	BP209	3,215.38		NTC STAFF PENSIONS
05/09/2016	HMRC	BP210	2,569.33		NTC STAFF TAX AND NI
05/09/2016	HM LAND REGISTRAR	BP211	6.00		LAND REGISTRY ENQUIRY
06/09/2016	JUST GLOVES	VISA	17.04		ASSORTED GLOVES
06/09/2016	SCREWFIX	VISA	38.98		HEAVY DUTY PADLOCKS
07/09/2016	BIN-IT DOG WASTE SOLUTIONS	BP212	620.86		EMPTYING DOG BINS AUGUST
07/09/2016	STEVE WILLMOTT	BP213	392.00		REPAIR OF TC BENCHES
07/09/2016	TAILOR MADE OFFICE SUPPLIES	BP214	67.78		ASSORTED STATIONERY
07/09/2016	WEST COUNTRY GROUND CARE	BP215	660.00		WORK AT GROVE FOR NPFA
09/09/2016	S & J MOULINIE LANDSCAPES	LTBP216	12,569.30		TREE PLANTING GLASSWORKS SITE
09/09/2016	PETTY CASH	100897	213.59		RELATES TO JOURNAL 12
12/09/2016	FOREST OF AVON TRUST	SO	10.00		MONTHLY SUBSCRIPTION
12/09/2016	FOREAL YOUTH WORK PROVIDE	BP217	2,216.00		YOUTH WORK SESSIONS SEPTEMBER
12/09/2016	SOVEREIGN DOOR SUPERVISION	BP218	62.40		DOOR SUPERVISOR 3 SEPTEMBER
13/09/2016	THE TOOL STORE	VISA	31.34		LEAF GRABBERS FOR T/O
14/09/2016	MRS S WALKER	29.68	29.68		VARIOUS ITEMS
14/09/2016	LANDSCAPE SERVICES	BP220	264.00		GROUNDWORK AT GLASSWORKS
14/09/2016	JOHN BROWN	BP221	6.50		ITEM FOR T/O
14/09/2016	LIME WOOD LAND MANAGEMENT	BP222	175.00		TREWORK AT SPILSBURY WOOD
14/09/2016	BRISTOL CITY COUNCIL	BP223	4,112.40		SUMMER PLANTS FOR NIB
19/09/2016	ALLOTMENT ASSOCIATION	132.00	132.00		INSURANCE PAYMENTS EL AND WR
19/09/2016	PETER PISZTRAN	23.00	23.00		REFUND ON MARKET STALL
20/09/2016	ZEN INTERNET LTD	59.40	59.40		WEBSITE - HOSTING
21/09/2016	BEAVER CLEANING SERVICES	BP225	379.06		CLEANING OF NTB
21/09/2016	HSBC	DR	22.99		BANK CHARGES
22/09/2016	NTC STAFF	BP 226	9,827.02		SALARIES SEPTEMBER
23/09/2016	LIME WOOD LAND MANAGEMENT	BP227	450.00		WORK AT SPILSBURY WOOD
23/09/2016	BATTBROADBENT SOLICITORS	BP228	492.20	162476892	LEGAL WORK SYCAMORE CLOSE
23/09/2016	BESLEY FRUITS	BP229	194.00		CANOPY HIRE TYNTESFIELD MKT
23/09/2016	BESLEY FRUITS	BP230	308.00		CANOPY HIRE NAILSEA MKT
23/09/2016	BESLEY FRUITS	BP231	110.00		CANOPY HIRE LONG ASHTON MKT
23/09/2016	TAILOR MADE OFFICE SUPPLIES	BP232	26.86		ASSORTED STATIONERY
23/09/2016	WALC	BP233	60.00		LOCAL COUNCIL AWARD SCHEME FEE
23/09/2016	BATTBROADBENT SOLICITORS	BP228	-492.20		LEGAL WORK SYCAMORE CLOSE
23/09/2016	BATTBROADBENT SOLICITORS	BP228	492.50		LEGAL WORK SYCAMORE CLOSE
26/09/2016	SOUTHERN ELECTRIC	DD	252.74		ELECTRICITY FOR NTB
26/09/2016	BATTBROADBENT SOLICITORS	BP234	2,000.00		LEGAL FEES HM PARK/EL ALLOTS

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At : 09:09

CURRENT BANK ACCOUNT

List of Payments made between 27/08/2016 and 10/10/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/09/2016	VIRIDOR WASTE MANAGEMENT	DD	16.50		EMPTYING EUROBIN NTB
30/09/2016	SSE CONTRACTING	BP235	43.27		LIGHTING 2ND QUARTER
30/09/2016	GB SPORT & LEISURE UK LTD	BP236	12.00		BIRD REPELLANT TIES
30/09/2016	LANDSCAPE SERVICES	BP237	166.40		GROUNDS MAINTENANCE SEPTEMBER
30/09/2016	JOHN LEWIS	VISA	129.00		NEW MICROWAVE FOR BARN
01/10/2016	GOULD AUTOPLATES	BP241	124.80		SIGNS FOR NAILSEA IN BLOOM
01/10/2016	COMPLETE WEED CONTROL	BP242	2,400.00		WEED CONTROL 2ND APPLICATION
03/10/2016	FRIENDS LIFE	BP238	600.00		NTC STAFF AVC
03/10/2016	BESLEY FRUITS	SO	78.00		CANOPY STORAGE
04/10/2016	BELL COMMUNICATIONS	DD	122.96		NTB TELEPHONES AUGUST
05/10/2016	HMRC	BP239	2,712.01		NTC STAFF TAX AND NI
05/10/2016	BANES	BP240	3,488.49		NTC STAFF PENSIONS
06/10/2016	TESCO MOBILE	VISA	10.00		MOBILE PHONE TOP UP T/O
07/10/2016	PST PLUMBING AND HEATING	BP243	45.00		UNBLOCKING OF TOILET
07/10/2016	LANDSCAPE SERVICES	BP244	330.00		GROUND WORK GLASSWORKS
07/10/2016	LANDSCAPE SERVICES	BP245	90.00		STRIMMING AT GARDEN OF REST
07/10/2016	SMITH OF DERBY	BP246	1,320.00		SERVICE CLOCK, FIT NEW DIALS
07/10/2016	SMITH OF DERBY	BP247	42.00		LIGHT TUBE/STARTER FOR CLOCK
07/10/2016	SOVEREIGN DOOR SUPERVISION	BP248	62.40		DOOR SUPERVISOR 1 OCTOBER
07/10/2016	BIN-IT DOG WASTE SOLUTIONS	BP249	620.86		EMPTYING OF DOG BINS SEPTEMBER
07/10/2016	NAILSEA COMMUNITY	BP250	100.00		RIDE SWIM SEPTEMBER
07/10/2016	AVON LOCAL COUNCILS' ASSN	BP251	95.00		PLANNING COURSE FEE 26/9
07/10/2016	AVON LOCAL COUNCILS' ASSN	BP252	95.00		PLANNING COURSE FEE 26/9
07/10/2016	KEITHS GARDENING SERVICES	BP253	720.00		WATERING OF PLANTERS SEPT
07/10/2016	SSE CONTRACTING	BP254	185.88		HOIST HIRE FOR WORK ON CLOCK
10/10/2016	FOREST OF AVON TRUST	SO	10.00		MONTHLY SUBSCRIPTION
10/10/2016	WEST COUNTRY GROUND CARE	BP255	435.00		GROUNDWORK AT HM PARK
10/10/2016	WEST COUNTRY GROUND CARE	BP256	576.00		GROUNDWORK AT GROVE NPFA
10/10/2016	MRS P PAIGE	BP257	102.25		REIMBURSEMENT FOR STAMPS
10/10/2016	BEAVER CLEANING SERVICES	BP258	468.42		CLEANING NTB SEPTEMBER
10/10/2016	TAILOR MADE OFFICE SUPPLIES	BP259	10.03		WHITE ENVELOPES

Total Payments 63,369.71



Nailsea's Place

Developing a new community hub and network for Nailsea

Updated June 2015

1. VISION

Cities should use vacant sites to their advantage, treating them as flexible spaces that can be used to trial new ideas¹

One of the great strengths of this country is that we have an NHS that – at its best – is 'of the people, by the people and for the people' ... [but] we have not fully harnessed the renewable energy represented by patients and communities ...

NHS Five Year Forward View²

- 1.1 This proposal will provide an exciting new type of community 'place' in the form of an information centre/community hub based in Nailsea town centre. It will bring together community groups, organisations and initiatives in one place with the potential for outreach. This will develop to provide a service supported **by** local people **for** local people, building on strengths in the local community, and filling the gaps in the existing service-led silos.
- 1.2 Nailsea town centre will once more become the heart of the community. The hub and a linked community network will provide co-ordinated *information, services* and *events* that work together to promote **salutogenesis**³ – an approach that supports human health and wellbeing rather than focusing on factors that cause disease. At the core of this thinking is the belief in people and their capacity to achieve amazing things.⁴
- 1.3 This will be a new type of partnership; reducing duplication, pooling resources and making it easier for the public to know where to go. Local people will work together to identify the gaps in information, support and services, make connections across organisations, and to unlock the potential of the community to contribute to people's own health and wellbeing as well as each others.
- 1.4 Currently, a lack of joined-up-ness, duplication, waste, poor take-up and lack of awareness have all been cited by local people who are already expressing enthusiasm and support for this new type of 'place' in Nailsea community (see Appendix 1).
- 1.5 Nailsea Town Council currently provides funding to a variety of groups but believes this could be better co-ordinated and is keen to lead the way on this.
- 1.6 A multi -agency approach would establish more effective ways of providing support for people with long-term conditions to manage their own care

¹ *Beyond the High Street*: Paul Swinney & Dmirty Sivaeav (Sept 2013).

² *NHS Five Year Forward View*: www.england.nhs.uk/wp-content/uploads/2014/10/5yfv-web.pdf

³ **Salutogenesis** is a term coined by Aaron Antonovsky, a professor of medical sociology: en.wikipedia.org/wiki/Salutogenesis

⁴ Bromley by Bow Centre provide a bespoke health and holistic provision that exceeds local and national targets. <http://www.bbbc.org.uk/>

outside of the already over-stretched and often inappropriate hospital setting.

- 1.7 The Nailsea Place would also enable an improved dialogue between commissioners and the local community and will be a place to build social capacity and share best practice.

2. CONTEXT AND EVIDENCE

A healthy General Medical Practice will encourage participation and active citizenship as a way of promoting the health and well being of individuals and of the community.

*Adapted from the works of Helena Kennedy
by Dr Malcolm Rigler 2013*

Health context

2.1 Key issues:

- A large amount of GP time is spent on social issues rather than clinical.
- NHS and local authority commissioners often consult with the same people and fail to reach the wider communities.
- The NHS is seeking new ways to help people take more responsibility for their own health.
- Patients with long-term conditions (e.g. diabetes, asthma, heart disease) are by far the single biggest group of NHS patients and account for around 60% of hospital bed-days.
- Long-term conditions are seen as the 21st century healthcare challenge.

