

PORTISHEAD WASP (Wheels & Skate Park) CIC  
5 High View  
Portishead  
Nr. Bristol  
BS20 8RF

26<sup>th</sup> August 2020

Town Clerk - Portishead Town Council  
The Folk Hall,  
95 High Street,  
Portishead,  
Bristol, BS20 6PR

For the attention of Martin Salisbury (Town Clerk)

Dear Cllrs of the Community Matters Committee,

**"Community Matters Committee Meeting - 9 September 2020**

As part of the PTC budget setting process it was agreed to provide a grant of £10,000 in 20/21 to WASP (Wheels and Skate Park) CIC.

North Somerset Council (NSC) Executive agreed at its meeting held on 7/1/20 to enter into a 25-year lease to develop a skatepark at the Lake Grounds (subject to certain conditions being fulfilled). Minute EXE 51 refers.

The Parish Poll and subsequent informal engagement of young people during 19/20 has confirmed the support for the facility.

WASP CIC has a wide range of committee members, all locals, with first class skills and a passion to deliver this long sought-after facility. These include experts in the development of skate parks, public sector, financial regulations. We are also mindful of our duty to engage the whole community, including the residents of the Lake Ground, some of whom may have concerns.

As part of our business planning, we have agreed that the Wheels and Skate Park will be delivered in four parts (Feasibility/Design, Secure Funding, Construction, Long Term Sustainable Arrangements). Some of these phases will run concurrently.

The seed funding generously agreed by PTC for 20/21 will fund the following activities this financial year:

## Phase 1 - Feasibility and Design

1. Appointment of an architect, planning agent to design the facility (based on the feedback collated from young people). Provisional budget allocation: £3,000
2. Planning - pre-application advice. Provisional budget allocation: £2,000
3. Engagement of a legal firm to negotiate a conditional lease for the Lake Ground land with NSC. Provisional budget allocation: £2,000
4. Engagement of young people, Lake Ground residents and other interested parties in the draft designs, to ensure all parties have the opportunity to feedback and influence the final design prior to submitting a formal planning application. Provisional budget allocation: £2,000
5. Surveys. Provisional budget allocation: £1,000

All budget allocations are provisional and the sums may change between budget headings.

WASP CIC will ensure:

- Comprehensive record keeping and accounts
- Seek tenders from a number of suppliers (3 where possible)
- Endeavour to use local suppliers and companies to keep money within the local economy and to support local jobs
- Submit all paperwork through the PTC clerk/office so that suppliers can be paid directly by PTC. This will ensure that the council is satisfied that the activity of WASP CIC is in keeping with PTC financial regulations and audit processes

We look forward to continuing to develop our partnership with PTC and thank you for your support and in helping us to jointly deliver on community priorities.

With best wishes

Geoff Hardman  
Chairman - WASP (Wheels and Skatepark) CIC