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5th November 2026

Dear Councillor

You are hereby summoned to attend a meeting of the **Services and Facilities Committee Meeting** of **PORTLAND TOWN COUNCIL**, to be held at the Council Offices on **Wednesday 11th November 2026** commencing at **10.30am** when the business set out below will be transacted.

Please inform the Clerk if you are unable to attend.

All members of the public are cordially invited to attend the meeting. We respectfully ask you to assist us with managing a safe meeting by contacting the office prior to the meeting to register your intention to attend as numbers admitted may be restricted if excessive.

Agenda and papers are available at www.portlandtowncouncil.gov.uk



Jane Miles
Town Clerk

Membership:

Cllrs C Atkins, L Hardwicke, R Hughes, P Kimber, S. Miles, P Roper, T Woodcock

Agenda

1. **Chair's Welcome**

2. **Apologies for absence**
   To receive, and consider for acceptance, apologies for absence. (LGA1972 s85).

3. **Declarations of interest**
   To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk (Localism Act 2011 s29-34).

4. **Minutes of the previous meeting**
   Members are asked to consider the minutes of the last meeting held on **9th September 2026** at **Annexe A** to the agenda as a true and accurate record.

   Recommendation: That Members agree the minutes of the last meeting held on **9th September 2026** as a true and accurate record, and that they be signed as such.

5. **Democratic Public Half Hour Open Forum**
   To receive commentary from members of the public wishing to address the meeting. Matters must relate to one of the following categories, and those wishing to speak will be called in the following order:

   - Business on the agenda of the meeting.
   - Matters where the Town Council has powers or duties.
   - Other matters which directly affect the parish of Portland.

6. **Portland Community Venue Hall Acoustics**
   Cllr Williams has requested that costings be obtained for improving the acoustics in the hall at the PCV.
   Two indicative quotes were obtained a year ago, and the total cost of improving the acoustics is likely to be between £8 and £10K.
   There is currently no budget set aside for this work and consideration would need to be given to adding it to the 2027/28 budget.

   Recommendation
   That up to date quotes are obtained for acoustic improvements and consideration given to adding to the 2027/28 budget.

7. **Budget 2027-28**
   To consider proposals in respect of 2027-28 budgets, projects, priorities, and reserves within the remit of the Committee. The detailed budgets within the remit of the Committee is attached at **Annexe B and C**.

   Recommendation:
   That the Committee considers:
   a) draft 2027/28 budgets as detailed in **Annexes B and C** attached to the agenda.
   b) priority projects, activities, and reserves that it wishes to propose to form part of the 2027/28 Council budget.

8. **Baseline Ecological Surveys**
   A report is attached at **Annexe D.**

   Recommendation
   That the Committee refer this to Full Council for a final decision.

9. **Tree Survey Report**
   Report attached at **Annexe E.**

   Recommendation
   That the highlighted tree works, totalling an estimated £2,150, be carried out.

10. **Ongoing Council projects.**
    To receive an update from the Services & Facilities Officer.
    List attached at **Annexe F.**

    Recommendation: To note the update

11. **Lights at the Portland Skate Park**
    Cllr Hardwicke has been approached about residents arranging for the installation of LED lights that the skate park, to allow for use after dark.

    It is also likely that planning permission will need to be obtained due to the proximity of the public highway and also Heliops, as it may be under their flight path.

    Recommendation
    That the Committee agree that a full proposal is required from the residents concerned before any decision is made.

12. **Christmas Tree at Wren Court**
    Cllr Hardwick has been working with the Drop In and has asked if they can decorate the tree at Wren Court with biodegradable, handmade decorations.

    Recommendation
    The Clerk has spoken to Cllr Roper and the Services & Facilities Officer and, as there are health & safety issues, and all the trees on Portland currently have lights only, it is recommended that this request be turned down.

13. **Information Items**

    Date of Next Meeting.
    The Committee's next meeting is scheduled for 10.30 am on **Wednesday 13th January 2027**.

