

**MEETING OF PORTISHEAD & NORTH WESTON TOWN COUNCIL
RECREATION & WORKS COMMITTEE
24 NOVEMBER 2010 7.30PM**

PRESENT Councillor Mrs Cruse – In The Chair

Councillors - Cruse, Hazelton, Howells, Mrs Lord, Mrs Mason,
Miers, Parker, Miss Stanley and Walters.

Mr M Dolton - Town Clerk

APOLOGIES Councillor Mrs Knight.

RW 992 DECLARATIONS OF INTEREST

Councillor Mrs Lord : Personal Interest in Minute No. RW 1000 (Play
Equipment Lake Grounds)
Reason – proximity of residence

Councillor Mrs Cruse : Personal Interest in Minute No. RW 995
(Portishead Youth Centre)
Reason – Town Council representative on Youth Centre Management
Committee

Councillor Hazelton : Personal Interest in Minute No. RW 995
(Portishead Youth Centre)
Reason – Town Council representative on Youth Centre Management
Committee

RW 993 PUBLIC PARTICIPATION

There were no members of the public or press present.

RW 994 ACQUISITION OF ALLOTMENT LAND : UPDATE

The Clerk informed members that the deed of transfer for purchase of
the land had now been signed by both the vendors and this Council. It
was therefore anticipated that completion of the purchase and legal
ownership of the land would be finalised in the next few days.

All the works specification documents were now being finalised by the
architect and Deputy Clerk, with a view to advertising for tenders for the
works to be conducted at the site (new access, car park, water

provision). At this stage it is hoped to appoint a contractor to conduct the works early in the New Year.

Members discussed the report of the Clerk noting the progress made. Members felt it important that the layout / designation of the allotments plots on the land be such that it maximised the number of residents being allocated a plot, i.e. full / half / quarter plots. It was agreed that members would discuss this matter further at the January meeting of this committee, when the full measurements of the land available for plots was at hand.

RECOMMENDED that

Portishead and North Weston Town Council note that the Council will become the owners of the land situated on the East side of the cemetery in Clevedon Road, Portishead, in the immediate future. The staff of the Council will then be implementing the process for works to take place to provide a car park, new access, shed, and water provision. Members will further discuss the process of plot size and allocation process at the January meeting of the Recreation and Works Committee.

RW 995 PORTISHEAD YOUTH CENTRE

Councillor Mrs Cruse informed members that there was to be a further meeting between the Youth Centre Management Committee and officers from the youth service of North Somerset Council on the 26th November, at which further discussion and clarification over which body will pay for various provisions will take place.

The Clerk informed members that he had now received a draft deed from North Somerset relating to the surrender of the lease, and he had sent a draft lease to the Youth Centre Management Committee for their consideration and discussion.

Once the Youth Centre Management Committee had clarified expenditure issues with North Somerset Council, and agreed the basis of the terms for the future lease with this Council, the Clerk would be sending both the surrender deed from North Somerset Council and the draft lease with the Youth Centre Management Committee to the Town Council's solicitor for comment and finalising.

Both documents would need to be implemented simultaneously.

RECOMMENDED that

Portishead and North Weston Town Council note the update and progress on the future management and leasing arrangements of the Portishead Youth Centre.

Councillor Mrs Cruse updated members that the working group of herself, Councillors Mrs Knight, McMurray and the Clerk had now agreed options of suitable sites in the central reservation at Wyndham Way, and agreed a preferred presentation method of the bell.

The working group intended to report to members at this meeting that it would be more cost effective for an architect to draw technical engineering drawings at this stage (which would have to be provided in any case at a later date prior to any consideration of construction), and then utilise the expertise of the architect to apply for planning consent.

However, the high cost of the quote for such work had now caused concern. It is understood that the metal / concrete stress factors in the engineering and construction of a suitable presentation method are somewhat complex, and will involve the utilisation of skills of expert engineers in addition to the skills of the architect.

Members considered this difficulty at some length. There was general agreement that the display of the bell in a suitable location should take place. However, the cost elements of the current proposals are now of concern.

It was agreed that to take this matter forward, the Clerk should seek from the architect and other professionals a rough estimate of the likely overall cost of the current intended provision.

The Clerk is also to meet with officers from North Somerset Highways for guidance relating to potential sites in Wyndham Way, and whether or not any of the proposed sites there are suitable.

Members also felt that it may be more cost effective to place the bell within a building at lower cost. The new library and the main foyer entrance to the Folk Hall were both mentioned in discussion.

It was agreed that the Clerk should not take matters any further in relation to planning consent until the views of North Somerset Highways are known, and members consider other potential sites.

RECOMMENDED that.

Portishead and North Weston Town Council note the update of the working group in relation to the placing of the old Battery Point Lighthouse bell within the town. The Clerk is tasked to obtain further information and estimates for the bell to be sited in Wyndham Way, and also to gain further information in relation to other potential sites within buildings.

