

Portishead Town Council

Minutes of the

Community Matters Committee

Meeting on Wednesday 10th

February 2021 at 7:30pm

The meeting was held remotely via Microsoft Teams. A video recording of the meeting will be available on the Town Council website.

In Attendance:

Chairperson: Councillor Aldridge

Councillors: Bull, Goddard, Mason, Temple and Slatter.

Staff & Others: M Salisbury (Meeting Clerk), 7 members of the public and one member of the Press.

CM2151 Apologies for Absence

Apologies for absence were received and accepted from Councillor Davey and Gardner.

CM2152 Declarations of interest & dispensation requests

Cllr Aldridge declared that he was a director of the Portishead WASP CIC and would deliver an update on behalf of Geoff Hardman and the WASP group as part of his report.

Cllr Goddard noted that she had working with Enjoy Church in delivering Christmas meals and so would abstain from voting on item 11.

CM2153 To receive the Chair's report

Councillor Aldridge reported:

Merlin Park Skate Park

Discussions with the contractor had been fruitful, with the tarmac supplier having accepted liability for faulty material not bonding to the surface. It has been agreed that the surface will be replaced with the contractor claiming his costs against the tarmac supplier, so there would be no additional cost to the council for the resurfacing.

Portishead Town Football Club Lease

A final draft of the new lease has been discussed with some Bristol Road residents, who have provided some useful comments and it has been supplied to the football club. We are currently awaiting a date from the club to discuss and hopefully agree

the lease, following which it can be presented to Town Council for approval and then subject to other regulatory approvals and conditions being satisfied be executed.

WASP Lake Grounds Skate & Wheels Park

An update from WASP Chairman, Geoff Hardman, was provided. Following NSC consent obtained some 12 months ago there has been a need to clarify certain points of the consent and a delay in progressing due to Covid. However, work has continued to identify contractors to construct the park with 3 expressions of interest having been received. Tender documents are planned to be issued to those contractors by 19 February with a 6-week response time, following this consultation will be held with residents and fund raising will commence. It is hoped that construction can start in September 2021.

It was requested that the WASP group should update its website and social media with this information, to be clear that the project is progressing.

Grit Bin Replacement & Litter Bin Seagull Flaps

Seagull flaps have been fitted to several bins around the Marina and the Lake Grounds that appear to be having a positive effect, other locations are now being considered.

All grit bins have now been mapped and some have been replaced with new black and yellow bins with PTC labels and contact details on them and all bins have been refilled. Should residents spot a broken or empty bin they should contact the PTC office.

Folk Hall Entry System

It was noted that a late agenda item would be added to consider the need for a door entry system at the Folk Hall for staff safety.

CM2154 Public Participation

There were no comments from the public.

CM2155 To approve the Minutes of the previous Committee meeting held on 13th January 2021

RESOLVED

The Minutes of the meeting held on 13th January 2021 are confirmed as a true record and will be duly signed by the Chairman. *All Councillors in favour.*

CM2156 Gertie Gales Allotment Updated Tenancy Agreement

It was noted that considerable work and discussion had taken place to arrive at the final drafts of the proposed documents. It had proved more difficult and time consuming than expected to modernise and update the documents, and thanks were provided to Stuart Armstrong of Gertie Gales Allotment Association (GGAA), North Weston Allotment and Wild Portishead for their contributions to the process.

The three proposed documents were explained, and it was noted that these concerned only the Gertie Gales Allotment. The North Weston Allotment having newer and more detailed rules would be considered as a separate exercise to see if any changes were desirable to its documents.

RESOLVED

That the GGAA Constitution, Memorandum of Understanding and Tenancy Agreement (and Rules) are agreed and that Cllr Aldridge be authorised to execute them on behalf of the council.

All Councillors in favour.

CM2157 Gertie Gales Allotment Loan

The proposal to provide a loan to the Gertie Gales Allotment Committee to fund its contribution to facility improvements, that are partly PTC grant funded was discussed.

RESOLVED

An interest free loan of up to £2,000 is provided to the Gertie Gales Allotment Association to be repaid in three equal instalments on or before 31 March 2022, 2023 and 2024. The loan to be used to fund its share of PTC grant funded facility improvements. *All Councillors in favour.*

CM2158 Merlin Park Edging Improvements

The proposal to install concrete edging to the whole skate park site as part of the renewal of the surface, referred to in the Chairs report was explained. The work has been discussed with the surfacing contractor has quoted £2,600. It was proposed given the disruption, health and safety risk and the additional work to re-lift and replace caused by the faulty tarmac that the tarmac supplier be asked to contribute towards this improvement, with a proposal that they contribute 50%. An amended resolution was proposed to reflect this.

