

Portishead Town Council

The Folk Hall, 95 High Street, Portishead, BS20 6PR Tel: 01275 847078
www.portishead.gov.uk



Summons & Notice for a Meeting of the Community Matters Committee to be held on Wednesday 26th March 2025 at 7.30pm

Thursday 20 March 2025

To: All Members of the Portishead Town Council Community Matters Committee
Emma Blackmore (Chair), David Gunnell (Vice Chair), Maryam Afzal, Robert
Cartwright, Janet Davey, Martin Dowling and Jenie Eastman.

You are hereby summoned to attend a meeting of **Community Matters Committee**, at
The Folk Hall, 95 High Street, on **Wednesday 26th March 2025 at 7.30pm**. The meeting
will consider the agenda items set out below.

Please inform the Town Clerk if you are unable to attend.

Yours sincerely

Steve Milton
Locum Town Clerk

Agenda and papers are available at www.portishead.gov.uk

This meeting will be recorded and published with a link from the Council website, except
for confidential or exempt items, which may need to be considered in the absence of the
press and public.

To attend in person:

- Residents are welcome to join the meeting in person.
- If you would like to submit statements or questions in advance please email
enquiries@portishead.gov.uk

To join via Zoom

<https://zoom.us/j/95300200301?pwd=Rkx2eEdicHFzbnNyVXYxdE9pZnk4Zz09>

Meeting ID: 953 0020 0301

Passcode: 160358

Dial in 0203 481 5240 United Kingdom

Agenda

1. Chairmans Welcome

Fire Safety and exiting the building.

2. Apologies for absence

To note and accept apologies for absence from Councillors.

3. Declaration of Councillors' interests and requests for dispensations

To receive any declarations of interest or requests for dispensations relating to the business to be transacted at the meeting.

4. Chairman's update report

To receive a verbal report from the Chairman, including:

a) North Somerset Council's Community Governance Review

NSC is reviewing the structure and boundaries of town and parish councils to ensure they reflect local identities, provide effective governance, and serve communities efficiently. This consultation gives residents, businesses, and community groups the opportunity to share their views on what works well and what could be improved. In Stage 1, the Council is gathering feedback and suggestions to identify areas where changes may be needed. Stage 2 will consider specific options for change. Consultation closes on 30th April 2025;

b) Marina Safety Railings

NSC are drawing up a tender specification for use by the Council. As the cost of these works is likely to exceed £30k, the Council will be required to advertise the tenders on the Government's 'Find a Tender' service. It is hoped that works can be scheduled before the summer holiday period.

c) Wild Portishead – Swift Box Scheme

Following the last meeting, Wild Portishead have now procured the swift boxes and tested the WIFI connection at the Folk Hall. Locations were identified under the eaves at the front of the Hall and installation is now planned.

d) Beech Tree in Heaven's Lane

Following the last meeting, the Locum Clerk has submitted a planning application for the removal of the tree adjoining the Redcliffe Bay Hall.

5. Public Participation

To receive from members of the public any statements or questions relevant to Portishead to which an answer will be given, or if necessary, a written reply will follow, or the questioner will be informed of the appropriate contact details. If you would prefer to submit questions or statements in advance, please email enquiries@portishead.gov.uk. Each person will be limited to 5 minutes and the total amount of time set aside will be 30 minutes.

6. Minutes of previous meetings

RECOMMENDATION: that the minutes of the meeting held on 26th February 2025 (previously circulated) be approved as a correct record and signed by the Chair.

- 7. Portishead Citizens Advice Network and Portishead Youth Centre**
Representatives of these groups will be present to update members on their work over the preceding year. In accordance with the existing service level agreements with the organisations, grant funding is due for release in April 2025.
- 8. Portishead Town Council Emergency Plan**
To consider proposals to develop an emergency plan for Portishead (report attached)
RECOMMENDATION: that Portishead Town Council convenes a working group to review emergency planning advice for Portishead and produce summary guidance for Town Council Officers and Councillors
- 9. Portishead Town Council Environmental Policy**
To consider the Sustainability and Carbon Reduction Manager's report (attached).
RECOMMENDATION: that the Committee approves the Environmental Policy and recommends that it is adopted by the Full Council.
- 10. Wyndham Way Public Toilets: Update**
Following the last meeting, the public conveniences were inspected, and it was found that the RADAR key mechanism was broken. Therefore, the facility has now been closed and the cleaning contract cancelled. Members met with officers on Monday of this week to consider the next steps with the community loo project and an update will be given.
- 11. Communications**
To agree a communications plan for the items from this meeting.
- 12. Date of next meeting**
The next meeting will be held on Wednesday 23rd April 2025.