Local context: Nailsea

- 2.2 Nailsea is a town in the unitary authority of Somerset, to the southwest of Bristol and the northeast of Weston-super-Mare. Nailsea is a commuter town with a population of 15,630.
- 2.3 Whilst the overall population is declining, the proportion of older people within Nailsea is growing significantly at a rate faster than the North Somerset average. Conversely, the proportion of children aged 0-15 years is declining. 10% of five-year-old and 8% of eleven-year-old children living in Nailsea North and West are obese.
- 2.4 Nailsea has over 150 voluntary organisations and a strong sense of community.

The Patients Association: research

- 2.5 The Patients Association is a long-standing, independent national charity which campaigns on major policy issues, (reviews/research/published reports) and ensures the voice of patients and their families is heard by setting up and being involved in local and national projects to implement service improvements and ensure that the patient/service user and carer is at the centre. Working with a range of stakeholders including universities and academics, the Patients Association is also keen to contribute to culture change in the health and social care economy.
- 2.6 A recent survey of patient safety in primary care⁵ described large variations in quality of care ranging from errors in diagnosis and medication to excellence in monitoring and reviewing long-term conditions.
- 2.7 "Handling Complaints with a Compassionate Human Touch"⁶ highlighted the difficulties patients and their families have in raising concerns/complaints about health or social care services and in navigating the complex system including care homes.
- 2.8 The NHS Constitution⁷ highlights patient's rights and their responsibilities yet few patients know about this.
- 2.9 The Patients Association has developed a model for locally-based Community Reporter schemes around the country; this provides a mechanism for people to record and tell stories about their experiences. These have emphasised the value of support networks, volunteering and other community activity on people's health and well-being.

Social prescribing

- 2.10 GPs and patients are increasingly keen on the 'more than medicine' approach of social prescribing. However when Nesta questioned 2,000 people, just 9% said they had received a social prescription. 55% said they would like their GP to offer them.⁸

3. APPROACHES

⁵ **Patient Safety.** The Patients Association 2014 report and films clips (on behalf of NIHR Greater Manchester Primary Care Patient Safety Translational Research Centre, University of Manchester) https://www.youtube.com/channel/UC18GlgZdtIjV8kX_OA5GJkg

⁶ "Handling Complaints with a Compassionate Human Touch" – Oct 2014

⁷ The NHS Constitution: <https://www.gov.uk/government/.../the-nhs-constitution-for-england>

⁸ <http://www.theguardian.com/society/2013/nov/05/social-prescribing-fishing-group-doctor-ordered>

3.1 **Asset-based community development**

Amongst other aims, asset-based working promotes wellbeing by building social capital, promoting face-to-face community networks, encouraging civic participation and citizen power. High levels of social capital are correlated with positive health outcomes, wellbeing and resilience.⁹

- 3.2 This is our key theme and there are also many overlaps between the 'assets-based approach' and public health and health visiting¹⁰ which will be explored in this project.

Art as treatment or therapy

- 3.3 In discussion with Arts and Health South West¹¹ there are huge possibilities in using arts as a mechanism for communication, education and therapy – e.g. social prescribing art activities, overcoming language and literacy difficulties and creative ways of engaging people who are often not heard.

Education and learning

Learning ... is the weapon against poverty. It is the route to participation and active citizenship.

Dr Malcolm Rigler, GP

- 3.4 By working with local schools and colleges there are opportunities for two-way learning and intergenerational activities with a wider pool of resources and benefits.
- 3.5 A wide programme of numeracy, literacy, family and vocational learning could be delivered.
- 3.6 Working with universities and colleges will provide students from health and social care, medicine, media and arts who can provide project support and placements within the project.

Information technology

- 3.7 Digital training and social media workshops will help people to explore new ways of communicating.

⁹ **A Glass half full: An asset approach to community wellbeing** http://www.local.gov.uk/health/-/journal_content/56/10180/3511449/ARTICLE

¹⁰ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/373380/Factsheet_v2.pdf

¹¹ Arts and Health South West www.ahsw.org.uk/

- 3.8 Use of new health planning applications and websites (*My Notes Medical*¹² and *The eRed Book*¹³) could be facilitated. Agreement is already in place to licence the use of *My Notes Medical* to the project with customised content and co-branding for Nailsea Place as well as developing links and partnerships with other IT solutions.
- 3.9 The Commissioning Support Unit of the CCG is implementing the new *Map of Medicine*¹⁴ which provides pathways and a directory for GPs. The 'Nailsea Place' could facilitate the use and development of this by the public with the Commissioning Support Unit providing training for volunteers in its use.

4. IMPACT

4.1 Who will benefit?

- People who are socially isolated;
- People with long-term health conditions;
- The wider population because engagement and involvement increases wellbeing and prevention of health problems at all ages.

4.2 What difference will it make?

Early discussions have produced the following suggestions for outputs and outcomes:

Outputs

- 4.3 A community hub in the heart of Nailsea linked to a wider community network.
- 4.4 A community directory of information and accessible web-based database.
- 4.5 Befriending schemes, time-banks and a growing learning and support programme for volunteers.
- 4.6 Information and participation workshops.
- 4.7 Improved links between a range of health and community partners.

¹² **My Notes Medical** - There is the option of a licence to use this facility within this project with customised content and co-branding for Nailsea Place if required. The Nailsea version will have all the core functionality but with additional features specific to the project and partners. john.wisbey@fetchdigital.com – PowerPoint slides available.

¹³ <http://www.sitekit.net/>

¹⁴ *Map of Medicine*: <http://healthguides.mapofmedicine.com/choices/terms.htm?next=/map/index.html>

- 4.8 Identification and mapping of services, especially for people who are not often heard or do not access services.
- 4.9 More people and professionals accessing information and data and more people using health self-management technology.
- 4.10 Shared learning opportunities for a range of professionals and connecting up agencies.
- 4.11 Better public knowledge about how to influence planning and commissioning.
- 4.14 More people learning new skills, creating and finding employment and developing the confidence to achieve goals and transform lives.
- 4.15 Reduced number of hospital bed-days for people with long-term conditions.
- 4.16 A set of evidence-based tools to make use of the learning and support the wider implementation of this model.

Outcomes

- 4.17 People are more in control of their own health and wellbeing with measurable health improvements –e.g. mental health, obesity, heart disease etc
- 4.18 Improved self esteem and less social isolation
- 4.19 People with long-term conditions are living fulfilling lives.

5. PROJECT MANAGEMENT AND TIMESCALES

Project management

- 5.1 It will be important to ensure this project is well managed including project set, governance, planning, monitoring, implementation, evaluation and delivery. It is suggested that a simplified version of PRINCE 2 will be used for project management and an appropriately qualified and experienced project manager is appointed with a steering group in place to ensure the project is well governed and funding made best use of.
- 5.2 The project manager will develop a detailed project plan, communication plan, risk register, reporting structure and budget. A small steering group will also ensure a common understanding, achieve wide sign up and avoid duplication.
- 5.3 If required the Patients Association will manage the initial set-up phase, led by the project steering group and a wider stakeholder group subject to funds provided to carry out this task. During this process, the groups/agencies identified to deliver different aspects of the work (research, financial

modelling and case studies to test the efficacy of the model, evaluation framework, securing and designing the building, creative communication of the vision, education and training, community services and so on will be identified.

5.6 **Project sponsor:** Ian Morrell, Town Clerk, Nailsea Town Council

5.7 **Suggested project steering group**

- Ian Morrell – Nailsea Town Council
- Clare Hunt and David Packham – Chair /Vice Chair Councillors
- Dr. Malcolm Rigler – GP/ Patients Association Ambassador
- Towerhouse and/or Brockway Surgeries– GP or practice manager
- Liam Williams - Public Health Director or representative
- North Somerset Clinical Commissioning Group- Dr Mary Backhouse GP
- Heather Eardley – Director of Development, The Patients Association
- Becky Chapman – Theatre Orchard/Arts Health South West
- Any others to be appointed as required

5.8 **Project stakeholder group**

- Local people who use services
- Nailsea Town Council
- North Somerset Council
- Care Connect
- Parish councils
- Clinical Commissioning Group
- Patient Participation Groups (PPG) in local GP practices
- Alliance Homes
- Nailsea Library
- Charlotte Jarrett – Town Centre Manager
- The Patients Association
- Grandparents Association
- Parkinsons Society
- Diabetes UK
- Men in Sheds
- Mental health services
- Healthwatch
- Health Visiting and Midwifery
- Carers
- Universities – UWE/ Bristol University /Weston College
- Local schools/colleges
- Voluntary Action Network (VANs)
- Children's Centre
- Sensory Impairment representatives
- Avon and Somerset Police
- Avon Fire and Rescue

- Voluntary and community sector
- Others to be identified ...

6. ORGANISATION AND GOVERNANCE

- 6.1 Models, such as a charity or community interest company, to manage the Nailsea Place will be explored as part of the development project to ensure sustainability and good governance.

7. EVALUATION AND SUCCESS MEASURES

Evaluation partners

- 7.1 An academic institution that has an interest in the "assets-based approach" will be sought and involved to assist with developing an evidence base, modelling and evaluation. Learning will be shared locally, regionally and nationally.

Success measures

- 7.2 A baseline will be developed using these initial ideas for success measures but to be developed by the project steering group and wider stakeholders:

- a) Number of events held/number of participants;
- b) Number of visitors/enquiries – face-to-face, email, letter;
- c) Type and number of new initiatives;
- d) Satisfaction measures: reducing social isolation; increasing self esteem; improving health and wellbeing; how well informed people feel about local services;
- e) Ability to influence commissioning and planning decisions;
- f) Number of organisations who sign up with consequent outcomes for their users;
- g) Number of people using digital communication and health self-management tools;
- h) Reduction in number of hospital bed-days in management of long-term conditions;
- i) Number of social prescriptions made by GPs.

8. FUNDING

- 8.1 Detailed costing will be subject to further research by the project team.
- 8.2 Sustainability will be built in; we will consider options for pooling funding and re-commissioning existing funding.

APPENDIX 1 – LOCAL SUPPORT FOR PROJECT

A number of organisations /individuals have already responded to a local newspaper article and their responses are listed below. The article was published on the front page of the local newspaper and attracted a lot of attention and enthusiasm from the community about this idea.

	Organisation/Individual	Feedback, help or ideas offered
1	Parkinson's Society	Offering specialist Parkinson's nurse clinics.
2	Diabetes UK	Nailsea, Backwell & District Diabetes UK Group want to be included.
3	Grandparent's Association	Recruiting and training volunteers; offering to set up a local group.
4	Mrs J.	Would find the Grandparent's group useful.
5	Mrs P. (retired pharmacist)	People in their 80s would find it very useful as a way of keeping fit, healthy and positive
6	Retired Senior Nurse Practitioner	My GP could not find any activities in Nailsea that support those with mental health issues. Need for an Art Therapy group, creative writing and music, and drop-in cafe.
7	Elizabeth Williams Project Manager –NHS Commissioning Support Unit	Offered to train volunteers to assist patients with the medicine map and to upload information about community resources.
8	J.E.	Befriending schemes for older people.
9	Malcolm Rigler GP	Learning sessions and placements for GPs, Town Councillors and County Cllrs, Head Teachers and Directors of Social Services. Include the rapidly developing cultural offer.
10	TP Amber Jacket Ltd (a health and safety business)	Discuss running courses in partnership.
11	Hugh Turvey/artist (works in hospitals and schools)	Could lead events in town centre/schools
12	Mr F. (registered blind person, Healthwatch)	Wants to ensure people with disabilities are involved.
13	Action for M.E./Clare Ogden (Health lead)	General involvement.
14	P.G. from 'Nearest Relatives' and Men in Sheds	Sees big gaps in the NHS /local authorities' service-led models; need more creative solutions. Also need mental capacity training; assistance with finding care homes.
15	Alliance Homes	Has a large presence in Nailsea. Could operate a drop-in/advice facility.

