

# Portishead Town Council

## Minutes of the

### Community Matters Committee

#### Meeting on Wednesday 13<sup>th</sup>

#### January 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, Gardner, Goddard, Mason, Temple and Slatter.

**Staff & Others:** M Salisbury (Meeting Clerk), 6 members of the public and one member of the Press.

#### **CM2137 Apologies for Absence**

Apologises for absence were received and accepted from Councillor Davey.

#### **CM2138 Declarations of interest & dispensation requests**

Councillor Mason declared an interest in Item 6 on the agenda as she is part of Channel Green Energy and noted that she would not participate in that item and would abstain from voting.

#### **CM2139 To receive the Chair's report**

Councillor Aldridge reported:

##### **Merlin Park Skate Park**

He has had discussions with the contractor concerning the poor quality of the surface, some patching has taken place and a further meeting will be held with the contractor to look at the surface, with a view to getting it replaced.

##### **Town Potager Garden Asset of Community Value**

The application for Asset of Community Value has been accepted and it is now a Community Asset until 2025.

##### **Portishead Town Football Club Lease**

A draft of the lease has been received from PTC solicitors which will be shared with the football club and residents once reviewed.

##### **Allotment Rules**

The Gertie Gales Allotment new Memorandum of Understanding and Tenancy Agreement are close to a final draft, which will be shared with interested parties once agreed with the GGA committee.

##### **Mead Road Play Area Climbing Wall Replaced**

The climbing wall has been replaced and all play equipment is now open again.

## **CM2140 Public Participation**

**Lin Morrissey:**

Thanked Cllr Aldridge for keeping them in the loop regarding the football lease.

**Annette Hennessy:**

Raised the following points:

- Why Heavens Field is dealt with as an exempt item as she was not aware of any reasons why it could not be dealt with as an open item?
- Asked why Item 6 proposed a study regarding Neighbourhood Plan renewable energy policy as consultation had already previously taken place and why was a study being conducted before consultation?
- She also continued to be concerned about the Wyndham Way Study Area as she had heard that those discussions are putting residential development before infrastructure and that public relations (PR) were being considered in WWSA meetings.
- She thanked the Clerk for answers provided to questions raised at the last Town Council meeting and further noted:
  - That the Clevedon and District Foodbank is part of the Trussell Trust Charity and suggested that this together with the fact that assistance was being provided to the Portishead Branch of the trust should be noted in the license.
  - That an update in respect of the Lake Grounds skate park is required and suggested that an update sheet should be provided on the status of ongoing items.
  - When a formal consultation on the future of the Lake Grounds will take place?
  - That an update of each Wyndham Way Study Area (WWSA) meeting is not available via the WWSA website link as it does not provide specific details of discussion or minutes of each meeting. Updates from each meeting should be provided.
  - That reassurance should be given that Portishead Town Councillors on the WWSA are representing the town and not personal or business interests.
- Overall, her view was that consultation, communication and engagement, particularly with individual councillors, could be better.

Cllr Aldridge noted he was meeting with the WASP group shortly in connection with the Lake Grounds skate park and an update would be provided at the next meeting. He also explained that Heavens Field was being dealt with as an exempt item as there was personal and sensitive information that cannot be discussed in public, however the decision and terms of any disposal will be made public. The £15,000 value of the land and valuation reports having already been made public.

## **CM2141 To approve the Minutes of the previous Committee meeting held on 9<sup>th</sup> December 2020**

### **RESOLVED**

The Minutes of the meeting held on 9th December 2020 are confirmed as a true record and will be duly signed by the Chairman. *All Councillors in favour.*

## **CM2142 Neighbourhood Plan – Renewable Energy Study**

Cllr Gardner explained that Neighbourhood Plan work is following the Locality project management methodology. Having identified some ideas from the initial consultation, conducted some time ago, the project is now in the data and evidence gathering phase and will be using the Commonplace community engagement tool to gather and record evidence. Based upon this evidence, policies will be developed and written to be part of the Neighbourhood Plan. Expert help is required to develop policy options and formulate specific policies. Once policies have been formulated further consultation take place to seek views on the proposed policies.