    Recommendation: Members are asked to note the information items.

PORTLAND TOWN COUNCIL
MINUTES OF SERVICES & FACILITIES COMMITTEE MEETING
HELD AT 10.30 AM ON WEDNESDAY 9th SEPTEMBER 2026
AT THE PORTLAND COMMUNITY VENUE.

PRESENT:
Councillors: P Roper (Chair), S Cocking, L Hardwicke, P Kimber, S Miles, T Woodcock

Staff: J Miles, Town Clerk,
L Byrnes, Services & Facilities Officer (S&F)

IN ATTENDANCE: No members of the public

SF/028/26 Chair's Welcome
The Chair welcomed everyone to the meeting.

SF/029/26 Apologies for absence
Cllrs Atkins and Hughes

SF/030/26 Declarations of Interest
Cllr Woodcock, non-pecuniary interest, his son is on the allotment waiting list
Cllr Roper, non-pecuniary interest, he is an allotment holder.

SF/031/26 Approval of Minutes of Previous Meetings

Cllr Miles passed on from a resident that the possible fencing for Ladymead Gardens, alongside St Georges Estate Road had been omitted.

Resolved, with the above, to accept the minutes of the Committee meeting on **Wednesday 8th July 2026** as a true and accurate record of the meeting, being duly signed by the Chair.

SF/032/26 Democratic Public Half Hour Open Forum
None

SF/033/26 Allotment Waiting List
The Chair gave an overview of the situation, with the Clerk confirming the waiting list was currently less than ten persons and the Services Officer stating that monthly checks were carried out.
There was a general discussion about the allotments and that some had been reduced in size.

Resolved to re-open the allotment waiting list.

SF/034/26 Easton Gardens Community Group
There was a general discussion about the Gardens and the Monkey Hut.

Resolved to write a letter of thanks to June Morley.

SF/035/26 Ongoing Council Projects
The Services Officer gave an overview of the ongoing project.

There was a discussion about the possible toilet in Victoria Gardens, with Cllr Kimber being particular interested due to the number of cruise passengers in this area.

Resolved to note the ongoing projects.

SF/036/26 Information Items

a) **Date of the Next Meeting.** The committee's next meeting is scheduled for 10.30am on Wednesday 11th November 2026.

Resolved to note the information items.

With the Chair's thanks, the meeting closed at **11.17am**

Signed …… Dated.…….....
Chair

Allotments

Annexe B - S&F Committee
11th November 2026

2026/27 Budget	Code	Detail Code	2026/27 Final Budget	2027/28 Budget Working Group	2027/28 Committees	27 - 28 Notes
Expenditure	58	Repairs & Maintenance	£1,150.00	£1,150.00		
	56	Rent	£600.00	£900.00		Rent Increase from Stone Firm
		Water		£1,000.00		Code to be added to Scribe
£2,000.00		**Total Expenditure**	**£1,750.00**	**£3,050.00**		
Income						
-£2,000.00	**61**	**Total Income**	**-£2,000.00**	**-£3,000.00**		Increase in rate per Rod
£0.00		**Total Net**	**-£250.00**	**-£250.00**		

Bereavement Services

2022/23 Budget	Code	Detail Code	2026/27 Final Budget	2027/28 Budget Working Group	2027/28 Committees	27 - 28 Notes
Expenditure	16	Hire of Plant Equipment	£3,500.00	£3,500.00		
	17	Memorial Purchases	£2,100.00	£2,100.00		To be off set by income
	18	General Expenses	£3,000.00	£3,000.00		
	73	Membership/Subscriptions	£110.00	£110.00		
		H & S Inspections	£500.00	£750.00		Increase in Cost
		Headstone Inspections	£1,000.00	£1,000.00		
£16,800.00		**Total Expenditure**	**£10,210.00**	**£10,460.00**		
-£25,000.00	**76**	**Total Income**	**-£22,500.00**	**-£24,000.00**		
-£8,200.00		**Total Net**	**-£12,290.00**	**-£13,540.00**		

