

**MINUTES OF PORTISHEAD TOWN COUNCIL  
RECREATION AND WORKS COMMITTEE MEETING  
24<sup>th</sup> SEPTEMBER 2014 7.30PM**

**PRESENT:-** Councillor Mrs Cruse - in the Chair

Councillors: - Huffadine-Cooper, Mrs Philpott, Mrs. Koops & Cllr. Cameron arrived at 7.57pm.

Non  
Attendance:-

Staff: - Mrs. Jo Duffy Clerk to the Council

Public:- There were two members of the public in attendance and Liz Howes from Vale Vets

**RW1370 DECLARATIONS OF INTEREST (Agenda item .1)**

There was one declaration of interest recorded in the Declarations of Interest Register.

Cllr. Mrs Cruse declared a personal interest in agenda items .9 and 10 Portishead Youth Centre. Exemption has previously been granted on this interest.

**APOLOGIES (Agenda item .2)**

Councillors: - Cllrs. Burden, Mrs. Cottrell, M. Cruse, Terry, Clark, Mrs Lord, Mrs Knight, McMurray & Pasley gave their apologies.

**RW1382 PUBLIC PARTICIPATION (Agenda item .3)**

Mrs Hennessy asked for clarification on what the public are allowed to speak about at Committee and Council meetings. She felt that the Town Council Chairman needs to be consistent as the public need to know whether or not they will be allowed to speak about a particular matter. She has not had a response from the Chairman to her questions. Mrs Hennessy went on to ask what are the duties and responsibilities for the Planning and Recreation and Works Committees.

*Cllr. Mrs. Cruse asked the Clerk to reply to Mrs. Hennessy's query regarding the duties and responsibilities of the Recreation & Works Committee and went on to explain that the Town Council Chairman is not an issue for the members of the Recreation & Works Committee to*

*discuss, neither is it on the agenda and suggested that Mrs Hennessy makes her comments at Full Council, as the person she wished to direct her comments to is not present.*

Mr. Hardman asked the meeting what does the Town Council pay Redcliffe Bay Hall annually?

*Cllr. Mrs. Cruse responded that the Town Council does not pay them anything annually and went on to explain that the hall had gone through a sticky patch following the loss of a very lucrative booking. After the loss of the booking the Town Council bailed out the hall for about two years in order for the hall to make ends meet. Now that the hall has been improved the returns are much better. The Clerk confirmed that during the current financial year the hall has been covering its own costs and the council has made no payments.*

Mr. Hardman stated that he was concerned that the Council were funding the hall but they only have one meeting a year. Where is the Council at with regard to the skate park? He understood that there was one objection to the skate park and that was from the Ward Councillor from that Ward.

*Cllr. Mrs. Cruse asked which skate park he was referring to.*

Mr. Hardman said either Kilkenny Fields or Lake Grounds.

*Cllr. Mrs Cruse explained that the Council has not discussed the skate park at either location for quite some while. The last discussions that took place were with regard to siting the skate park in the ball court at the Youth Centre and the Youth Centre Management Committee & Trustees felt that this was not a good location for it.*

Mr. Hardman asked why Kilkenny Fields was rejected.

*Cllr. Mrs Cruse responded that she didn't know.*

Mr. Hardman asked about public participation, and noted Cllr. Cameron wants to change the wording on the Standing Orders to include a sub-clause allowing Councillors from other areas the ability to speak if they wish to.

*Cllr. Mrs. Cruse explained that the reasoning behind Cllr. Cameron's suggested change is that Cllr. Jolley doesn't actually live in Portishead but he does represent West Ward as a District Councillor and because he represents that ward the Town Council would be putting that ward at a disadvantage if a District Councillor from that ward was not allowed to speak at meetings.*

**RW1383      REPORTS TO COMMITTEE (Agenda item .4)**

Reports from organisations or persons, as requested by the Committee

a) Vale Vets – Liz Howes

Ms. Howes explained that she has come to the meeting to clarify why Vale Vets are requesting signage. They have recently achieved hospital status, which is the top tier for veterinary practices. To enable a vets to achieve this status they must have staff on site 24hrs a day and run their own emergency service. They feel it would be advantageous for the general public to be able to find them easily in times of crisis as they are a bit out of the way. She invited questions from the Councillors.