RESOLVED

That the contractor is asked to approach the tarmac supplier and ask for a 50% contribution towards the additional edging cost of £2,600 (excluding VAT). It being proposed that the cost to the council be reduced to £1,300 (excluding VAT) with the tarmac supplier meeting the other £1,300 (excluding VAT). If agreement cannot be reached on this basis the matter to be further considered in March.

All Councillors in favour.

CM2159 Wild Portishead, Hedgehog signage request

It was updated that there has been further discussion with NSC and Wild Portishead concerning signage. There being procedural problems for the use of DfT official signs both NSC and PTC have considered the use of unofficial signs until such time as the approval process for official roadside signs is resolved. NSC have recently introduced a Protocol for the erection of unofficial warning signs that requires the logging of evidence and sites on a national database/website which will then be considered by its officer for the approval of an unofficial sign. However, this being a new process the timing of approval and installation by NSC is uncertain. Alternatively, PTC has offered to install awareness signs at the entrance to Gertie

Gales Allotment which being on private land and of a size not requiring planning permission do not require any further approvals.

Based on this position, it was proposed that to take quick action PTC should proceed in conjunction with Wild Portishead to install 'private' signs and that Wild Portishead be encouraged to complete the national database so that a formal request for unofficial signage can be made to NSC in due course. If unofficial NSC signage is approved and installed, the private signs can be repositioned or repurposed. This proposal was supported by Wild Portishead (Laura Porter) and Beryl Casey (founder of Hedgehog Rescue North Somerset) to increase awareness of the Hedgehogs around the Gordano School area. It being noted that the Hedgehogs were now appearing with 3 recent sightings around Greenfield Park.

RESOLVED

Subject to obtaining approval or no objection from NSC that Hedgehog awareness signs, of a design agreeable to Wild Portishead, are purchased and installed at the entrance to Gertie Gales allotment at a cost not to exceed £250 (excluding VAT).
All Councillors in favour.

CM2160 Hall LED Bulb replacement

RESOLVED

To upgrade hall light bulbs to LED at a cost not to exceed £500 (excluding VAT).
All Councillors in favour.

CM2161 Grant Applications

The second instalment of the Enjoy Church foodbank grant was discussed with the following points being made.

- In consideration of the foodbank increasing its support to around 50 families the second instalment of the grant should be awarded, as need has been demonstrated.
- The council should not wholly fund foodbank activity (although the grant of £1,500 over a 3-month period covers provision to around 20 families)
- There are other foodbank providers in Portishead and before any further funding, beyond the second instalment, is considered there should be consideration of sharing resources and working together to achieve a co-ordinated approach and single point of access. Although it was acknowledged that different groups have different users and there are numerous different points of contact in Portishead for good reasons.
- Enjoy Church and other foodbank providers should be invited to present to the Town Council on their activities to increase understanding of provision and the needs and resources in Portishead.

RESOLVED

To award a further £1,500 grant to the Enjoy Church food parcel project to contribute towards the cost of providing continued support for the period April to June 2021. The grant to be paid by 31 March 2021.

5 Councillors in favour, Cllr Goddard abstained.

CM2162 Portishead in Bloom Watering Contract

The contract proposed by the existing contractor was discussed and it was acknowledged that there had been no other expressions of interest to provide the service.

RESOLVED

To recommend to the Town Council that the contract is awarded the contractor at a cost of £9,500 per annum (excluding VAT).
All Councillors in favour

CM2163 Folk Hall Door Entry System

An additional agenda item was introduced by Cllr Aldridge and presented by Cllr Bull. The proposal being that a remote door entry system was required at the Folk Hall due to a reduced staffing in the Portishead office and increased visitors to the building for vaccination and other reasons. A remote system to increase office staff safety and control access to the building.

Three estimates (excluding VAT) for the supply and installation of a door entry system having been obtained:

- Contractor A:** £912
- Contractor B:** £1,340
- Contractor C:** £1,980

RESOLVED

To accept the estimate from Contractor A to install a remote door entry system at the Folk Hall at a cost of £912 (excluding VAT)
All Councillors in favour

CM2164 Date of next meeting

The date of the next meeting is 10th March 2021 at 7.30pm

Meeting closed 20:52

Signed (Chairman).....

Date.....