Events

2022/23 Budget	Code	Detail Code	2026/27 Final Budget	2027/28 Budget WG	2027/28 Committees	27 - 28 Notes
Expenditure	118	Events	£8,000.00	£8,000.00		
£11,250.00		**Total Expenditure**	**£8,000.00**	**£8,000.00**		
Income						
	130	**Total Income**	**-£100.00**	**£0.00**		Take Out
£11,250.00		**Total Net**	**£7,900.00**	**£8,000.00**		

Green Spaces

2022/23 Budget	Code	Detail Code	2026/27 Final Budget	2027/28 Budget Working Group	2027/28 Committees	27 - 28 Notes
Expenditure	19	Vehicle Fuel	£3,500.00	£3,500.00		
	20	Vehicle Repairs & Renewals	£1,000.00	£1,000.00		
	22	Plants & Compost	£3,000.00	£3,000.00		
	23	Tools	£2,000.00	£2,000.00		
	25	PPE/Workwear	£2,000.00	£2,000.00		
	26	Grass Cutting	£5,000.00	£5,000.00		
	33	Repairs & Renewals	£10,000.00	£10,000.00		
	68	Vehicle Hire	£15,000.00	£15,000.00		
	110	Waste Management	£5,000.00	£5,000.00		
	185	Tree Surveys	£1,000.00	£1,000.00		Change Code description to Tree Reserves
	129	Consumables				
	128	Hardware				
	106	Staff Expense				
	186	Lawn Mower	£4,570.00	£4,570.00		
	187	Dry Stone Walling	£500.00	£500.00		
£37,680.00		**Total Expenditure**	**£52,570.00**	**£52,570.00**		

Other Assets

2022/23 Budget	Code	Detail Code	2026/27 Final Budget	2027/28 Budget Working Group	2027/28 Committees	27 - 28 Notes
Expenditure	141	Clock Easton	£450.00	£450.00		
	142	Easton Gardens	£500.00	£500.00		
	143	Greenhouse Vic Gardens	£400.00	£400.00		
	144	Grove Road Portacabin	£300.00	£300.00		
	145	Roundabout Vic	£400.00	£400.00		
	146	Victoria Gardens	£1,000.00	£1,000.00		
	147	Repairs & Renewals	£5,410.00	£5,410.00		
	189	Cenotaph	£2,000.00	£2,000.00		
£3,150.00		**Total Expenditure**	**£10,460.00**	**£10,460.00**		

Play Parks & Gardens

2022/23 Budget	Code	Detail Code	2026/27 Final Budget	2027/28 Budget Working Group	2027/28 Committees	27 - 28 Notes
Expenditure	1	New Equipment		£2,000.00		Accumulation
	2	Repairs	£12,000.00	£12,000.00		
	3	Inspections	£400.00	£400.00		
	109	Rent	£5.00	£5.00		
£17,850.00		**Total Expenditure**	**£12,405.00**	**£14,405.00**		

Toilets - Service Contracts etc

2022/23 Budget	Code	Detail Code	2026/27 Final Budget	2027/28 Budget Working Group	2027/28 Committees	27 - 28 Notes
Expenditure	64	Cleaning & Consumables	£37,000.00	£37,000.00		
	89	Legionella Testing	£4,300.00	£4,300.00		
	90	Service Plan	£2,025.00	£2,025.00		
	112	Maintenance & Repairs	£6,000.00	£6,000.00		
£49,832.00		**Total Expenditure**	**£49,325.00**	**£49,325.00**		

Toilets - Portland Bill

2022/23 Budget	Code	Detail Code	2026/27 Final Budget	2027/28 Budget Working Group	2027/28 Committees	27 - 28 Notes
Expenditure	116	Sanitary Disposal	£450.00	£450.00		
	36	Repairs & Maintenance	£2,600.00	£2,600.00		
	35	Electric	£1,800.00	£1,800.00		
	34	Water	£4,000.00	£4,400.00		
	154	License				
		Total Expenditure	**£8,850.00**	**£9,250.00**		