The Neighbourhood Plan is being prepared against the three main pillars of Wellbeing, Prosperity and Environment policies. The Renewable Energy Study is part of the Environment pillar and the Centre of Sustainable Energy is being asked to assist with evidence gathering, assess evidence, develop policy options and draft specific policies relevant to Portishead that can be taken forward by the Neighbourhood Plan. CSE are experts in renewable energy policy are considered best placed to provide the specialist advice we need which is not available from the community.

It was confirmed that the cost of the study is being met from the Neighbourhood Plan budget which is underspent this financial year. It was noted that PTC has also been successful in obtaining Locality Grants of £18,000 which has further increased the funding available for Neighbourhood Plan development work.

### **RESOLVED**

To appoint the Centre for Sustainable Energy to conduct a renewable energy study, as set out in their quotation, at a cost not to exceed £3,940 (excluding VAT). *Six Councillors in favour, Cllr Mason did not participate in the discussion and abstained.*

## **CM2143 Clevedon and District Foodbank**

This item was discussed, and it was proposed that reference to the facilities being of benefit the Portishead branch of the foodbank should be noted in the agreement and an amended motion put forward to reflect this.

### **RESOLVED**

That PTC clears, paints and installs racking in the storage room at a cost not the exceed £200 (excluding VAT) and enters a storage license with the Clevedon and District Foodbank, substantially in the form of the draft presented, with the addition of a reference to the Portishead Branch of the foodbank, with Cllr Bull being authorised to sign the license on behalf of the council. *All Councillors in favour.*

## **CM2144 Avon Wildlife Trust Membership**

### **RESOLVED**

That PTC joins the Avon Wildlife Trust and enters a membership subscription of £2.50 per month payable by direct debit. *All Councillors in favour.*

## **CM2145 Grit Bin Replacement**

### **RESOLVED**

To purchase 9 recycled plastic grit bins at a cost not to exceed £90 each (excluding VAT) to replace the damaged bins. Installation to be arranged with NSC or Town Orderly services. *All Councillors in favour.*

## **CM2146 Folk Hall Car Park Trees**

### **RESOLVED**

To accept the quotation for £663.56 (excluding VAT) for the cutting and pollarding of trees in the Folk Hall car park. Work to be completed outside the bird nesting season with Christmas lights being removed from the trees before work takes place. *All Councillors in favour.*

## **CM2147 Folk Hall Electrical Works**

The difficulties in getting competitive quotes in the current environment was discussed with only one response have been received from 5 requests for quotation. It was confirmed that there was no time limitation on the quotation requests although the wish to have the work done in January was noted. Responses from 2 other contractors are awaited and will be considered if received in the next 24 hours.

### **RESOLVED**

To accept the quotation to perform the Folk Hall electrical works as set out in the Request for Quotation of 16 December 2020 for £4,136.75 (excluding VAT). Subject, to not receiving a more competitive quote from the 2 further outstanding requests for quotation in the next 24 hours. *All Councillors in favour.*

## **CM2148 Date of next meeting**

The date of the next meeting is 10<sup>th</sup> February 2021 at 7.30pm

## **CM2149 Exclusion of Press and Public**

Cllr Aldridge read the following statement:

That pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted – commercially confidential.

*Public Meeting closed 20:21*

## CM2150 Disposal of Heavens Field Land

This item was discussed in closed session.

### **RESOLVED**

To proceed to instruct legal advisers to draw up a contract for the disposal of land, to be ratified by the Town Council. The disposal price being its open market value of £15,000 and the disposal being subject to the following conditions:

- NSC to amend the restrictive covenant for use of the land for a consideration of £5,000
- Any required planning consent for change of use is the responsibility of the purchaser
- All parties to bear own legal costs and other fees in respect of the covenant amendment, sale, and purchase
- A contribution of £2,500 to be received from the purchaser towards covenant waiver and legal costs.
- The transaction requires Town Council approval of contracts
- Net funds received are to be ringfenced and applied to improve public play and other facilities at Heavens Field and recorded in an Earmarked Reserve.

*All Councillors in favour.*

*Meeting closed 20:35*