Cllr. Mrs. Philpott questioned the need for signage for the vets and whether it would set a precedent for other businesses. She went on to ask if their directions are available on their website.

Ms. Howes confirmed that the directions for the vets are on the website.

Cllr. Mrs. Koops spoke about the Sainsbury's S.106 working party which is currently dealing with proposals to enhance the High Street and suggested that it is inappropriate at this time to put up any extra signage. The Cabstand junction is also under review and she felt now is not the time to add extra sign clutter to the town scape. The Towns signs need to indicate important places within the town, not businesses.

Cllr. Mrs Cruse summarised that the majority of Councillors had expressed a concern that they didn't want to see a proliferation of the signs in the town.

**RW1384 TO MAKE A RECOMMENDATION ON VALE VETS SIGNAGE PROPOSALS (Agenda item .5)**

**RECOMMENDATION that:**

The Town Council does not support the request for signs from Vale Vets.

**RW1385 TO DISCUSS PROGRESS ON SPEEDING VEHICLES/ DATA COLLECTION AND CCTV (Agenda item 6.)**

Cllr. Mrs. Cruse spoke about the email the Clerk had received from John Painter. The email gave details of the latest recorded speeding data from the 6 roads the Council has been discussing. The meeting agreed that the more up to date data should be requested from North Somerset Council.

The meeting reviewed the information road by road.

Nore Road will require re-surveying.

Down Road east of The Downs does not need to be re-done but Down Road west of The Downs will need to be done.

Wyndham Way does not need to be re-surveyed.

Avon Way will need to be re-surveyed

Clevedon Road was discussed it was felt that the police were currently monitoring the road, so the road was not as high a priority as others. It was acknowledged that data on speeds and the numbers of cars speeding would be helpful.

Bristol Road will require re-surveying.

**RECOMMENDATION that:**

Portishead Town Council requests that North Somerset Council provides the existing data for Down Road east of The Downs and Wyndham Way north of Portbury Common and south of Quays Avenue and north of Quays Avenue.

The Town Council requests that North Somerset Council sets up speed monitors on Nore Road, Down Road west of The Downs, Avon Way west of Downside, Bristol Road and Clevedon Road.

**TO DISCUSS THE PURCHASE OF EQUIPMENT FOR THE FILMING OF COUNCIL MEETINGS (Agenda item .7)**

*Cllr. Mrs. Cruse asked to move this agenda item to the end of the meeting.*

**RW1386 TO NOTE THE ORDER TO REPLACE THE KITCHEN BOILER AT PORTISHEAD YOUTH CENTRE (Agenda item .8)**

The meeting noted the Clerk's recommendation.

**RECOMMENDATION that:-**

The Council acknowledge that the order to replace the kitchen boiler in Portishead Youth Centre has been progressed as a matter of urgency due to Health & Safety reasons. The cost of the replacement is £2,063 + VAT, which will be funded via the Youth Centre Building Contingency Earmarked Reserve.

**RW1387 TO REVISIT THE QUOTE FOR HEDGE REDUCTION AT THE YOUTH CENTRE (Agenda item .9)**

The meeting noted the Clerk's recommendation.

**RECOMMENDATION that:-**

Portishead Town Council approves the quote to the value of £540 for the reduction of the hedge with an additional £240 for the reducing of two Alder trees in the southern corner by the Cadets' building. The Alders will have their crowns reduced, which will reduce their overall height by 30%.

**RW1388 TO RECEIVE A SUMMARY OF ELLIS WHITTAMS HEALTH & SAFETY POLICY AND GENERAL RISK ASSESMENT REPORT (Agenda item .10)**

The Clerk briefly ran through the actions highlighted by Ellis Whittam on the Safety Action Plan. She explained that a number of the training points will be covered during the staff meetings. The Clerk plus the caretakers will be attending an external COSSH training course and quotes for annual contracts for the fire alarm system are in hand.