APPENDIX 2- INITIAL STAKEHOLDER MEETING

Following the first draft of this proposal an initial stakeholder meeting was held for interested parties on 28th January 2015 with 25 people in attendance from a range of different voluntary sector organizations, North Somerset Council and North Somerset Clinical Commissioning Group (see list of attendees)

Nailsea Place Project - Initial Stakeholder meeting notes 28 January 2015, 9.30am, Tithe Barn, Church Lane, Nailsea

Welcome from Clare Hunt, Chair of Council and Ian Morrell, Town Clerk.

Background to the project by Malcolm Rigler

There is a need for GPs to communicate with patients on their care clearly in language and terms they understand.

GPs have no links with the educational service to educate patients.

Patients often ask about volunteering opportunities but GPs have little or no access to that information although many are already aware of the fact that becoming a volunteer can help both the organisation they join and the volunteer themselves.

Salutogenesis is a term coined by Aaron Antonovsky, a professor of medical sociology. **The term describes an approach focusing on factors that support human health and well-being, rather than on factors that cause disease.** More specifically, the "salutogenic model" is concerned with the relationship between health, stress, and coping. Antonovsky's theories reject the "traditional medical-model dichotomy separating health and illness". He described the relationship as a continuous variable, what he called the "*health-ease versus dis-ease continuum*". (*Wikipedia*) 'The Great Good Place'. Social places can help you to get through the day. Create environments that give a feeling of meaning and purpose. Churches were the prime source of social activity with clubs and events. The Arts - pioneer projects.

Vision for Nailsea to have a hub that is the liveliest and most relevant place in the community.

Introduction from Heather Eardley and aims for the day.

Much GP time is being spent on social issues.

Further to the proposal already circulated, it would be useful to discuss today what type of facility is needed and how it could be managed.

Initial thoughts – whole group discussion

☐ There are already many organisations existing – is this needed?

☐ Is transport / befriending a part of this?

☐ Will transport be provided to get people to the hub?

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☐ Befriending and volunteering can be hard to start up and ongoing costs, training and support required.

☐ Towerhouse Practice has connections with volunteer agency (RSVP) – for a practice based volunteer programme. They are keen to set up in every practice in North Somerset. In 2 years of the programme only 6 volunteers are in place at Towerhouse. They could utilise and be more proactive with Practice & Patient Group.

☐ Already networking events for 150 organisations happening.

☐ The housebound are socially isolated – a virtual hub could be useful for them.

☐ Definitely a divide between the internet savvy and non internet users.

☐ Isolation is one of the serious problems for Parkinsons UK who said their biggest expense was providing transport to enable people to attend meetings. They suggested that students could be involved in a project to help isolated people use the internet to Skype or similar to stay in touch.

☐ Weston College – Tech genius - already run a similar programme. Students help individuals to use the computer at Weston Library on a drop in basis. Other colleges are also sending students out to help people to use tablets.

☐ Regular tuition and support groups are planned in Weston, Worle and Portishead part of the North Somerset inclusion (under Alan Davis) and Nailsea library is proactive in that.

☐ It could allow organisations that are already stretched the opportunity to work together.

☐ There are projects in Nailsea but there is no place to link up.

☐ It was suggested that the simplest and quickest way to achieve this, without worrying about grant applications could be to build in regular 4 times a year networking events as a start and allow anything else to grow organically from that.

Small group discussions and feedback:

Initial thoughts on the project proposal

☐ It can happen and should happen

☐ Do not want to duplicate what is already in place

☐ Already good links across health and social care

☐ Is it sustainable? – similar projects have been set up and then had to stop

☐ Will it cost organisations, what would they need to pay?

☐ It needs to address issues specific to Nailsea

What the current gaps are 3 of 4 | Page

☐ No-one has a directory of everything, including local social sports and hobbies groups then shares and cascades that information down to others.

☐ There is already a central point of information – Community Connect – it needs to be publicised better to raise awareness.

☐ Need to have better links with North Somerset

☐ Publicity for what already exists

What is the potential scope and opportunity?

☐ There is no need for a new organisation

☐ It could help to respond to early diagnosis of conditions

☐ Promote opportunities to Nailsea residents so they can engage

☐ Educate – on health and with life skills such as cooking, H & S, social skills

☐ The Leg Club model is good and dementia cafes, focussing on social aspect of the group. We need to copy these models.

☐ Improved signposting to what is already in place

☐ Develop website that can suggest other sites or pages from what already viewed

☐ Create link through NTC website to a directory with contacts and organisations

☐ Could just have links to third party websites to reduce need for updating information.

☐ Linking of smaller organisations could create opportunity for pooling resources and achieve better (financial) deals for services and resources.

☐ Set up deals with fuel /transport

☐ Improved networking events

☐ Include Positive Step – Somerset based services for Mental Health problems

☐ Cardiff University activities around memory and institutions of memory (David Anderson)

☐ Readiness for under 5's to look after health

What inhibits what organisations do

☐ Patients see GP practices as barriers

☐ Money wouldn't necessarily help

☐ Rent / transport

☐ Information goes out of date quickly and organisations are not updated.

☐ Not having a point of contact for other organisations

☐ Can be a fear of being disadvantaged through working in partnership (with NHS)

☐ Lots of organisations independently trying to achieve things

☐ Lack of infra structure

☐ Lots of organisations already have information to provide to people or can access it through Google although some find little information on small or community groups which are not so well publicised.

Is a building required, if so what type and where?

- ☐ Use existing assets like Tithe Barn or Library
- ☐ A new building is not required but a primary hub in existing building (like library or council offices) with secondary hubs
- ☐ A physical premises is not required but phone and internet contact.
- ☐ Yes a building is required.
- ☐ Ways of managing a building so that it can pay for activities (example of Tithe Barn).

What should be the project focus over the next 6 months?

- ☐ Would be useful to find a comparable town to see what they have in place.
- ☐ Contact Kate Sachs/Saggs? who was trying to set up something similar in Churchill.
- ☐ Ask local people what they want - Start off with a focus group of people who do not look after their health for their views.
- ☐ Focus on the health needs of the area – Nailsea not a high deprivation area, older population
- ☐ Social isolation / transport – all ages
- ☐ Bring age groups together
- ☐ Care for more interventions
- ☐ Contact those who didn't attend
- ☐ How wide do we need to communicate?
- ☐ Further meeting to focus ideas and formulate next steps

Actions and Next steps

1. Those present were asked if anyone would like to join a steering group to take some of these ideas forward – the majority of people said they wanted to be part of this.
2. There are a number of people who had expressed interest but were unable to attend today and it was agreed they would also be sent the notes and kept updated.
3. Communication was agreed as important and regular updates from the town council and use of the town council website was seen as very important.
4. There was a feeling that whilst there is a lot of information and agencies in Nailsea the general public are often not aware of this. The next step should therefore be a consultation exercise with members of the public – this could be carried out in a number of ways- local paper article, survey, and/or town centre pop up event to test the type of things the Nailsea Place is proposing to offer.
5. Following the stakeholder meeting Dr Malcom Rigler and Heather Eardley met with members of Arts Health South West who have offered to host a pop up event using local artists week beg 15-22nd May which coincides with voluntary arts week.

The Case For Nailsea Place

It is very difficult for anyone to grasp the concept of an idea that has grown out of thoughts, ideas and aspirations expressed over several years by a wide variety of people.

This is especially so for Nailsea Place as the end result is likely to be quite different from what was first envisaged because of the evidence gathered during the process and the wide variety of contributions made to discussions about the broad scope of complex issues to be considered.

So now is the time to seriously consider what is the purpose of Nailsea Place, what it might look like and if it comes to fruition how might it be managed.

Much effort to understand the need for Nailsea Place and the valuable contribution it could offer our town has already been expended by those of us already convinced it could be an immeasurable asset to Nailsea.

Papers have been read on the subject of **salutogenesis** - the causes and promotion of wellbeing. During the process it has become clear that those without good health or a sense of wellbeing cannot always be fixed by a visit to the doctor. Cllr Jeremy Blatchford, Ian Morrell and I attended the Autumn Stakeholder Event of North Somerset Clinical Commissioning Group only a few days ago and, it couldn't have been made clearer there, how the benefit of working with local communities to promote self-care would be a vital part of public health in the future.

When things go wrong in our lives the effect on our physical and mental health can be devastating. It is not easy to find solutions, but a start could be to have a place to turn to - where the first steps in the direction that may help can be found. That could be Nailsea Place.

The clerk, the chair and myself met with Dr Mary Backhouse, the Chair of the GP led Commissioning Group, and were shocked to hear that so many patients visiting her practice had problems caused by loneliness, bereavement and stress. Of course we all know the strain on the NHS caused by other health issues such as dementia, diabetes and so many other long-term conditions, particularly of concern in Nailsea with an ageing population.

We have seen for ourselves the benefits of holding 'Music and Memories' at the Tithe Barn and the reputation of 'The Leg Club' is now spreading and being used as an example of how offering a social experience can not only improve medical conditions, but also relieve some of the problems caused by isolation.

When Dr Malcolm Rigler approached the clerk to explore whether there was an opportunity for Nailsea to have a central place where people could come and explore concerns regarding their health or issues causing them concern about their lives, he couldn't have arrived at a more opportune moment.

Sue Walker and I had visited buildings in Clevedon and Portishead when investigating their Youth Service provision and it occurred to me that if we were to continue to offer Youth Services in Nailsea at an affordable price, what better way than having a building that could be used by everyone in the community, thus covering its cost. Nailsea Place could be used by as many groups as possible at certain times during the week, but also be a meeting place for our young people on Monday evenings.

So two approaches were taken, one to find a building, the other to explore the benefit to the numerous groups in Nailsea that such a building could provide.

Many buildings were investigated and 'ups and downs' experienced as hopes of finding such a building diminished. As time went on it became clear there really was only going to be one option - Youth House. I believe councillors are all aware of the present position on that.

The matter of identifying how the building may be used is still a complex one. Heather Eardley's involvement in the project was invaluable. She is the Director of Development of the Patient's Association and her knowledge and expertise has been inspirational.

A stakeholders meeting was held at the Tithe Barn to discuss the usefulness of Nailsea Place and all councillors were given copies of the excellent and positive report Heather produced as a result.

As work progressed, other groups and individuals approached NTC expressing their interest in the project and hopefully that level of interest is still maintained.