Toilets - Easton/Fortunesw ell/Yeates

2022/23 Budget	Code	Detail Code	2026/27 Final Budget	2027/28 Budget Working Group	2027/28 Committees	27 - 28 Notes
Expenditure	132	Sanitary Disposal	£460.00	£460.00		
	45	Repairs & Maintenance	£4,400.00	£4,400.00		
	44	Electric	£1,950.00	£1,950.00		
	43	Water	£2,000.00	£2,000.00		
		Total Expenditure	**£8,810.00**	**£8,810.00**		

Waste Management

2022/23 Budget	Code	Detail Code	2026/27 Final Budget	2027/28 Budget Working Group	2027/28 Committees	27 - 28 Notes
Expenditure	71	Waste Management	£5,000.00	£5,000.00		
£7,250.00		**Total Expenditure**	**£5,000.00**	**£5,000.00**		

Annexe C - S&F Committee 11th November 2026
SCHEDULE OF FEES AND CHARGES

Service	Description	2026/27 Charge £	Proposed 2027/28 WG	Proposed 2027/28 Committee	Proposed 2027/28 Notes
ALLOTMENTS					
Allotment Fee	Charge per rod	10.00	15.00		
CEMETERIES					
Cemetery Fee	Interment fee for person 16 years of age and over	830.00	830.00		
Cemetery Fee	Child over 2 years but not 16 years of age	150.00	150.00		
Cemetery Fee	Infants under 2 years of age	No Charge	No Charge		
Cemetery Fee	Interment fee cremated remains	230.00	231.00		
Cemetery Fee	Exclusive right of burial for 30 years including a right to erect a memorial	830.00	850.00		
Cemetery Fee	Renewal of exclusive rights of burial for 30 years				
Cemetery Fee	Exclusive right of burial for 30 years (infant section only for 2 years of age and under including the right to erect a memorial	350.00	350.00		
Cemetery Fee	Exclusive right of burial for 30 years (all cremated remains section) including right	415.00	425.00		
Cemetery Fee	Right to erect a memorial (graves purchased before 1st June 2004)	60.00	60.00		
Cemetery Fee	Approval for addition inscription or change of design or memorial	60.00	60.00		
Cemetery Fee	Transfer of Exclusive Rights of Burial	60.00	60.00		
Cemetery Fee	Permission to scatter ashes	60.00	60.00		
Memorials	Stone plaque inscribed	470.00	470.00		
Memorials	Stone plaque blank	420.00	420.00		
Memorials	Additional inscription	10.00	10.00		
Memorials	Memorial bench for 15 year lease	1500.00	1600.00		
Memorials	Plaque on existing bench	175.00	175.00		

PORTLAND COMMUNITY VENUE					
PCV Hire	Hire of Hall - per hour	15.00	16.00		
PCV Hire	Hire of Ray Nowak Studio - per hour	10.00	11.00		
PCV Hire	Hire of Therapy Room - per hour	7.50	8.00		
PCV Hire	Hire of Kitchen - flat fee per hire duration	15.00	15.00		
PCV Hire	Weekend Party Hire (4 hours including kitchen)	50.00	50.00		
OUTSIDE SPACES					
Commercial Land	Hire of land - from £50.00 (HAB, Gardens etc)	50.00	50.00		

Baseline Ecological Surveys

As a local authority with responsibility for a number of green spaces around the island, PTC has a legal duty to ensure biodiversity is conserved and enhanced. We currently have a very limited amount of informed data about sites under our management in relation to biodiversity, habitat and species and are therefore require a baseline survey of all greenspace sites within our estate to ensure we can fulfil this duty.