The Chairman will close the meeting.



Portishead Town Council

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Minutes of Community Matters Committee Meeting Wednesday 26th February 2025 at 7.30 pm

This was a Hybrid meeting to enable community participation.

Committee Members Present:

Emma Blackmore (Chair), Maryam Afzal, Jenie Eastman. David Gunnell (Vice Chair), Janet Davey, Robert Cartwright and Roger Whitfield

Councillors in attendance:

Councillor Paul Gardner (spoke as a resident of Portishead)

Councillor Mike Johnston (online - spoke as a resident of Portishead)

District Councillors in attendance:

Councillor Roger Whitfield

Officers Present:

Steve Milton (Locum Town Clerk)

Members of the Public Present: 4

Members of the Public Present online: 1

CM292/01/25. Chairmans Welcome:

The Chair welcomed everyone to the meeting.

CM293/01/25. Apologies for absence

An apology for absence was received and accepted from Councillor Martin Dowling,

CM294/01/25. Declaration of Councillors' interests and requests for dispensations

Members were required to declare any disclosable pecuniary (financial) and other interests in items on the agenda as required by the council's Code of Conduct, Standing Orders, and the Localism Act 2011. None were declared.

CM295/01/25. The Chairman's verbal update report

- a) The Chair drew attention to the residents' drop-in session at 3.00pm on the following Friday; and
- b) The Vice Chair reported that North Somerset Council had considered the Council's views on a replacement tree at the playground in the Lake Grounds. NSC did not consider a fruit tree appropriate in the desired location. In view of the number of trees in the area it was agreed not to pursue the matter further.

CM296/01/25. Public Participation

The following is a very short precis of statements/questions raised at the meeting. Mr Mock addressed the meeting and offered to donate a fruit tree if the Council would be happy to plant it in the Lake Grounds. The Chair thanked Mr Mock for his kind offer, but it was agreed that no further action was needed. [The full video of all the speeches and questions from members of the public can be viewed online.](#)

CM297/01/25. Minutes of the previous meeting

RESOLVED: that the minutes of the meeting held on Wednesday 22nd January 2025 (previously circulated) be approved as a correct record and signed by the Chair.

CM298/01/25. Wyndham Way Public Toilets

The Committee considered the Locum Clerk's report (previously circulated). The toilet block was now in urgent need of complete refurbishment. Members considered the building beyond economic viability.

RESOLVED:

- 1) That the Healthmatic contract is not renewed from 31st March 2025 and the toilets are closed.
- 2) In the meantime, if possible, the disabled toilet be maintained and kept open with RADAR key access only.
- 3) That new condition surveys be undertaken of the buildings with a view to establishing possible alternative uses.
- 4) That work starts on developing a Community Toilet scheme, building on the publicly available toilets in the town at present.
- 5) That the Community Services Manager report back on progress in due course.

CM299/01/25. Tea and Tech at the Folk Hall

The Committee considered the Locum Clerk's report (previously circulated). Members were impressed with attendance and the positive feedback received from users of the service. Members thanked Nicky and Amy for their hard work in managing and promoting the sessions.

RESOLVED: that the Tea and Tech sessions be continued at the Folk Hall and that the hire charges continue to be waived.

CM300/01/25. Wild Portishead – Swift Box Scheme

The Committee received a presentation by Chris Sperring MBE and Jonathon Mock of Wild Portishead on its project to encourage more Swifts into the town. Members were fascinated to learn more about the life cycle and habits of the Swifts and were keen to be part of this worthwhile project as set out in the Locum Clerk's report (previously circulated).

RESOLVED:

- 1) That two swift boxes be installed at the Folk Hall and that the Council uses its communications and marketing expertise to help promote this worthwhile project; and
- 2) That a map of Swift boxes and nesting sites be maintained on the Council's GIS system.