In fact, the level of interest elsewhere is spreading far and wide and Ian Morrell is holding a workshop on the subject at the National Conference of the Association of Local Councils in Leicestershire with Dr Malcolm Rigler on 13th October. This is following the article on the subject published in the May edition of *The Clerk*, which was very well received.

So other towns are now adopting an approach in their communities, which has been instigated here in Nailsea. Let's not fail our residents through hesitation or indecision.

Cllr Jeremy Blatchford and myself attended the 'Bridging the Gap Conference' earlier in the year where John Connell from the Department of Communities and Local Government spoke of the '**Our Place Programme**' and how creating a community place relieves social isolation, thus reducing the money needed by social adult care. He said there is real evidence of the financial benefit. An article commending community places can be found on the government web-site, Mycommunity.org.uk.

Every town involved will have develop such a place to suit its own needs. So what might a Nailsea Place look like?

Well that will be up to everyone who gets on board. Obviously there will be some restrictions because of the fabric/style of the building, but I've seen how clever designers can use space to great effect. Now NTC has a great opportunity to acquire a building in the heart of the town. Youth House could not be better placed.

Youth House would offer to residents a place for conversation, for many forms of creative art or physical activity, such as Pilates. It could be a place to explore methods of improving life-style such as diet or somewhere to learn a musical instrument. It could be a place to hold a book club, a board game club, a card game club and so on. All at the same time as offering a home to NTC's youth services. It also could be a space for those at the other end of their lives to find solace and companionship.

Our town is blessed with volunteers who work tirelessly on behalf of others. Many have expressed an interest in this project. For them and the future generations to come, I would like to finally be able to turn the concept of Nailsea Place into a reality.

I hope this helps if anyone is unclear or uncertain that this is a viable or worthwhile project, and there is plenty more information to be found to support the case for Nailsea Place.

Clare Hunt, October 2016

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The King's Fund - Ideas that change health care

How to involve and co-produce with patients and communities

Implementing the six principles

Date: 1 Nov 2016
Time: 8.30am-5.00pm
Venue: The King's Fund, London, W1G 0AN
Event type: Conference

About this event

Developing a new relationship with patients and communities is key to closing the three gaps identified by the *NHS Five Year Forward View*: health and wellbeing, quality of care and treatment, finance and efficiency.

Bringing together **national leaders** and **local innovations** from across the country, this event will demonstrate how you can implement the six principles which set out the basis of **good person-centred, community-focused care**.

What are the six principles?

The six principles aim to give practical support to services as they deliver the *Forward View's* vision for a new relationship with patients and communities. They require that:

1. Care and support is **person-centred**: personalised, coordinated, and empowering
2. Services are created **in partnership** with citizens and communities
3. Focus is on **equality** and narrowing inequalities
4. **Carers** are identified, supported and involved
5. **Voluntary, community** and **social enterprise** and **housing** sectors are involved as key partners and enablers
6. **Volunteering and social action** are recognised as key enablers.

These principles underpin successful local activity that improves health outcomes and allocation of resources.

What will you learn?

This conference will show you how to:

- **make a case** for co-production and co-design
- **change cultures**, working with clinicians and managers and other partners to get them to see the value of proper engagement
- **do co-production** that embodies equality, diversity, accessibility and reciprocity
- engage with patients from **vulnerable groups**
- use asset-based community development to build on the skills of patients and communities and use them to **transform delivery of care**.

[See the full programme >](#)

“ The evidence is increasingly clear that better engagement - by which we mean involvement and co-production - is not a nice-to-have, it is core business. There is a growing body of knowledge and practice that demonstrates that engagement is doable and has real impact. ”

- Six principles for engaging people and communities

Experts by experience will be joining each session - further speakers to be announced soon.

8.30am: Registration opens, exhibition and refreshments

Breakfast workshop

9.00am: Empowering individuals using the patient activation measure: practical use in the NHS

Dr Helen Gilbert, Fellow, Policy, The King's Fund

Sally Bufton, Hepatitis Clinical Nurse Specialist, Queen Elizabeth Hospital Birmingham

Anu Singh, Director, Patient and Public Participation and Insight, NHS England

Dr Alf Collins, National Policy Advisor in person-centred care, NHS England

Dr Ollie Hart, GP Partner at Sloan Medical Centre, Sheffield, clinical lead for Sheffield's person-centred care work stream, Chair, 'Sheffield Move More' Board

James Ager, AbbVie Care Director, AbbVie.

More on this workshop

Two years on from The King's Fund's publication, *Supporting people to manage their health*, this seminar will hear **practical examples of the use of patient activation techniques in the NHS**, the early results, the **lessons learnt** and will encourage discussion on next steps so that you can move forward locally.

- Hear about NHS England's vision for patient activation within the health care system, a review of the tools and options already in place for providers and **why PAM matters**
- **Learn practical lessons from a CCG** about the use of patient activation and the triple win for providers, healthcare workers and patients
- Discover how you can use the Patient Activation Measure to understand an individual's skills and confidence, and using that to **tailor a bespoke service** suitable for an individual's needs.

This workshop is being organised by our sponsor, AbbVie.

Session one: The importance of good engagement with patients and communities

10.00am: Welcome and introduction

Helen Gilburt, Senior Fellow, Health Policy, The King's Fund

10.05am: The impact and value of involvement and co-production

- **Hear from an involvement volunteer** how co-production has **improved experience and outcomes** for patients and service users.

Paul Radin, Involvement Volunteer, Nottinghamshire Healthcare NHS Foundation Trust

10.20am: Six principles for engaging people and communities: putting them into practice

- Discover how the **six principles for engaging with patients and communities** feed into work on **new models of care**
- Learn how the six principles can help you **drive the radical change** envisaged by the *Five Year Forward View*.

Jeremy Taylor, Chief Executive, National Voices and Chair, People and Communities Board

10.35am: Embedding co-production into the day-to-day working of your organisation

- Hear about the **five values and behaviours** that must be present in an organisation to make co-production possible and understand the **seven steps to implementation**
- Learn from case study examples about **how to apply the co-production approach** in practice.

Catherine Wilton, Director, Coalition for Collaborative Care

10.50am: Questions and table discussion

Joined by: **Carol Munt**, Patient Leader

11.15am: Refreshment break, exhibition and networking

Session two: Making the case for a new relationship with patients and communities

11.45am: Welcome back

Halima Khan, Executive Director of the Health Lab, Nesta

11:50am: Working in partnership to develop a new relationship with patients

- Hear Sara's story of how she became a patient partner and the **impact of working in partnership**.

Sara Turle, Patient Partner, Barking, Havering and Redbridge University Trust

12.05am: Achieving buy-in from GPs for greater engagement with patients

- Learn how to **achieve buy-in from GPs** for greater engagement with patients, carers and the community
- Find out **how to outline the benefits** of greater engagement by linking it to key clinical priorities and outcomes
- Discover **how to set up expert groups** of patients and carers to co-design approaches with clinicians.

Jane Lodge, Head of Engagement, Brighton and Hove NHS Clinical Commissioning Group

12.25pm: Shifting cultures and challenging power imbalance in NHS trusts

- Learn how to **articulate the business case**, value and impact of involving patients and the public to managers and key decision-makers in NHS trusts
- Find out how to **design strategies and pathways for care delivery** working with both patients and NHS staff.

Jane McGrath, Director, West London Collaborative

12.45pm: Patient Leadership in the real world: learning from working in partnership with CCGs and patient leaders

- Learn from the challenges of delivering in partnership with patients, health and the voluntary sector to **influence decision-making and commissioning**
- See how to manage expectations, build and maintain resilience and **balance competing priorities from different organisations** and partners to ensure meaningful collaboration.

David Jones, Head, Involvement and Shared Practice, Diabetes UK

1.05pm: Questions and discussion

1.15pm: Lunch, exhibition and networking

Session three: Breakouts

Choose between any of the following sessions:

A: Engaging with vulnerable patients and communities to improve access and self-advocacy

2.15pm: Welcome back

Robert Johnstone, Board Member, International Alliance of Patients' Organisations

2.20pm: Working with the voluntary sector and vulnerable groups to improve access

- Hear how to work with the voluntary sector to **better understand the needs of vulnerable groups**, including those with sensory impairments, the lesbian, gay, bisexual, and trans community, and people who are homeless
- Discover how to **run focus groups and workshops** with the local community to develop a better understanding of the needs of these groups.
- Learn **how to work with people with lived experience** to carry out 'mystery shopping' checks to assess whether improvements have been made.

Emma Whitby, Chief Executive, Healthwatch Islington

Elizabeth Stimson, Engagement Lead, Islington NHS Clinical Commissioning Group

2.40pm: Working with patients to develop tools and techniques to put them at the centre of their health and care

- Find out how **wikis** have been developed for **patients with intellectual disabilities and mental health issues** in Central and Northwest London NHS Trust to enable patients, families and carers to **share information** with health care professionals to improve care
- Learn about the impact of **using multimedia with patients** as a tool for engagement and self-advocacy.

Gosia Kwiatkowska, Research Centre Manager, University of East London

3.05pm: Questions and discussion**B: Ensuring equality, diversity, accessibility and reciprocity in co-production**

2.15pm: Welcome back

Pete Fleischmann, Head of Co-production, Social Care Institute for Excellence

- Learn from **practice examples** gathered by the Social Care Institute for Excellence for Co-production week about how to apply the principles of co-production in practice: **equality, diversity, accessibility and reciprocity**
- Discover ways to develop a relational approach, **building relationships based on trust and confidence**, so that patients and service users have both power and responsibility
- Find out how to **work with frontline staff to ensure they can use co-production** approaches, with time, resources and flexibility
- Hear how to use **formal or informal methods** to foster reciprocity and mutuality so that all partners can feel their contributions are valued.

June Sadd, Peer Researcher, Equalities Trainer and Member of SCIE's Co-production Steering Group

3.05pm: Questions and discussion

C: Using asset-based community development to engage patients and communities in delivery of care

2.15pm: Welcome back

Mark Doughty, Co-Founder, Centre for Patient Leadership, and Leadership Associate, The King's Fund

2.20pm: Age Better: Patients at the heart of co-designing services

- Hear how to work with older people to design and deliver a campaign of community action against social isolation and loneliness
- Learn how to **engage with a community to design the service**
- Discover **how to recruit people with lived experience** to work alongside members of the public, voluntary and private sector organisations.

Ruby Smith, Head of Personalisation, South Yorkshire Housing Association

2.40pm: Building relationships with users and volunteers

- Learn **how to recruit volunteers** with lived experience from amongst your user community
- Discover **how to train volunteers** as peer advocates and support them to deliver one-to-one support to their peers, overcoming the practical, personal and systemic barriers which prevent them from addressing their health needs
- Hear about the impact of this peer-to-peer support in **improving access to healthcare for people experiencing homelessness**.

Kate Bowgett, Director of Advocacy, Groundswell

3.05pm: Questions and discussion

3.15pm: Refreshment break, exhibition and networking

Session four: Supporting and incentivising good practice in involvement and co-production

3.35pm: Welcome back

Alex Fox, Chief Executive, Shared Lives Plus

3.40pm: Working in partnership with patients to provide consistent solutions for quality improvement

- Learn how **NHS organisations** can develop consistent ways to meet the individual needs of patients by using the methodology of **Always Events**
- Learn how co-production workshops with health care providers and commissioners and patients and communities are used to **identify and develop improvements to patient and family-centred care**
- Hear about examples where always events have been used and the impact on patient experience.

