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3rd September 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 9th September 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 **8th July 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 **8th July 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. Allotment Waiting List

All persons on the allotment waiting list have recently been contacted to check that they wish to remain on the list, and to confirm that they are happy for their data to be retained for this purpose.

The numbers on the list have dropped considerably, and it is felt that the waiting list should now be reopened.

Recommendation

That the allotment waiting list be reopened to residents..

7. Easton Gardens Community Group

Cllr Miles has proposed that a letter of thanks be sent to June Morley for the contributions made to Easton Gardens by the Community Group over the years, including work carried out and funds raised for equipment purchases.

Recommendation

That a letter of thanks to be sent to June Morley.

8. Ongoing Council projects.

To receive an update from the Services & Facilities Officer.
List attached at **Annexe B**.

Recommendation: To note the update

9. Information Items

Date of Next Meeting.

The Committee's next meeting is scheduled for 10.30 am on **Wednesday 11th November 2026**.

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 8th JULY 2026
AT THE PORTLAND COMMUNITY VENUE.**

PRESENT:

Councillors: P Roper (Chair), C Atkins, A Carr, J Draper, L Hardwicke, R Hughes, S Miles, T Woodcock

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

IN ATTENDANCE: Two members of the public

SF/015/26 Election of Chair and Deputy Chair

Councillors Pete Roper and Tim Woodcock were both nominated, with a vote taking place.

Resolved to elect Councillor Pete Roper as Chair of the Services and Facilities Committee for the 2026-2027 Municipal Year.

Councillor Tim Woodcock being the sole nominee,

Resolved to elect Councillor Tim Woodcock as Deputy Chair of the Services and Facilities Committee for the 2026-2027 Municipal Year.

SF/016/26 Chair's Welcome

The Chair welcomed everyone to the meeting.

SF/017/26 Apologies for absence

Cllr Kimber

SF/018/26 Declarations of Interest

Cllr Woodcock, non-pecuniary interest, his son is on the allotment waiting list

Cllr Draper, non-pecuniary interest, he is part of the Community Allotment.

Cllr Roper, non-pecuniary interest, he is an allotment holder.

SF/019/26 Approval of Minutes of Previous Meetings

Resolved To accept the minutes of the Committee meeting on **Wednesday 20th May 2026** as a true and accurate record of the meeting, being duly signed by the Chair.

SF/020/26 Democratic Public Half Hour Open Forum

RW gave an update about the proposed WhatsApp group for volunteers.

SF/021/26 Request for Allotment Volunteers

Following a discussion about the proposed wording, Roger White agreed that if anyone volunteered it would be on the allotments only.

It was discussed that the volunteers would not be the responsibility of the Council, and neither would anyone gain an advantage on the waiting list.

Resolved that the members of the waiting list be sent Roger White's details, and making it clear that they would not be Councillor volunteers nor will they gain any advantage regarding their place of the waiting list.

SF/022/26 Uncultivated Allotment Plots

The S & F Officer gave an overview of the two plots and the chances that the tenants had been given.

Resolved to give the two tenants one month to cultivate to the required standard or the plots would be returned to the Council.

SF/023/26 Church Ope Car Park

The Clerk gave an overview of the current situation, with an invoice having been received for £4,200, and indications that any new lease would be at least £800 per annum with the Council taking on full responsibility for repairs.

There was a general discussion about the potential cost to the Council of taking a new lease. It was raised that this is the main car park for the museum, but also that it was full of climbers.

Resolved to recommend to Full Council that the outstanding invoice be paid and notice given to Betterment Properties to formally hand the car park back..

SF/024/26 Easton, Victoria and Ladymead Working Group Update

Victoria Gardens Toilet / Old Mortuary Building

No comments

Performance Area

No comments

Ladymead

No Comments

Monkey Hut – Cllr Hughes made the point that the Community Group had been involved with Easton Gardens for 24 years, and had paid a lot of money towards the upkeep of both the gardens and the Monkey Hut.

Other Councillors felt it was time for the Council to take back responsibility and that anything else was in the past.

Easton Gardens Grassed Area

There was a discussion, including Cllr Woodcock suggesting putting a border around the area and filling it with shrubs

Resolved as follows:

- That the possibility of incorporating a toilet into the old mortuary building be explored with the Conservation Officer, whilst repairs to the roof are carried out at the same time and the original Gents toilet reopened.
- Costings be obtained to run electricity to the performance area.
- Ladymead be renamed Ladymead Gardens, and suitable fencing be put on the Park estate Road boundary.

- The current occupiers of the Monkey Hut to be given until the 31st August to arrange a handover, with the possibility of storage being provided at the cemetery for the contents.
- That benches are located beside the hedge and alongside the footpath in this area, with a view to consider a planting regime.

SF/025/26 Weston Road MUGA Tender

The Clerk gave an overview.

Resolved to recommend the tendering process as detailed in the report to Council as the procurement is above the financial threshold delegation afforded to the Committee.

SF/026/26 Ongoing Council Projects

The Services & Facilities Officer gave an overview of the current projects.

An additional matter was raised – Yeates Toilet

The Clerk gave an update about the current situation and explained that Cllr Woodcocks report, from the Planning, Highways and Licencing Committee, had been forwarded to various persons at Dorset Council. There had also been vandalism at the toilets, resulting in a member of the public being injured by a damaged toilet roll holder.

It was proposed that the toilets be closed with immediate effect, and the opportunity taken to reassess the situation and to wait for a response from Dorset Council.

Resolved to close Yeates Toilets with immediate effect, due to health & safety concerns, the theft of water and the illegal dumping of toilet waste.

SF/027/26 Information Items

- a) Date of the Next Meeting.** The committee's next meeting is scheduled for 10.30am on Wednesday 9th September 2026.

Resolved to note the information items.

With the Chair's thanks, the meeting closed at **11.44am**

Signed Dated.....
Chair

Update on Ongoing Projects September 2026

Project	Update
Broadcroft Close/Grove Playing Field border - Tree Management	Trees are encroaching over the boundary fence and into the park homes site, 3m reduction required – Ready to proceed
Reduction work to specimen Pine tree by Portland Cemetery entrance	Tree in poor condition Needs restorative pruning before winter winds – Ready to proceed
Trees along car park/fenceline boundary at PCV are in need of reduction	Trees are becoming too large for the location and present a risk. Reduction pruning required – Ready to proceed
Victoria Gardens Play Area	Basket swing timbers suffering significant internal rot and are beyond practical repair – Quotes obtained for replacement
Weston Road MUGA Refurbishment	Now into procurement phase which we aim to conclude by mid-September
Electrical upgrade works Easton Gardens Clocktower	Work has now been completed and signed off
Installation of double electric supply socket in Victoria Gardens	Work has now been completed and signed off.
Victoria Gardens Toilets	Pre-Planning application was submitted in August and advice has now been given by conservation officer
Easton Gardens Grass Wear Patch	1x picnic bench C 1x park bench to be relocated to wear patch, preventing ball games
Safety surfacing repairs and renewals at Easton Gardens and The Grove Play Areas	Works have been completed and significant improvements have now been made.