The Clerk also drew to the meetings attention to the SWOT analysis which recorded under 'strengths' that the Council has a 'good level of proactive safety measures in place, with excellent housekeeping observed in all three halls'.

**RECOMMENDATION that:-**

The Clerk completes the actions required and reports back to the Recreations & Works Committee at a later date.

**RW1389 TO DISCUSS IDEAS AND POSSIBLE LOCATIONS FOR OUTSIDE GYM EQUIPMENT (Agenda item .11)**

*Cllr. Cameron arrived 7.57pm*

Cllr. Mrs. Cruse explained that this is just a suggestion at this stage. Does the committee like the idea of placing pieces of outdoors gym equipment at locations around the town and where would the Council put it? Cllr. Mrs. Cruse suggested that it doesn't need to be all in the same place.

Cllr. Mrs. Koops asked what age range the equipment would cover? Cllr. Mrs. Cruse suggested that it would cover older children through to adult.

Possible suggested locations could include the Youth Centre, The Folk Hall car park, Redcliffe Bay Hall, Underwood Road and Mead Road play areas with the idea that people could run or bike between the equipment or just exercise on an individual piece.

Cllr. Mrs. Koops asked about the land at Battery Point. It was confirmed that this is owned by North Somerset Council but could be investigated as a possible location.

Cllr. Huffadine-Cooper suggested the gym equipment could be in the form of a trail as seen in parks across France.

The meeting on the whole felt positive about the idea.

**RW1390 ITEMS FOR NEXT MEETING (Agenda .12)**

1. To discuss the pros and cons of employing a Town Orderly.  
Cllr. Mrs. Cruse suggested that the members should have a think prior to the next meeting about whether the town needs an orderly. Ideas are to be fed back to the Clerk and Cllr. Mrs. Cruse in order for a report to be put together reflecting the views and suggestions of the committee.

**RW1391 TO DISCUSS THE PURCHASE OF EQUIPMENT FOR THE FILMING OF COUNCIL MEETINGS (Agenda item .7)**

Cllr. Mrs. Koops spoke about some of the suggested options which she felt were completely over the top, particularly the webcasting which she felt was unnecessary. Cllr. Mrs. Koops suggested that the Council looks at purchasing a video camera called a GoPro system. The system will record both video and audio in high definition if required. It will record to a SD card which can then be transferred to our website easily to sit alongside the minutes, forming a complete record of the meeting. During confidential items the filming would need to be stopped, to protect confidentiality. The GoPro system would be portable allowing it to be used for recording the committee meetings held in different rooms from the main hall. The costs of the system would be around £300 which would include a number of SD cards and the tripod. Battery life maybe an issue and the camera may need to be plugged into the mains.

Cllr. Mrs. Cruse asked how time consuming the process would be for staff. Cllr. Mrs. Koops confirmed that the camera would need to be switched on and off at the meeting and probably a similar amount of time to load the footage onto the website as it takes to currently load the minutes.

Cllr. Mrs. Koops did say that she still has concerns over the Data Protection Act.

The Clerk explained that the Council will need to advise the public attending that the meeting is being filmed and will be available for the public to view online.

The Clerk went on to explain that she has spoken to the Council's web hosts and they have confirmed that in order to show video footage of the meetings on the Council's website, the Council will need to set up a YouTube account and load the films on to that and then 'embed' them within the website. There is no cost for this service.

Cllr. Cameron felt it was reasonable not to film the people sitting in the public area, but if someone wishes to speak in Public Participation it would be as reasonable for them to be filmed as it would a Councillor, but they should be warned they will be filmed.

Cllr. Mrs. Cruse suggested that the Clerk provides an internet link to GoPro camera's in order for the Councillors to see how they work.

**RECOMMENDATION that:**

The Town Council looks further into the provision of a GoPro camera or something similar.

There were no further items for the next meeting agenda, and there being no further business, the Chairman closed the meeting at 8.17pm.