Dr Neil Churchill, Director of Patient Experience, NHS England

4.00pm: Panel session

- How can we embed the six principles to strategic planning and implementation in health and care, including new care models and STPs?
- How can we incentivise good practice in both commissioning and delivery?
- How can we support people to take an active role in managing their own health?
- How can we make shared decision-making and co-production core to the way the NHS does business?

Mark Doughty, Senior Consultant, The King's Fund

Pete Fleischmann, Head of Co-production, Social Care Institute for Excellence

Simon Denegri, Chair, INVOLVE

4.40pm: Closing comments**4.45pm: Close of conference**

Patient representatives and experts by experience will be joining each session - further speakers to be announced soon.

Confirmed speakers

Dr Neil Churchill

Director of Patient Experience, NHS England

Sara Turle

Patient Partner, Barking, Havering and Redbridge University Trust

Anu Singh

Director, Patient and Public Participation and Insight, NHS England

Jeremy Taylor

Chief Executive, National Voices and Chair, People and Communities Board

Dr Alf Collins

National Policy Advisor in person-centred care, NHS England

Dr Ollie Hart

GP Partner at Sloan Medical Centre, Sheffield, clinical lead for Sheffield's person-centred care work stream, Chair, 'Sheffield Move More' Board

Mark Doughty

Co-Founder, Centre for Patient Leadership, and Leadership Associate, The King's Fund

Jane Lodge

Head of Engagement, Brighton and Hove Clinical Commissioning Group

Paul Radin

Involvement Volunteer, Nottinghamshire Healthcare NHS Foundation Trust

Pete Fleischmann

Head of Coproduction, Social Care Institute for Excellence

June Sadd

Peer Researcher, Equalities Trainer and Member of SCIE's Co-production Steering Group

Ruby Smith

Head of Personalisation, South Yorkshire Housing Association

Carol Munt

Patient Leader

Simon Denegri

Chair, INVOLVE

Jane McGrath

Director, West London Collaborative

Emma Whitby

Chief Executive, Healthwatch Islington

Elizabeth Stimson

Engagement Lead, Islington Clinical Commissioning Group

Gosia Kwiatkowska

Research Centre Manager, University of East London

Sally Bufton

Hepatitis Clinical Nurse Specialist, Queen Elizabeth Hospital Birmingham

Alex Fox

Chief Executive, Shared Lives Plus

Catherine Wilton

Director, Coalition for Collaborative Care

Halima Khan

Executive Director of the Health Lab, Nesta

Robert Johnstone

Board Member, International Alliance of Patients' Organisations

Kate Bowgett

Director of Advocacy, Groundswell

James Ager

AbbVie Care Director, AbbVie

David Jones

Head, Involvement and Improvement, Diabetes UK

Dr Helen Gilbert

Fellow, Policy, The Kings Fund

Patient representatives and experts by experience will be joining each session - further speakers to be announced soon.

[See the full programme >](#)

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NAILSEA TOWN COUNCIL - PLANNING COMMITTEE 31 AUGUST 2016

Minutes of the Planning Committee meeting held on Wednesday 31 August 2016 at 7.30pm in the Tithe Barn, Church Lane, Nailsea.



PRESENT: Cllr Phillips in the Chair, Cllr Barclay, Cllr Bird, Cllr Frappell, Cllr Lees, Cllr Middleton, Cllr Packham and Cllr J Tonkin, the Clerk and Senior Administrator. In attendance Cllr J. Blatchford, Cllr Holt, Cllr Ponsonby and Cllr A. Tonkin.

P91/16 APOLOGIES were received and accepted from Cllr Barber, Cllr Hunt and Cllr Wilson.

P92/16 DECLARATIONS OF INTERESTS

Cllr Bird declared a personal interest in application 4723 as his wife is a friend of the applicant.

Cllr Packham declared a personal interest in 4726 as the applicant is a neighbour.

Cllr Tonkin declared that whilst he would vote on the applications submitted to the committee, as a District Councillor he reserved the right to change his mind at District level, should any application change after the consultation period.

The Chairman explained to residents that some of the councillors were in attendance for a subsequent meeting, and not being members of this committee they would not be voting.

P93/16 PLANNING APPLICATIONS

Planning Application 1830/16 14 The Maples

Cllr Phillips described the previous application for a 2-storey dwelling that was refused on appeal by a planning inspector because of the adverse impact of the proposed development.

Cllr Tonkin said that the separate planning application for a double garage at the property had recently been approved.

The Chairman invited residents to comment on the application.

Jane Wray said that there are 28 existing cars in the immediate vicinity of no 14, and the existing problems with parking will be compounded with this development. The application conflicts with policies GDP/3 and GS12 in being out of character with the area. A single storey structure would be out of keeping and would set a precedent. It could also become a dormer-style at a later date. If the approved garage is not used for vehicles this will create additional parking on the road and will reduce the apparent space on the application for off-road parking.

David Pugh-Hardy said that the proposed dwelling would be very small, and the proposed layout for the single storey plan is the same as the ground floor for the previous application, with the staircase removed. The proposed development is out of keeping with a street of three and four bedroom properties.

Mr Selwood said that no 14 has 3 existing vehicles, but two of them are too big to go into the garage.

The Chairman quoted the planning inspector who, in rejecting the appeal against refusal for the first application, said "the development would fail to take account of the importance of the space between the flank wall of no 14 and Hannah More Road, which contributes to a sense of openness which extends well beyond the appeal site." In stating that the application conflicts with Policy GDP/3 of the Local Plan and Policy CS12 of the Core Strategy the inspector said that "The adverse effects identified would not be outweighed by the benefits accorded by the provision of one small dwelling."

It was proposed by Cllr Tonkin and seconded by Cllr Lees to recommend **REFUSAL** on the grounds that the proposed development is out of character with other properties and the streetscene, conflicting with policies GDP/3 and CS12, and the application is misleading by not referencing the separate application for a garage and the attendant loss of external parking.

The vote was unanimous.

Planning Application 1946/16 20 Bucklands View

The Chairman invited the applicant, Diane Snape to speak. Mrs Snape described the application. She said that she has spoken to the neighbours and they have no concerns. Cllr Middleton commended Mrs Snape for contacting neighbours.

The application includes space for 3 cars, which Cllr Phillips confirmed meets the planning policy requirement for a four-bed dwelling.

The proposal to recommend **ACCEPT** was proposed by Cllr Lees and seconded by Cllr Frappell.

The vote was unanimous.

Planning Application 1887/16 Elm Tree Farm, Nailsea Wall Lane

The proposal to recommend **ACCEPT** was proposed by Cllr Tonkin and seconded by Cllr Frappell.

The vote was unanimous.

Planning Application 1896/16 36 Goss Lane

The proposal to recommend **ACCEPT** was proposed by Cllr Tonkin and seconded by Cllr Frappell.

The vote was unanimous.

Planning Application 1898/16 36 Goss Lane

The proposal to recommend **ACCEPT** was proposed by Cllr Tonkin and seconded by Cllr Frappell.

The vote was unanimous.

The meeting closed at 8.05pm.

Chairman's signature: _____ Date: _____

NAILSEA TOWN COUNCIL - PLANNING COMMITTEE MEETING 31 AUGUST 2016

A list of planning applications received from North Somerset Council with comments from the above committee.

TC REF NO	APPL NO	CAT	LOC ROAD	LOC NO	APPLICANT	PROPOSAL	COMMENTS
4722	1830/16	F	The Maples	14	Mr R Dicks	Erection of new single attached dwelling.	recommend REFUSAL on the grounds that the proposed development is out of character with other properties and the streetscene, conflicting with policies GDP/3 and CS12, and the application is misleading by not referencing the separate application for a garage and the attendant loss of external parking.
4723	1887/16	F	Nailsea Wall Lane	Elm Tree Farm	Mr & Mrs William Bougard	Erection of a replacement roof to agricultural building for use as bat roost in association with conversion of approved residential use of agricultural buildings at Elm Tree Farm ref 15/P/1865/CUPA	Recommend ACCEPT .
4724	1896/16	LUP	Goss Lane	36	Ms Zoe Starzak	Certificate of lawful development proposed for the conversion of the loft to include a rear dormer with 5no. roof-lights to the front elevation and 9no. roof-lights to the rear. Replace garage roof from flat to hipped with the removal of 2no. windows. Replacement and enlargement of garage door and installation of 3no. roof-lights, one on each plane of roof, above existing kitchen.	Recommend ACCEPT .

TC REF NO	APPL NO	CAT	LOC ROAD	LOC NO	APPLICANT	PROPOSAL	COMMENTS
4725	1898/16	F	Goss Lane	36	Ms Zoe Starzak	Erection of a single storey front extension to replace existing orangery with the installation of 2no. roof-lights.	Recommend ACCEPT .
4726	1946/16	F	Bucklands View	20	Mrs D Snape	Single storey rear extension and first floor extension above existing garage.	Recommend ACCEPT .

NAILSEA TOWN COUNCIL

PLANNING COMMITTEE 21 SEPTEMBER 2016

Minutes of the Planning Committee meeting held on Wednesday 21 September 2016 at 7.30pm in the Tithe Barn, Church Lane, Nailsea.

PRESENT: Cllr Phillips in the Chair, Cllr Barber, Cllr Barclay, Cllr Bird, Cllr Frappell, Cllr Jameel (from 7.33pm), Cllr Lees, Cllr Middleton, Cllr J. Tonkin, Cllr Wilson and the Clerk



P94/16 APOLOGIES were received and accepted from Cllr Hunt and Cllr Packham.

P95/16 DECLARATIONS OF INTERESTS

Cllr Frappell declared a prejudicial interest in agenda item P101/16 application for tree works, 57 Silver Street, as the applicant purchased the land from her.

Cllr Tonkin declared that whilst he would vote on the applications submitted to the committee, as a District Councillor he reserved the right to change his mind at District level, should any application subsequently change.

Cllr Barber did not make a declaration of interest but made a statement that she would not be voting on any of the planning applications as she did not wish to prejudge them prior to their consideration at North Somerset Council.

P96/16 MINUTES of the meetings of the Committee held on 10 and 31 August 2016 were signed by the Chairman as a correct record.

Cllr Jameel arrived.

P97/16 ADDITIONAL ITEM

QUESTION AND ANSWER SESSION ON COMMUNITY INFRASTRUCTURE LEVY (CiL)

The Chairman introduced Jenny Ford, Regeneration Manager at North Somerset Council. He explained that at a previous meeting members had agreed that a joint meeting with the other town councils to discuss this subject would be a good idea. However, Jenny had been available at short notice to attend this meeting and it was thought that although this was not an agenda item it was an opportunity that should be taken up. The Clerk had notified all members of Council of this additional item on 20 September.