CM301/01/25. Free Flowers for Portishead

The Committee considered the Locum Clerk's report (previously circulated).

RESOLVED: that the Chair of the Committee liaise with Portishead in Bloom volunteers to order and collect the free plants available from North Somerset Council's grounds maintenance contractors, Glendale Ltd.

CM302/01/25. Communication with Residents

The Committee considered the Communication and Marketing Manager's report setting out options for Council news reporting in local print media (previously circulated)

RESOLVED:

- 1) that consideration of this matter be deferred for consideration alongside a draft communications and marketing strategy; and
- 2) that £2,000 be earmarked in the committee budget to support the use of print publications as outlined in the Communication and Marketing Manager's report

CM303/01/25. Beech Tree in Heaven's Lane

The Committee considered the Locum Clerk's report (previously circulated).

RESOLVED: that an application be made to North Somerset Council for the reduction of Beech Tree (TPO 306) to a monolith and that works be carried out as soon as possible to avoid the bird nesting season.

CM304/01/25. Committee Communications

It was agreed to publicise the following:

- The closure of the public toilets and the community toilet initiative
- The Swift box project.
- The tea and tech sessions.

CM305/01/25. Date of next meeting:

Wednesday 26th March 2025 at 7.30pm.

The Chairman closed the meeting at 9.03pm.

Signed..... Chairman

Date.....



PORTISHEAD TOWN COUNCIL

Emergency Planning – Portishead Town Council

Produced For: Community Matters 26/03/25

Date of Report: 17/03/2025

Summary of Key Issues: To establish a working group to review emergency planning advice for Portishead and produce summary guidance

Purpose of the Report: To recommend a working group is convened to develop guidance on Portishead Town Council's response to a major emergency in the town.

Background: The chances of Portishead facing a major civil emergency are relatively small and the responsibility for emergency planning largely rests with District Councils and the Local Resilience Forum for Avon and Somerset (Under the Civil Contingencies Act 2004; see: [Community Risk Register](#)).

In the event of an incident, the main responsibility for responding to and managing the event lies with the emergency services – Police, Fire and Health Services. However, in the event of a major incident, such as extensive flooding, affecting multiple communities in North Somerset, local response agencies may be overwhelmed, and it is likely that local Town Councils will be called upon to support residents. Issues of local concern include helping people to evacuation centres and ensuring the continued provision of food, water and medical and social care to those unable to leave their homes.

Recent incidents affecting multiple residents include the Coronavirus pandemic (2020), the Chemical Fires at Albright and Wilson in Avonmouth in 1990 and 1996 and flooding on Portishead High Street and neighbouring roads in 2006 and extensive flooding at the Lake Grounds in the 1981 and 1990. Rising sea levels and climate change mean the risk of future flooding is increasing with an annual risk of flooding from rivers and sea to low lying areas around the High Street being 1-3.3%.

For this reason, we recommend Portishead Town Council convenes a working group of councillors and officers to review emergency planning advice for Portishead and produce summary guidance for Town Council Officers and Councillors in the event of emergency.

This will include (i) a review of the location and appropriateness of Portishead's emergency evacuation centres, (ii) an assessment of how we might quickly identify and help vulnerable individuals; (iii) sight of the Emergency plans of North Somerset Council and the Emergency services, to ensure we compliment and assist them for the benefit of our residents; (iv) identify key contacts and means of communication (in case the internet and phonelines are down); (v) identify responsibilities for Portishead Town Council officers and councillors.

Provisional discussions have already been held with the Clerk, the Community Services Officer and Councillors Blackmore, Eastman, George, Gunnell and Rees and it is suggested that they form the working group.

Financial Implications: None.

Legal & Policy Implications: None.

Recommendation: Portishead Town Council convenes a working group to review emergency planning advice for Portishead and produce summary guidance for Town Council Officers and Councillors

Appendix: Not applicable.

Report Produced by: David Gunnell

Officer Assigned: Nicky Mills



PORTISHEAD TOWN COUNCIL

ENVIRONMENTAL POLICY

DRAFT

*Policy Owner: Town Clerk
Policy approved by: Portishead Town Council
Date Policy approved: [TBC]
Next review Date: [12/04/26]*

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Introduction

Portishead Town Council recognises that a healthy environment is fundamental to the prosperity and wellbeing of our local community. The Council acknowledges that whilst our activities may have adverse effects on the environment, we can take steps to minimise those impacts.