The survey will be completed by a suitably qualified, professional ecologist and will include the details of :

- Protected species
- Invasive species
- Specific habitat
- Existing Flora and Fauna
- Any current land management opportunities or failings

This data will enable us to make legally sound and environmentally responsible decisions which will in turn form part of our own site management plans as well as inform any external groups and stakeholders of any opportunities or restrictions on the site.

In conclusion establishing baseline ecological surveys ensures the parish council upholds its legal obligations, spends public funds efficiently, and preserves local natural heritage for future generations.

Financial

Surveys to cover all areas currently owned or managed by the Council will be in the region of £7,500. The cost of these surveys can be met from current Reserves.

Recommendation

That the Committee recommends this proposal to Full Council for a final decision.

Tree Survey 2026

Background

A survey of all mature and semi mature trees across all of Portland Town Council's managed sites took place during October. Sites surveyed were:

- Portland Community Venue
- Victoria Gardens
- Easton Gardens
- Grove Playing Field
- Grove Allotment
- Royal Manor Playing Field
- Ladymead
- Sweet Hill Lane
- Portland Cemetery

Part of the survey included documenting species, mapping & photographing each tree and adding to Parish Online asset management software, maintaining a detailed record of the inspections for future reference.

Over 100 individual specimen trees were surveyed as well as numerous small groups of semi mature trees.

Results

Issues requiring attention within the next three months recommended:

Grove Allotment

1. Dead tree, leaning heavily near to plot/shed, smothered with Ivy growth – Remove to ground Level (est. £300.00)



2. Dead tree, leaning heavily over greenhouse, smothered with Ivy growth – Remove to ground level (est. £300.00)



3. Tree in poor condition, Leaning limb, ivy strangulation – remove leaning limb and sever ivy (est £450)



Annexe E – Services & facilities Committee 11th Npvember 2026

Ladymead

1. Dead tree – Removal to ground level (est £300)



2. Tree in poor condition (Ash) advanced canker, located in a high footfall area – Remove to ground level (est £800)



Annexe E – Services & facilities Committee 11th Npvember 2026

Concerns – Monitor regularly

Grove allotment

1. Tree along entrance track, leaning towards private residence – future removal recommended



2. Tree just outside allotment boundary, limbs overhanging plots – pruning back to boundary recommended in future



In Conclusion

While Portland Town Councils tree stock is fairly low in number, most of the trees are located in areas which would be considered high risk if a tree were to fail, so a robust annual inspection regime should be continued into the future, particularly ahead of windy seasons

Acer psuedoplatanus (sycamore) dominate the landscape as the larger tree species on the Island, With Crataegus monoyga (Hawthorne) widespread as a compact tree. Neither being a great surprise as both are tolerant to the harsh, coastal environment.

Looking forward it is essential to ensure trees continue to flourish wherever possible in PTC managed locations, ree planting opportunities should be explored, especially in the case of replacing a tree which is removed on a “one in one out” basis.

Recommendation

That the highlighted tree works, totalling an estimated £2,150, be carried out.

Update on Ongoing Projects November 2026

Project	Update
Broadcroft Close/Grove Playing Field border - Tree Management	Work Completed
Reduction work to specimen Pine tree by Portland Cemetery entrance	Work now complete
Trees along car park/fenceline boundary at PCV are in need of reduction	Work now complete
Victoria Gardens Play Area	Replacement basket swing has now been ordered and a contractor engaged to remove/dispose of the existing frame and install new.
Weston Road MUGA Refurbishment	Preconstruction phase started, awaiting start date for works, estimated to start mid-November
Tree Survey 2026	Survey completed – Report attached
Solar Power for PCV	One supplier has attended to carry out a survey and feasibility check. Awaiting report and quote. Additional suppliers have been contacted.
Sweet Hill Play Area mesh fence replacement	The rear sections have now been replaced with new mesh fencing. The front sections are to be replaced in the coming weeks
Easton Gardens Grass Wear Patch	1x picnic bench & 1x park bench to be relocated to wear patch, preventing ball games