Jenny explained that CiL is a charge for developers to support infrastructure, and it sits alongside S106 charges. The major difference between the two is that CiL is a set tariff per sq metre for new properties based on their gross internal area. The monies raised go into a central pot which can be spent on priorities across the district. S106 charges are site specific and will continue to cover matters such as affordable housing allocations, play areas and road junctions.

The consultation is proposing £80 per sq metre in Nailsea. This would generate around £8,000 for an average property. CiL is levied, in general, on all new developments and extensions of greater than 100 sq metres. The charge is not

applicable on affordable homes, starter units or self-build. For a rebuild of an existing property CiL is only charged on space additional to the original building.

CiL is more flexible than S106, but one downside is that because it is a fixed, non-negotiable charge, the planning authority cannot incentivise regeneration projects by waiving the levy. CiL is a better method than S106 for dealing with the cumulative impact of separate developments but not as good for addressing site specific impacts.

With S106 payments it has to be demonstrated that a need was created by the development, whereas CiL is a simple charge. This makes it much less time-consuming than S106 where the negotiations and administration of agreeing a deal can significantly delay schemes. North Somerset Council will publish a Regulation 123 list of what will be funded through CiL and what will remain under S106.

The national formula is that 15% of CiL income comes to the parish council in the development area, or 25% where the parish has an approved Neighbourhood Plan. There is a limit on this where, for example, a major development takes place in a small parish. Parishes can spend S106 and CiL income on the same infrastructure, whereas North Somerset Council cannot.

The consultation ends on 23 September. It is expected that a planning inspector will hold an enquiry early in 2017 and the CiL scheme will be adopted in summer 2017. The levy will be applicable on all developments where the planning consent is granted after the introduction of CiL, irrespective of when the application was submitted.

Cllr Jameel asked how the priorities for spending CiL funds would be set. Jenny replied that there would be criteria set by North Somerset Council and it was likely that an internal bidding process would be put in place. The district authority would describe in its annual report how CiL money has been spent.

Cllr Tonkin asked what would happen if the costs of infrastructure related to a development were greater than the CiL contribution. Jenny said that in such a situation, such as the need for a new school, North Somerset Council would have to make a decision on funding, and of course central CiL funds could be used.

Cllr Middleton asked whether the charge of £80 per sq metre is too low. Jenny said that professional advice has been taken and that it is similar to other authorities in the area in comparable circumstances. The figure was £60 in the previous consultation.

Cllr Frappell asked why there were differential rates across the district. Jenny explained that this is largely because of the correlation between house prices and the impact of the CiL charge. As the intention is to encourage development, the charge would not apply in areas where it was believed it would have a negative impact on development or would make properties unaffordable.

Cllr Tonkin asked when CiL would be payable on a scheme. Jenny said that it would be 60 days after the commencement of a development. Phased payments had been considered, but this creates a variety of issues and so a simple system of one payment is favoured.

Cllr Wilson said he thought that CiL was intended to try and reduce the cost of housing. Jenny said that this was one of the aims, and being able to factor in the cost at the start of a scheme, rather than have the uncertainty inherent in the S106 negotiation process should help. Cllr Lees said there was a risk that landowners might be reluctant to sell because the cost of CiL would come off the land price.

Cllr Phillips asked about viability testing on a development. Jenny said that if a development could be demonstrated to not be economically viable there was some room to negotiate around the S106 payment.

As there were no further questions Cllr Phillips thanked Jenny for attending, and she left the meeting at 8.05pm.

P98/16 PLANNING

a) Consideration of Plans received from North Somerset Council

Planning Application 1983/16 70 North Street

The recommendation to accept was proposed by Cllr Lees and seconded by Cllr Middleton.

The vote was 8 in favour and two abstentions.

b) Planning Application 1995/16 7 Birdlip Close

The recommendation to accept was proposed by Cllr Lees and seconded by Cllr Frappell.

The vote was nine in favour and one abstention.

c) Planning Application 2038/16 Lodge Lane

Members noted that North Somerset Council have registered this application as invalid.

d) Planning Application 2039/16 1A Blackfriars Road

Cllr Jameel questioned how long "temporary" would mean in practice. Cllr Tonkin said that the application results from enforcement action and suggested an approval with a fixed period.

The recommendation to accept the application for a 24-month period was proposed by Cllr Tonkin and seconded by Cllr Lees.

The vote was nine in favour and one abstention.

e) Planning Application 2046/16 4 High Street

Cllr Tonkin expressed concern regarding the parking for the proposed new residential development. Cllr Middleton said it appeared there are 47 spaces available to the developer, which would be adequate for this development.

Members agreed that whilst a residential development would be acceptable, a major consideration would be improving the external appearance of the building, as the existing building is unattractive and dilapidated.

The motion to recommend acceptance subject to the provision of adequate car-parking and good quality external appearance of the development was proposed by Cllr Tonkin and seconded by Cllr Middleton.

The vote was nine in favour and one abstention.

f) Planning Application 2091/16 Moorwinds, Pound Lane

The recommendation to reject the application on the grounds of poor design, the two properties being too close together and concerns regarding the access to Kingsmead was proposed by Cllr Lees and seconded by Cllr Middleton.

The vote was eight in favour and 2 abstentions.

g) Planning Decisions

The information in the Clerk's Report was noted.

Cllr Tonkin reported that the application for 14 The Maples had been turned down by the planning authority.

P99/16 FINANCIAL MATTERS

a) Statement of Income and Expenditure for the Committee to 14 September 2016

Noted.

P100/16 REPORTS OF SUB-COMMITTEES AND WORKING PARTIES

a) Town Centre working party 2 September 2016

The Clerk explained that the proposed street signage was not being progressed because permission could not be obtained to locate the signs in the preferred locations. Approval is still awaited from New Look for the proposed vinyls in their shop window.

Cllr Barber said that Weston College is likely to submit a revised application for their site, and although it had been hoped that a joint application by the College and North Somerset Council would be submitted to include sites under their respective ownership, it appeared that this was not likely to happen.

P101/16 TREES AND TREE PRESERVATION ORDERS

The information in the Clerk's Report was noted.

P102/16 PUBLICATIONS

a) 'Streetscene' the newsletter of North Somerset Council's Streets and Open Spaces Department, July and August 2016

Cllr Barclay took these publications and said he would pass it on to Cllr Wilson.

P103/16 ANY OTHER BUSINESS

- a) Cllr Lees reported that on behalf of the Avon Local Councils Association (ALCA), Geoff Coombs, Cllr J. Blatchford and himself had recently met with David Carter, the Director of Planning and Development and some of his team. They have discussed neighbourhood Plans and devolution of services. These matters have been put on the agenda for the Environment and Leisure Committee on 12 October. In the meantime, it was agreed that Cllrs Lees and Phillips and the Clerk would arrange a meeting with North Somerset Council to follow up on the previous discussion.
- b) Cllr Barclay said that he had been reading about the increasing issue of vehicle congestion across the country. This is a subject that the Town Council will have to increasingly consider regarding development in the town.
- c) Cllr Barber confirmed that the Council has requested an H-bar at the entrance to the Tithe Barn car park.

The meeting closed at 8.40pm.

Chairman's signature: _____ Date: _____

NAILSEA TOWN COUNCIL - PLANNING COMMITTEE MEETING 21 SEPTEMBER 2016

A list of planning applications received from North Somerset Council with comments from the above committee.

TC REF NO	APPL NO	CAT	LOCATION ROAD	LOCATION NO	APPLICANT	PROPOSAL	COMMENTS
4727	1983/16 F		North Street	70	Mr & Mrs T Dyer	Erection of a two storey extension following removal of the existing single storey garage structure.	Recommend ACCEPT .
4728	1995/16 F		Birdlip Close	7	Mr A Ashton	Erection of a single storey front extension.	Recommend ACCEPT .
4729	2038/16 F		Lodge Lane		Mr Eric Ross	Application for variation of a condition Nos. 4 and 6 on application 10/P1838/F (Erection of 9 no. residential dwellings together with the realignment of the Lodge Lane roundabout and construction of footpath to southern boundary without complying with condition 21 of planning permission 09/P/2104/F to allow for amendment of ground levels and ridge heights for finished buildings and alterations to the side elevation of plot 6 and to alter the specified drawing numbers to include the revised plans) to allow for alteration to the existing hedge.	NORTH SOMERSET COUNCIL HAVE REGISTERED THIS APPLICATION AS INVALID
4730	2039/16 F		Blackfriars Road	1A	Mr Stacey	Change to the use from B8 (storage & distribution) to B8 to include the parking for coaches to include overnight parking for a temporary period.	Recommend ACCEPT , subject to consent for a maximum 2-year period.
4731	2046/16 CUPA		High Street	4	Lunar Office Sarl	Prior approval for a change of use from B1 (a) Business offices to 25no. dwellings (6 x 1 bed flats and 19 x 2 bed flats).	Recommend ACCEPT , subject to the provision of adequate parking and the

TC REF NO	APPL NO	CAT	LOCATION ROAD	LOCATION NO	APPLICANT	PROPOSAL	COMMENTS
							external design of the building being of a high quality.
4732	2091/16 F		Pound Lane	Moorwinds	Mr David Long	Erection of 1 no. single storey detached bungalow following the demolition of the existing side extension. Closure of existing access and creation of vehicular accesses onto Pound Lane and Kingsmead associated landscaping.	Recommend REFUSAL , on the grounds of poor quality external appearance, the two proposed properties being too close together, and concerns regarding the vehicle access on to Kingsmead.

NAILSEA TOWN COUNCIL – ENVIRONMENT AND LEISURE COMMITTEE

Minutes of the Environment and Leisure Committee held on Wednesday 24 August 2016 at 7.30pm in the Tithe Barn, Church Lane, Nailsea.



PRESENT: Cllr Petford in the Chair, Cllr Barber, Cllr Barclay, Cllr J Blatchford, Cllr Frappell, Cllr Hamblin, Cllr Hunt, Cllr Packham, Cllr Ponsonby, Cllr A.Tonkin, Cllr J.Tonkin, Mr Fox, the Clerk and Senior Administrator.

EL46/16 APOLOGIES were received and accepted from Cllr Holt, Cllr Middleton, Cllr Wilson and Mrs Brady.

EL47/16 DECLARATIONS OF INTERESTS

Cllr Hunt declared an interest as she lives near to the Grove Sports and Social Club.

EL48/16 MINUTES of the meeting of the committee held on 6 July 2016 were signed by the Chairman as a correct record.

EL49/16 PLAYING FIELDS AND PLAY/RECREATION AREAS

a) Report by representative of Nailsea Playing Fields Association and Grove Sports and Social Club.

Mr Fox reported to the committee as Mrs Brady and Mr Brierley were away.

There have been no NPFA meetings since June and the next meeting is on 8 September.

Grove Sports & Social Club met most recently on 18 July and 15 August.

At the AGM in July Simon Brierley was elected as Chairman, Maureen Brady as Treasurer and Eve Simmonds as Secretary. The accounts for 2015-16 reported a drop of £10K in net profit for the year due to a drop of £18K in the value of bar sales but an increase of just over £6K in machine takings. A drop in takings was inevitable as this was the first full year of the members' reduced bar prices however the increase in machine takings demonstrates that the drop was not due to a reduction in footfall. From October 2015, Grove were able to pay off the loan to Heineken and negotiate a better purchasing deal. In the last quarter of the financial year, the effects of the purchasing deal increased profitability and has been improved upon in the first quarter of the current financial year. The Heineken loan had been paid off through interest free loans from members. The Grove currently owes £1100 in repayments and has been able to maintain a cushion of £4K in savings.