The Council considers that the environment is important and will comply with and, where possible, exceed all environmental regulations, laws and codes of practice, as applicable.

The Council will make a positive contribution to environmental growth by protecting and enhancing the local and global environment.

Our commitments

Working with our local businesses and community groups Portishead Town Council will:

- Dedicate Councillor and Officer time to increase understanding and awareness within the Community.
- Engage with the community to identify priorities for action and to involve local people in the delivery of those projects through participation and volunteering
- To provide financial support via the grant system for relevant community activities.
- Support other groups, by publicising their activities, bringing groups and the public together to share knowledge.
- Implement new Council policies where needed, around climate and biodiversity, giving a formal structure and accountability to our actions.
- Encourage a culture and ethos that embraces a positive local impact on nature and biodiversity.
- Implement environmental enhancements across our estate, where it is practical to do so.
- Lobby parliament for change on national issues where appropriate.

Our aims

The aims of the Portishead Town Council Environmental Policy are:

- To increase environmental growth across Town responsibilities and assets for the benefit of the local community.
- To promote the importance and value of a quality environment, and to support local people in their enjoyment of it.
- To carry out our work in an efficient way that minimises or eliminates its adverse impact on our environment.
- To promote the development of a Circular Economy

Our objectives

1. Climate change

The Town Council declared a climate emergency in June 2024. We are in the process of setting out our plans for immediate and long-term actions to reduce carbon emissions. We are working to:

- Calculate our carbon footprint and agree measures to track this over time.
- Encourage staff switch off electrical equipment and unnecessary lights when not in use
- Encourage staff to close windows and external doors when heating is on
- Encourage staff to minimise the use of electric heaters and fans
- Introduce phased replacement of existing light bulbs to LED bulbs in Council premises
- Introduce phased replacement of electrical equipment used on Council premises with products of maximum energy efficiency rating
- Switch to 100% renewable energy tariffs for electricity on Council premises
- Phased replacement of non-renewable heating sources (oil, gas fired systems) with renewables, where practical.
- Invest in electric car charging points
- As part of a long-term programme of building maintenance, fit buildings with recommended energy saving measures.
- Introduce natural climate change solutions (such as tree planting and rewilding) on Council assets
- Encourage community groups to do adopt the same actions

2. Flooding

The Council is working to minimise the risk of flood and to mitigate its impact on the town.

- To help raise awareness of the local risk of flooding and related knowledge around mitigations.
- To work alongside the residents to increase local community resilience to flooding.

3. Nature & biodiversity

The Town Council is committed to increasing opportunities for nature to thrive on the assets it owns or manages. Environmental growth will be achieved by:

- Working with local Community Groups to provide support with their ideas.
- Protecting and enhancing the quality and extent of the natural environment in Portishead.
- Supporting the conservation of trees, hedgerows, ponds, streams and coastal habitats
- Managing Council assets (including public rights of way, coastal areas, play areas, playing fields, and verges) in a manner that protects and increases biodiversity
- Introducing environmental growth opportunities and activities, as appropriate, on Council assets
- Actively discourage the release of balloon/sky lantern from Council land and events and share knowledge of alternatives.

4. Pesticide use

The Town Council has phased out the use of pesticides on assets we own or manage (with the exception of use for the control of Schedule 9 plants under the Wildlife and Countryside Act 1981, such as Japanese Knotweed, or where it is used to reduce material risks to asset integrity).

- We will work to remove pesticides from all present and future contracts.
- We will encourage homeowners to avoid the use of pesticides and herbicides in their gardens

5. Sustainable travel

The Town Council will:

- Encourage staff to use public transport and or walk or cycle to work.
- Investigate joining a cycle to work scheme.
- Promote and support modern working practices, such as remote working, amongst staff and Councillors
- Encourage members and officers to car-share, where possible, when a car journey must be made on Council business
- Promote and support the use of cycling, public footpaths and public transport
- Support the enhancement of sections of strategic walking and cycling routes within Portishead.
- Ensure all Council vehicles are serviced and maintained to a high standard to improve emissions.
- The use of electric powered vehicles will be pursued where this is a workable alternative.
- Lobby to protect and enhance public transport services.
- Investigate options for increasing the number of cycle racks on PTC owned assets and consider providing e-bike charging stations.