**RW 997 CITIZENS ADVICE BUREAU : SERVICE LEVEL AGREEMENT : 2011
- 2014**

Members had received the written report of the Clerk, which outlined that the Service Level Agreement between this Council and the North Somerset Citizens Advice Bureau is due for renewal for the period April 2011 to March 2014. A meeting had taken place between the Director of the Bureau, the Clerk, Councillors Mrs Cruse and Terry.

It had been agreed that the terms of the renewal of the agreement were acceptable in principle, and the sums of money requested in support of the Bureau's work in Portishead were justified. Members had already resolved to allocate the money in the budget for the next three years at previous meetings.

Members were asked to consider now formally agreeing to enter into the three year service level agreement.

RECOMMENDED that

Portishead and North Weston Town Council resolve to enter into a further three year Service Level Agreement with North Somerset Citizens Advice Bureau from April 2011 to March 2014, the Clerk to sign the document on behalf of members.

RW 998 GRANT APPLICATIONS

(a) WEST HILL CHRISTMAS LIGHTS

Members had received the circulated grant application and papers from the West Hill Christmas Lights Committee.

Several members commented on the positive feedback they had received from residents of the town on the lights at West Hill, and it was understood that the committee intended to extend the provision this year.

It was proposed, duly seconded, and agreed by unanimous vote that a grant of £300 be awarded to the West Hill Lights Committee.

(b) NORTH SOMERSET RANGERS

Members had received the circulated grant application and supporting papers from the North Somerset Rangers, relating to activity by the Rangers in the past year, and the intended activities within Portishead for the spring / summer of 2011.

It was noted that the Rangers intended to run an extra fun day in 2011 compared to the summer of 2010.

It was proposed, duly seconded, and agreed by unanimous vote that a grant of £1,000 be awarded to the North Somerset Rangers to hold fun day events in Portishead in the spring / summer of 2011.

RECOMMENDED that

Portishead and North Weston Town Council award grants as follows:-

- (a) West Hill Christmas Lights Committee : £300

- (b) North Somerset Rangers : £1,000

It is recorded that in awarding these grants this Council is of the opinion that it is in the interests of it's area or part of it's area to incur such expenditure pursuant of it's powers within Section137 of the Local Government Act 1972.

RW 999 TELEPHONE KIOSK : CLEVEDON ROAD : FUTURE USE

Members further considered potential future uses for the kiosk that the Council now own.

Some of the ward members for the North Weston area had expressed the opinion that the kiosk should remain in situ in Clevedon Road, whilst others suggested it could be moved to a more central town area.

Few suggestions for the actual function / use of the kiosk had been forthcoming.

Councillor Mrs Mason informed members that the Town Council's contribution for the January edition of the Portishead Paper publication will include a short article on the subject and ask for suggestions.

It was therefore agreed that further discussion on the kiosk would take place at the January meeting of this committee.

RECOMMENDED that

The Portishead and North Weston Town Council will further consider the future location and function of the telephone kiosk situated in Clevedon Road at the January meeting of the Recreation and Works Committee.

RW1000 PROVISION OF PLAY EQUIPMENT : THE LAKE GROUNDS

Councillor Miss Stanley reported to the meeting that she had now completed her consultation with young people. By spending some

evenings at the Youth Club, and visiting the schools in Portishead, some 180 young people had been consulted or voted on options.

The options presented to the young persons ranged from the original intention of the large 'spacenet' climbing facility, through other climbing provisions, outdoor 'fitness' items, to groupings of various individual smaller pieces of equipment.

From the consultation there had emerged an overwhelming majority in favour of the provision of a grouping of individual pieces of equipment. Some of the popular items included a 'hamster wheel', 'dutch disc', 'surf rider' and 'sky carver'.

Members unanimously expressed their gratitude to Councillor Miss Stanley for the hard work, effort and time she had expended on this project, resulting in such clear guidance from the young people of Portishead.

It was agreed that the project could now be progressed by formulating a costed plan of implementation, and the meeting invited Councillor Miss Stanley to take the matter forward in this manner.

RECOMMENDED that

Portishead and North Weston Town Council :-

- (a) Receive and note the report of Councillor Miss Stanley which has resulted in a clear indication from the young people of Portishead as to the equipment to be installed at the Lake Grounds play area.
- (b) Express sincere gratitude to Councillor Miss Stanley for the effort and time expended by her on achieving this result from her consultation process.
- (c) Councillor Miss Stanley, together with Councillor Mrs Cruse and the Clerk, will now liaise with North Somerset Council officers and suppliers of play equipment, to present to members a costed plan for installation of the equipment.

RW1001 OFFICE FURNITURE / EQUIPMENT

Members had received the circulated written report of the Clerk, which outlined the need to provide items of office furniture and equipment for the new member of staff authorised by members. There would be no expenditure incurred until a suitable applicant had been appointed.

Members agreed that such provision was essential, and Councillor Walters proposed that the approximate amount (£750) suggested in the report of the Clerk should be increased to £1000 to ensure that suitable provision could be implemented without delay.