During the past two months, in addition to minor maintenance and repairs, Grove has replaced the light fittings in the lounge, purchased 150 new chairs and replaced the icemaker. They have also obtained some second hand newer tables and crockery from Saltford Golf Club. The CCTV system for the building has been completed and the boiler serviced.

There has been concern about incidents of vandalism and youths collecting in the vicinity of the Grove, underage drinking on the fields (alcohol purchased elsewhere) and evidence of drug use (nitrous oxide canisters). A well-intentioned but ineffective response has been received from the PCSOs, and the Crime Commissioner, Sue Mountstevens has been written to. Local police officers Raby and Rooke have visited

the Grove to discuss the issues. A section 35 Dispersal Order has been introduced which enables the police to move troublesome groups on (as reported in the local press).

There are other actions that can be taken to dissuade undesirable activity and the Grove will introduce password protection for the Wi-Fi to ensure use only for members as young people tend to gather around areas where they can pick up Wi-Fi connections. They will also introduce signage warning of CCTV coverage on the site and make sure all concerns are logged on the 101 number.

On behalf of NPFA and Grove, Mrs Brady and Mr Brierley had a site meeting with Ian Morrell and Cllr Hunt on Wednesday 17 August. It is not practicable to keep the gate to the overflow car park locked as staffing is not in place to police it, but field access must be prevented. The Grove would prefer a locked gate or barrier to the field for ground maintenance use and open access to the overspill car park. They also wish to introduce external CCTV and lighting to cover the car parks effectively.

The next Grove Sports and Social Club meeting is on Monday 19 September 7:30pm at the Grove.

Cllr Barclay asked if Public Access rights would be protected if gating was put in place and Mr Fox confirmed it would be; gating was to prevent vehicles from entering the playing field.

Mr Fox explained that an accumulation of small acts of vandalism such as the ripping out of posts on the grass had added up to around £750 of work required to put right. Whilst PCSOs try to attend, it is usually the morning after an incident. The problem they are finding is that legislation is not being enforced as understandably police officers have other incidents to attend to.

b) Consideration of security measures at the Grove Playing Field

Mr Fox explained there used to be posts at the far end of the main car park, past the speed hump and before the trees, opposite the garages but the posts were vandalized and destroyed. There is a gate to the overflow car park and when it is possible, this is shut for periods of the day when access is not needed. It is not possible for the staff to open and lock it every evening.

The proposal is to put seven concrete fence posts and another lockable 3 metre gate between the dog bin and the nearest garage. Access would be given to maintenance and waste vehicles (by using a combination lock). Mr Fox estimated the cost of this would be in the region of £750. Although CCTV on the last garage would be helpful and was still on the wish list, the priority now was for this new gate. CCTV would require modernising of the electricity supply currently in place and lighting to be effective.

Cllr Packham asked why the security gate currently on the overflow car park was securable but currently not always locked

Mr Fox explained that that even if the gate is just closed it acts as a deterrent. They rely on users to close the gate behind them.

Cllr Packham asked why the Council were being asked to fund the proposed gate and posts if the Grove had money in hand.

Mr Fox said it was viewed to be also an NPFA issue.

It was agreed that estimates should be sought and brought back to the committee for further consideration.

EL50/16 FINANCIAL MATTERS

a) Statement of Income and Expenditure to 17 August 2016

Noted.

EL51/16 CONSIDERATION OF THE DELEGATED POWERS OF THE ENVIRONMENT AND LEISURE COMMITTEE AND THE TERMS OF REFERENCE FOR THE ALLOTMENT WORKING PARTY.

The Clerk explained that there had been discussion previously of just allowing one vote per allotment site at Allotment Working Party meetings to ensure co-opted members could not outvote Councillors. He had tried to redraft the delegated powers to reflect the views of the working party and also conform to Standing Orders and suggested that all members of the working party could have a vote to ensure each person had a voice but final decisions should be made by the Environment and Leisure Committee.

Cllr Hunt said this suggestion implied that Councillors would always vote in the same way as each other and differing from the co-opted members but the solution seemed to work.

Cllr Ponsonby said that the matter had been discussed at both the Allotment meetings and at Environment and Leisure and it had been agreed that where there were two representatives from a site, only one would have the vote so she was confused by the proposed changes.

The Clerk said that the number of representatives on the working party from each site could increase in the future and there may not be agreement between them as to which way to vote on an issue which could get complicated. In addition this redraft conforms to Standing Orders.

Cllr Hunt said the proposal was the normal way in which decisions of Working Parties were made; they are recommended to Environment and Leisure for the final decision.

The Clerk said it also meant that the fact Councillors had been outvoted by co-opted members would also be recorded in the minutes as well as recording proposals that were not approved.

Cllrs Petford and Packham felt it should be worded to say votes were not binding and all decisions would come to the Environment and Leisure Committee for a decision.

It was proposed by Cllr Tonkin and seconded by Cllr Ponsonby:

RESOLVED: To revise the Terms of Reference for the Allotment Working Party to: "The terms of reference for the Allotment Working Party should be to ensure the allotments are managed and maintained effectively, to liaise with tenants, and to agree to recommend a five year rolling plan and annual budget. Members of the working party may be co-opted and be given voting rights with all votes subject to final decision at Environment and Leisure Committee meetings. The Allotment Working Party reports to the Environment and Leisure Committee."

The vote was unanimous.

EL52/16 REPORTS OF WORKING PARTIES

a) Allotment Working Party, 12 July 2016

Cllr Hunt introduced the recommendation of minute 26.16 which proposed £500 was budgeted for a desktop design to enable a section of Whitesfield Road allotments to be made accessible.

Cllr Packham said he understood the plot in the area suggested for the design had not yet been given up and therefore the design should only be undertaken when the plot was made available.

Cllr Ponsonby agreed, pointing out that if the plot was not given up then a different design may have to be drawn up.

Cllr Frappell proposed to change the recommendation to:

RESOLVED: to pay for a desktop design by an Access and Design Consultant up to a maximum of £500 to design an accessible allotment plot at Whitesfield Road, subject to the availability of all the plots required being vacant.

The vote was unanimous.

The recommendation of minute 27.16 was introduced by Cllr Hunt.

There was discussion around previous expenditure for surfacing materials at Engine Lane.

It was:

RESOLVED: to agree expenditure of £120 for materials to improve the drive at Engine Lane Allotment Site.

The vote was unanimous.

Minute 28.16 recommending a £40 deposit is taken from new tenants, and that all plots should have their number clearly displayed was introduced by Cllr Hunt who said there had been much discussion about this at the Allotment Working Party meeting.

Cllr Barber was appalled, stating £40 is a lot of money, which would be worth nothing when paying back after a 20-year tenancy.

Cllr Petford explained that some plots have been left in such poor condition that people on the waiting list have not wanted to take them on.

Cllr Packham said his eyes had been opened when judging for the allotment competition. It needed to be policed by the Allotment Association and a warning system should be put in place, perhaps with decisions being made by the Environment and Leisure Committee.

Cllr Ponsonby suggested that perhaps it could be written into the tenancy agreement that a bill would be sent to tenants for the cost of making good their plot if not left in a good condition.

Cllr J Tonkin said he agreed with the proposal as it would cost more than £40 to sort overgrown and very untidy plots.

Cllr Hunt explained that the proposal was only for new tenants and said the state of plots can go downhill very quickly. If tenants become ill there is a chance their plot will become very untidy before it is given up. She wondered if perhaps all tenants, existing and new, might be able to put £10 into a pot instead.

Cllr Petford asked if the allotment tenants could be written to in order gauge their thoughts on the proposal.

Cllr Tonkin explained that the Allotment Association AGM was in June – they could be asked then if they would be willing to put £5 into a pot to pay for work to get plots into good order for re-letting.

Cllr Frappell felt the idea should be put on hold for now. Many of the plots at Whitesfield Road are not in good condition and it is difficult to distinguish one plot from another as they have been split, sometimes without paths. She found judging for the Allotment Competition almost impossible.

Cllr Ponsonby also felt that the site needed to be looked at before introducing a deposit.

Cllr Packham agreed with Cllr Ponsonby. He pointed out that it had previously been agreed that Mr Stone would re-measure all the plots but he feels this is a major task for one person and suggested the Council should take over the responsibility of measuring and drawing a clear plan of the site to take forward.

Cllr Barber said that Mr Stone was looking forward to undertaking the task and suggested winter may be easier to undertake the task. She suggested a timescale could be set for completion.

Cllr Packham suggested asking Mr Stone for a timescale and if he needed any support and Cllr Ponsonby suggested this should be done in a letter.

Cllr J Tonkin asked if Community Payback were able to help with clearing overgrown plots as it had been mentioned previously. It was confirmed they had advised they could help at a cost of £50 per day.

It was suggested by Cllr Packham to put the recommendation on hold until the re-measurement of plots was complete and then to ask the Allotment Association if they had any suggestions of how to cover the costs of ensuring plots were in good order to re-let.

EL53/16 TO CONSIDER THE RENEWAL OF THE LEASE ON LAND AT HANNAH MORE ROAD (INCLUDING HANNAH MORE PARK AND ENGINE LANE ALLOTMENTS)

The Clerk reported that although it had taken a time to reach this point the current proposal from North Somerset Council was better than that previously offered.

Cllr Ponsonby thought it was good, other than the requirement for Nailsea Town Council to pay the legal expenses of North Somerset Council, who have their own legal department. She felt this cost should be waived.

The Clerk advised that he understood all officers were now instructed to include the requirement of legal costs to be covered in all offers.

Cllr Packham said he supported Cllr Ponsonby's feeling but that the Town Council should progress with the new lease as proposed.

It was proposed by Cllr Ponsonby and seconded by Cllr Frappell

RESOLVED: **to ask for the legal fees to be waived but otherwise to proceed with North Somerset Council's proposal of a 25-year lease on a peppercorn rent, with the Town Council responsible for the maintenance of any structures, equipment, trees and boundaries.**

The vote was unanimous.

EL54/16 CONSIDERATION OF IMPROVEMENTS TO THE ENTRANCES TO THE TOWN

Cllr Frappell explained that when she and Wendy Mobbs had been undertaking voluntary work for Nailsea in Bloom they noticed the area behind the seat on the corner of Lodge Lane and the High Street looked overgrown and unwelcoming, as an entrance to the town. Her suggestion was that the Town Council could put some funds towards making the area more attractive and linking it with Nailsea's history, perhaps by sourcing some memorabilia from Coates Cider.

Cllr Packham said it should be looked at as an entrance to the town, even if it was just to get the hedges cut back. He suggested setting up a small working party to consider options.

Cllr Ponsonby asked if North Somerset Council looked after the roundabouts at the entrance to Portishead.

It was proposed by Cllr Packham and seconded by Cllr Frappell

RESOLVED: to set up a working party to consider entrances to the town comprising Cllrs Frappell, Hunt, Packham and J Tonkin.

