

# Portishead Town Council Notice and Summons to Community Matters Committee Meeting on Thursday 22nd April 2021 at 7:30pm

THE FOLK HALL, 95 HIGH STREET, PORTISHEAD, BS20 6PR

TEL: 01275 847078 [www.portishead.gov.uk](http://www.portishead.gov.uk)

Chairman: Cllr. Paul Gardner Meeting Clerk: S.Sherborne

All Members of Portishead Town Council's Community Matters Committee are summoned to attend a remote meeting on **Thursday 22<sup>nd</sup> April 2021 at 7:30pm**. The meeting will consider the items set out in the Agenda below.

The public are welcome to attend. To join the meeting an internet link is available in the electronic copy of this Agenda, that can be downloaded from the [News & Events](#) page of the Portishead Town Council website at [www.portishead.gov.uk](http://www.portishead.gov.uk).

## Joining Instructions

### Microsoft Teams meeting

**Join on your computer or mobile app**

[Click here to join the meeting](#)

**Or call in (audio only)**

[+44 117 313 3552,589363794#](tel:+441173133552589363794) United Kingdom, Bristol

Phone Conference ID: 589 363 794#

There will be a Public Participation session where comments can be made. We ask that any questions are emailed to [deputyclerk@portishead.gov.uk](mailto:deputyclerk@portishead.gov.uk) in advance of the meeting so they can be efficiently addressed in the meeting. After Public Participation, microphones may be muted to enable the efficient running of the meeting.

Please join at least 5 minutes before the meeting start time to deal with technical issues.

The meeting will be recorded (audio and video) and the recording made available on the Town Council website. All participants should mute microphones when not talking.

By order of:

*Robert Bull*

Cllr R Bull | Interim Clerk | [Clerk@portishead.gov.uk](mailto:Clerk@portishead.gov.uk)

16<sup>th</sup> April 2021

# Agenda

## **1. Apologies for Absence**

To receive and accept apologies for absence.

## **2. Declarations of interest and requests for dispensations**

Members are invited to declare any disclosable pecuniary (financial) and other interests in respect of items on the agenda as required by Portishead Town Council's Code of Conduct, Standing Orders, and the Localism Act 2011.

## **3. To receive the Chair's report**

To receive a verbal report from the Chair providing an update on the following matters and items for follow up from previous meetings:

**Update:** Merlin Park Skatepark tarmac surfacing

**Update:** Covid Support Update

**Update:** Neighbourhood Plan – we will be launching the first phase of community engagement for the Neighbourhood Plan via Commonplace

**Update:** Social Prescribing Pilot – leaflet launch

## **4. Presentation - Parking Enforcement**

Mr Allan Taylor, North Somerset Council's Parking Services / Civil Enforcement Manager will give a fifteen-minute presentation followed by a question-and-answer session for five minutes.

## **5. Public Participation**

In accordance with Standing Orders, members of the public may make representations, ask questions, and give evidence in respect of any items of business included in the agenda. Each person will be limited to four minutes. This section of the meeting will not exceed thirty minutes.

## **6. To approve the Minutes of the previous Committee meeting held on 10th March 2021**

**It is proposed** that the minutes of the Community Matters Committee held on 10th March 2021 are approved as a correct record of the meeting and signed by the Chairman.

## **7. Licence Agreement Redcliffe Bay Hall Snooker Club**

To consider and agree the attached lease between Portishead Town Council and Redcliffe Bay Hall Snooker Club for the period 1<sup>st</sup> April 2021 to 31<sup>st</sup> March

2026 and to authorise the Assistant Clerk to sign the lease on behalf of the Town Council.

## **8. Bus Shelter Contracting Cleaning**

The Town Council bus shelters have been cleaned bi-monthly by a nominated contractor for the last fifteen years. The charge of £11.00 per shelter/clean has not been increased. To accept an increase in charge from £11.00 to £12.50 per bus shelter clean.

## **9. Health & Safety Service Level Agreement and Employer Assisted Programme**

To consider the attached report and its recommendation to for Portishead Town Council to accept quotation B @ £3345.00 per annum or £278.75 pcm on the basis that it offers 1:1 support to council officers who do not have specialist knowledge or time to complete risk assessments each year. This also offers an independent inspection and includes the provision of the Town Council having a competent person to help with any potential Health and Safety litigation.

## **10. Street Lighting for North Weston Village Car Park**

The poorly lit path from the car park pedestrian gate to the car park was raised previously during a Planning Committee meeting public participation session. Various options have been investigated including the installation of a standard streetlight that would cost in the region of £12,000 and a Solar power LED in the region of £1,500. A night visit to the site was made by Town Council officers on 15/03/21 to establish the level of light on the path that is available to hirers of its hall when walking to or from the car park. There are various fencing solar lights available at Screwfix that could be trialled and fitted by our Town Orderly. Recommendation to purchase solar fencing lights up to a maximum of £150 (one hundred and fifty pounds).

## **11. Heavens Field Tree Felling**

In a recent fortnightly play area inspection report completed by GB Sport concern was given in respect to a tree that could compromise the embankment slide or its user. This was passed to the Council's Town Orderly Glendale Team for inspection who advised that the tree should be removed. So far one quotation has been received @ £950 (nine hundred and fifty pounds) and a second quotation – is to follow.

## **12. Annual Play Area Inspections**

Whilst fortnightly play area inspections are undertaken by a nominated contractor on behalf of the Town Council it is a requirement to have an annual inspection completed. The last annual inspection was completed in June 2020 and this year's inspection is due shortly. One quotation has been received @ £600 (six hundred pounds) and a second quotation £450 (four hundred and fifty pounds) both exclude VAT.

## **...13. Grant - Portishead Football Club**

To receive a recommendation from the Grants Working Party for the award of £500 in grant support to Portishead Town Football Club to partly fund an upgraded to their alarm and CCTV system.

It is proposed to award a £500 grant to Portishead Town Football Club to contribute towards the cost of the upgrade to their CCTV and security system to be paid in April 2021.

**.14. Grant – Youth Centre**

To receive a recommendation from the Grants Working Party for the award of £9,999 in grant support to Portishead Youth Centre to partly fund their operations and services for the work they do throughout the year. (This is the first part of the grant request, with a further grant application expected in May/June 2021).

It is proposed to award a £9,999 grant to Portishead Youth Centre to partly fund their operations and services for the work they do throughout the year to be paid in April 2021.

**. 15. Date of next meeting**

The date of the next meeting is 12<sup>th</sup> May 2021 at 7.30pm