This proposal was duly seconded and carried by vote.

RECOMMENDED that

Portishead and North Weston Town Council note that the Clerk will make provision of office furniture and equipment for a new member of staff, and authorise expenditure to a maximum of £1,000 for this purpose.

RW1002 LAND ADJACENT TO HORATIO HOUSE (FORMER LIBRARY SITE)

Members had received the tabled written report of the Clerk. The Clerk spoke to the report, stating that in accordance with the previous resolution of the Council he had, this week, met informally with the relevant officer of North Somerset Council to discuss potential future uses and ownership of the land adjacent to Horatio House. The North Somerset officer had indicated to the Clerk that the plot of land will have considerable commercial value due to potential planning consents.

Some members differed with the opinion of the North Somerset officer, accepting that there may be some commercial potential, the conditions and considerations on the plot may well be such that it's value is low in commercial terms.

The North Somerset officer had suggested to the Clerk that before any further consideration and discussion could take place the land should be independently valued. The District Valuer could provide such a service at relatively low cost which could be shared by the North Somerset Council and the Town Council to make it even more cost effective.

It was proposed, duly seconded, and agreed by vote that this Town Council would share in the cost of the valuation to a maximum of £750, but that the Clerk should ensure that all members had the opportunity to view the detail and comments that were to be sent to the District Valuer for the basis of valuation.

RECOMMENDED that

Portishead and North Weston Town Council :-

Authorise the Clerk to instruct the District Valuer in joint instructions with North Somerset Council, to value the plot of land situated adjacent to Horatio House to a maximum cost to this Council of £750.

The basis and parameters of instructions intended to be sent to the District Valuer, be notified to all members of the Town Council prior to the valuation taking place.

Once the valuation has been obtained, then a working group comprising of Councillors and together with the Clerk will meet with North Somerset Officers and members to discuss the matter further and report back to either a full Town Council meeting, or the next meeting of the Recreation and Works Committee, whichever be the more appropriate within timeframes.

In authorising the expenditure for the valuation to be conducted, this Council records that such expenditure is exempt from Financial Regulations Paragraph 10 'Contract Requirements', by virtue of Paragraph 10 (a) (ii) 'specialist services', as the District Valuer's office is an independent service regularly used by local councils and authorities and of specialist nature.

RW1003 HARBOUR ROAD : ISSUES RAISED BY RESIDENTS

Councillor Parker reported to members that he had received communication from a number of residents, both by letter and via the Council's website, relating to the parking and hazard dangers in Harbour Road.

Members discussed the issues agreeing that there appeared to be considerable difficulty in the area, which had been increased since the opening of the new restaurant at Bottelinos.

There was some degree of confusion of exactly what parts of the road had been, or were soon to become, adopted by North Somerset Council. It was clear that a partnership approach with other authorities and bodies would be a good way forward.

Members also commented on the poor state of repair of the markings at the pedestrian crossing in Harbour Road, which was definitely in an adopted part of the road.

It was agreed that a small working party should be asked to consider the issues and adopt a partnership approach to the matter.

RECOMMENDED that

Portishead and North Weston Town Council :-

- (a) Form a working party comprising of Councillors Parker, Miss Stanley, and the Clerk, together with Councillor Mrs Knight in her role as a District Councillor, and invite local police representatives to take part, to consider and recommend to the relevant authorities potential solutions to the issues relating to parking and hazards in Harbour Road.

- (b) The Clerk to request North Somerset Council to attend to the poor state of repair of the road markings at the pedestrian crossing in Harbour Road.

RW1004 ENERGY AUDIT OF FOLK HALL : TRANSITION PORTISHEAD : RESULTS

Members had received and considered the circulated recommendations of 'Transition Portishead' who had conducted a free of charge audit of the energy usage of the Council at the Folk Hall.

Members agreed that the report of the findings and recommendations were of value to the Council. The recommendations set out immediate no cost measures, and then low and high cost measures for the future.

It was proposed, duly seconded and agreed by vote that the Clerk should write to Transition Portishead expressing the gratitude of the members of this Council for the work and the resulting report. The Clerk should also arrange for all the 'no cost' elements of the recommendations to be implemented forthwith, and the remaining elements should be referred to the Halls Management Working Party for their consideration in future planning of any works. Councillor Mrs Lord, as Chairman of the Halls Management Working Party, invited Councillor Walters to attend the next meeting of that working party due to his specialist knowledge in this matter.

RECOMMENDED that

Portishead and North Weston Town Council :-

- (a) Task the Clerk to write to the organisation 'Transition Portishead' expressing the gratitude of the members of this Council for the work and resulting report in conducting an energy audit at the Folk Hall.
- (b) Task the Clerk to implement all the 'no cost' recommendations of the report forthwith.
- (c) Refer all other recommendations within the report to the Halls Management Working Party for consideration and future recommendation to the Council as appropriate.

There being no further business the meeting closed at 8.50pm.