The vote was unanimous.

It was further agreed to organise a meeting with the Town Council's landscaping contractors to get some ideas of what could be achieved.

EL55/16 CONSIDERATION OF THE ANNUAL HEALTH AND SAFETY INSPECTION REPORT FOR HANNAH MORE PARK

Cllr Ponsonby said it was a very thorough report.

The Clerk reported that any recommendations in safety reports were acted on.

The information was noted by the committee.

EL56/16 TO NOTE A REPORT FROM CLLR WILSON REGARDING A TREE WARDEN'S CONFERENCE ON 9 JULY

The report was noted by Councillors.

EL57/16 PUBLICATIONS

There were no publications for the committee.

EL58/16 ANY OTHER BUSINESS

The Clerk reported that the recent planting at the Glassworks site was eight Wild Cherry trees and Common Hornbeam hedging.

Cllr Barber expressed concern that there was no planting at the corner of the site by the Glassblower.

The Clerk advised hedging had been put in place based on the Risk Assessment.

The Clerk advised that the trees and hedging was being watered every other day and there is a twelve-month liability period in place, whereby the contractor would have to replace anything that fails.

The meeting closed at 8.40pm.

Chairman's signature: _____ Date: _____

NAILSEA TOWN COUNCIL – FINANCE AND POLICY COMMITTEE

31 AUGUST 2016

Minutes of the Finance and Policy Committee meeting held on Wednesday 31 August 2016 at 8.06pm in the Tithe Barn, Church Lane, Nailsea.



PRESENT: Cllr J Blatchford in the Chair, Cllr Frappell, Cllr Heappey, Cllr Holt, Cllr Lees, Cllr Middleton, Cllr Packham, Cllr Phillips, Cllr Ponsonby, and Cllr A.Tonkin, the Clerk and Senior Administrator.

FP49/16 APOLOGIES were received and accepted from Cllr M.Blatchford, Cllr Hunt and Cllr Wilson.

FP50/16 DECLARATIONS OF INTERESTS
None.

FP51/16 MINUTES of the meetings of the Committee held on 20 July 2016 were signed by the Chairman as a correct record.

FP52/16 FINANCIAL MATTERS

a) Statement of Income and Expenditure as at 19 August 2016

The report was noted. Cllr Middleton asked that the summary sheet including reserves should also be part of the report, and the Clerk apologised for the oversight.

b) Payments made and income received from 12 July - 19 August 2016 Noted.

c) Consideration of an invoice received from Hamer Associates.

Cllr Ponsonby congratulated the Clerk on negotiating a reduction in the invoice, but expressed concern that National Grid had not fulfilled its obligations in concluding a contractual agreement, and in covering at least part of the legal costs of landowners.

The Clerk commented that he was aware from two local land agents that their experience with National Grid had been exactly the same. In other words, National Grid successfully achieved its objective in obtaining a Development Consent Order (planning consent) for the Hinkley C Connection, and commitments it made to landowners such as the Town Council during the planning inspector enquiry were not honoured.

It was agreed that a letter should be sent to Dr Liam Fox MP and the Chair of the parliamentary Energy and Climate Change Select Committee expressing the Town Council's concerns.

It was proposed by Cllr Ponsonby and seconded by Cllr Packham

RESOLVED to pay the invoice for £4,000 to Hamer Associates.

The vote was unanimous.

FP53/16 CONSIDERATION OF THE PURCHASE OF NEW HARD DRIVES FOR THE OFFICE PC'S

Members agreed that it was essential to get the best specification of hard drives and processors available for the Council's requirements.

It was proposed by Cllr Lees and seconded by Cllr Packham

RESOLVED to approve the purchase of new hard drives (including improved processing capacity) for the office PCs.

The vote was unanimous.

FP54/16 TO NOTE LEGAL TOPIC NOTE 69 FROM THE NATIONAL ASSOCIATION OF LOCAL COUNCILS REGARDING ANTI-SOCIAL BEHAVIOUR AND HARRASSMENT

Cllr Middleton commented that a car is regularly parked on the Queens Road grass verge adjacent to Biddisham Close, which is not an appropriate place to park. The Clerk said he would follow up.

FP55/16 TO NOTE THAT CORINNE DAY (MATERNITY COVER) AND NICKY KING (12 MONTH CONTRACT) BOTH STARTED ON 22 AUGUST. EMMA HERRIOT STARTS HER MATERNITY LEAVE FROM 2 SEPTEMBER.

Noted. Members expressed their best wishes to Emma Herriot for her maternity leave.

FP56/16 ANY OTHER BUSINESS

Cllr Phillips said that what appeared to be a poor quality repair had been made to part of the pavement near the Factory Shop. It was commented that Wessex Water had been doing some work in the area, and they may be waiting for the new tarmac to settle before completing the work. It was agreed to keep the matter under review.

The meeting closed at 8.21pm.

Chairman's signature: _____ Date: _____

**NAILSEA TOWN COUNCIL – COMMUNITY ENGAGEMENT COMMITTEE
MEETING – 28 SEPTEMBER 2016**

Minutes of the meeting of the Community Engagement Committee held on Wednesday 28 September at 7.30pm in the Tithe Barn, Church Lane, Nailsea.

PRESENT: Cllr Packham in the Chair until the arrival of Cllr Jameel (7.32pm), Cllr Barclay, Cllr Bird, Cllr Hamblin, Cllr Hunt, Cllr Lees, Cllr Petford, Cllr J Tonkin, Cllr Wilson and the Clerk.



CE61/16 APOLOGIES for absence were received and accepted from Cllr Frappell.

CE62/16 DECLARATIONS OF INTERESTS

None.

CE63/16 MINUTES of the Committee meeting held on 3 August 2016 were signed by Cllr Packham as a correct record.

CE64/16 FINANCIAL MATTERS

a) Statement of Income and Expenditure to 19 September 2016

Noted.

Cllr Jameel arrived.

CE65/16 TO CONSIDER AN UPDATE FROM THE WORKING PARTY ON IMPROVEMENTS TO THE TOWN COUNCIL'S WEBSITE

Cllr Bird reported that a meeting had taken place the previous evening with Koodooweb, the firm that developed the website for Cirencester Town Council which members have previously discussed and admired. Cllrs Bird, Jameel and Petford and the Clerk had been in attendance.

The focus of the meeting had been on understanding the company's technical capabilities and identifying the type of architecture they would use in developing a site. This is the foundation on which a website is developed, and once established, detail such as appearance and content can follow.

Koodooweb use basic 'open-source' software which is quite limited, and they add to this by developing their own improvements. This means that users have no option but to go to them for any technical upgrades. Having done the site for Cirencester Town Council they have an understanding of the requirements of the sector and the process by which town councils operate. Cllr Jameel said that Cirencester Town Council should be contacted to get feedback on Koodooweb.

Cllr Bird said that he had met with a local firm that day and had gone through the same issues as had been discussed with Koodooweb.

Both firms had been asked to produce a proposal. Included in this would be a costing for conducting a 'rebranding' exercise which would be important in deciding on the appearance and tone of the web-site. It was expected that rebranding would take around two months, and the web-site development would be around six months.

Cllr Petford said that it is important that the web-site works on all relevant devices.

Cllr Jameel said that a new site needs to be accessible and interesting to all age groups.

It was agreed that, like Cirencester's, the website should be about Nailsea, not just about the business of the Town Council.

In reply to a question from Cllr Packham, Cllr Bird said that after the site is developed the content is managed locally but the structure of the site would be managed by the developer. Cllr Petford said that although, in principle, it is desirable to have a number of contributors to the site, there is the risk of losing a consistent style to the content.

Cllr Petford said that following comments from the Quality Award assessors, the Council needs to include Facebook in the new website. Cllr Bird said that the site could have a news and media page which would link directly to Facebook.

CE66/16 CONSIDERATION OF THE CONTENT AND FORMAT OF THE PUBLIC CONSULTATION

Cllr Tonkin said that although the intention was not to name respondents the answers to some questions could identify people. Cllr Jameel said that answering questions was voluntary, and also that the information collected from the survey would be aggregated so no individual replies could be highlighted in the analysis of responses.

The committee considered each subject in the questionnaire produced by Avril Baker Consultancy (ABC) and made a number of changes and suggestions which the Clerk said he would follow-up with ABC. Cllr Packham highlighted that the deadline for having an insert in the November edition of the Nailsea Paper is 14 October.

Following discussions, it was agreed that:

- a) The questions relating to The Nailsea Place would not be included in the questionnaire. Although the information would be useful to collect, it was agreed that the type of questions being considered did not fit with the tone and content of the rest of the questionnaire.
- b) A presentation on The Nailsea Place and how a building like Youth House could be used should be made at a Town Council meeting.

CE67/16 TO CONSIDER THE CCTV LOG BOOK FOR JULY 2016

The information was noted by the committee.

CE68/16 ANY OTHER BUSINESS

None.

The meeting closed at 8.53pm.

Chairman's signature: _____ Date: _____



CLERK'S REPORT
Agenda Item

7. To consider a minor change to Standing Orders

The current wording in Standing Orders regarding a Notice of Motion is as follows:

"19. The Clerk shall date every notice of motion or recommendation when received by him/her, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council."

I suggest changing the word "book" to "register". This would allow us to record the information electronically, and if necessary, file a hard copy.

10. To consider applying for the Local Council Quality Award scheme

The Local Council Award Scheme has three levels i.e. Foundation, Quality Award and Gold. When I was seeking advice on the scheme I was advised to apply for each level in succession even though I was confident that our application met most of the criteria for the Quality and Gold levels.

Following an assessment, the Town Council has been awarded the Foundation Level. My intention now is to apply for the Quality Award and if we are successful to apply for the Gold Award when I can provide information on our public consultation in November. What has been made clear to me is that these two levels, and especially Gold, focus very much on the practical role and activities of cllrs.

Regarding the Quality Award, I think there are two areas where we may not meet the criteria:

1. **Cllr profiles:** the ones I have are on the web-site. Of 20 cllrs we have 12 profiles, and I would assume the expectation is that there would be 100% compliance with this requirement.

<http://www.nailseatowncouncil.gov.uk/documents/Cllr%20PROFILES%202016%20FINAL.pdf>

2. **Cllr training:** demonstrating an on-going commitment to cllr development is a key criteria. This includes formal training, but there is an equal, if not greater, focus on attendance at briefings, workshops, conferences and so on. There is a list of 'training' undertaken over a 12-month period on our web-site, but this directly relates to only 9 cllrs.

<http://www.nailseatowncouncil.gov.uk/documents/Training%20Record%20July%202016.pdf>

12. To consider attending a conference relevant to The Nailsea Place initiative entitled 'How to involve and co-produce with patients and communities'

In order to fulfil the requirements of the Quality Award scheme the Clerk needs to achieve a minimum of 12 CPD (Continuous Professional Development) points every year.

If the Nailsea Place concept is a priority for the Town Council then this conference would have the combined benefit of acquiring relevant knowledge and contacts as well as gaining CPD points.

The conference fee is £220. Travel costs would be approx. £150.