6. Water management

The Town Council is committed to responsible water management and conservation throughout its operations, which include:

- Encouraging staff, allotment holders and hirers to use water efficiently on Council premises.
- Where possible, utilising water butts as a non-drinking water source.
- Ensuring staff and users are aware of which materials can be disposed of in waste water.
- As part of the planning process, to promote and support natural solutions to reduce/reuse surface water run-off in the Town.

7. Waste & recycling

The Town Council will:

- In the Council office, keep waste to a minimum by preventing, reusing, recycling or recovering waste
- Ensure waste is sorted, stored and disposed of appropriately
- Cease use of single-use plastics on Council premises and events
- Recycle all recyclable waste generated at Council premises and events
- Encourage the hall hirers to take home all their recycling from an event.
- Work with and promote community initiatives to reduce waste.
- Use recyclable, compostable and/or recycled products on Council premises
- Reduce the production of non-recyclable resources such as laminated or plastic based publicity material
- Minimise the amount of printing and minimise the amount of waste paper
- Observe our duty of care conscientiously within our waste contracts
- Utilise electronic communications; Councillors to use an opt-in scheme for printing paper documents
- Minimise pollution and prevent where possible (including light, noise, solids, liquids and chemicals)
- Use composting facilities at relevant operated amenities including allotments and cemeteries
- Work with businesses and community groups to share knowledge around waste management and recycling.
- To aim for zero litter in Portishead.
- Continue to support Clothes Swaps.

8. Food and diet

Promote and help local sustainable food initiatives, including the Allotment Organisations, Community Food Bank and Community Fridge.

9. Plastic free

The Town Council will:

- Work to raise awareness among residents, businesses, and community groups about the environmental impact of single-use plastics.
- Increase the awareness about the dangers of single-use plastics.
Encourage the use of reusable alternatives to single-use plastics.
Support local businesses in reducing their reliance on single-use plastics.
- Support community events and workshops on reducing plastic waste.
- Encourage residents to participate in community clean-up events.

- Utilise social media and local media to promote the policy and encourage community action.
- Advocate for policies at higher levels of government that address the issue of single-use plastic pollution.
Set an example for the community by minimizing the use of single-use plastics within Council operations.

10. Sustainable development

The Town Council will support planning applications where the applicant can demonstrate alignment with the Portishead Neighbourhood Plan, Shoreline Management Plan and as part of the National policy planning framework, thereby ensuring that biodiversity net gain is improved by 10%.

11. Responsible & sustainable procurement

The Town Council will:

- Source materials and services locally so long as the requirements for value for money and quality are met.
- Ensure that catering produce, including tea/coffee in offices, is plant-based and sourced from local, organic, fair trade (or other recognised certification schemes).
- Ensure that timber, or similar products, used by the Council will be from Forest Stewardship Council (FSC) certified sources
- Ensure that consumables used on Council premises (such as cleaning products and inks) are eco-friendly.
- Ensure that procurement of goods and services are weighted appropriately to encourage local suppliers thereby promoting the Circular Economy.

12. Awareness, lobbying & partnerships

The Town Council will:

- Promote awareness of, and information about, environmental issues within the community
- Support, and act as a voice for, local environmental concerns within the community
Ensure that all individuals involved in the organisation (including contractors) are aware of their responsibilities in implementing this environmental policy
- Hold regular forums for residents to feedback comments and ideas.

13. Energy use

The Town Council will:

- Undertake regular audits of its existing energy use
- Keep up-to-date plans about how the Council's energy use can be reduced
- Procure energy from sustainable sources
- Maximise use of non-fossil fuels on its premises
- Promote use of renewable energy in the Town.

14. Circular economy

The Town Council will:

- Undertake regular audits of the materials and services used by the Council.
- Develop policies that encourage the development of a Circular Economy in the Town
- Promote and encourage the use of local suppliers in procurement policies.

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