

**MEETING OF PORTISHEAD & NORTH WESTON TOWN COUNCIL  
RECREATION & WORKS COMMITTEE  
29 SEPTEMBER 2010 7.30PM**

**PRESENT** Councillor Mrs Cruse – Chairman of Committee

Councillors Cruse, Howells, Mrs Lord, Mrs Mason, McMurray,  
Parker, Miss Stanley and Walters.

Mr M Dolton - Town Clerk

**APOLOGIES** Councillors Cameron, Hazelton, Mrs Knight, Miers, Pasley,  
Walker.

At this stage Councillor Mrs Cruse as the Chairman of the Committee asked all members to observe a one minute silence in memory of Mrs Rose Walker the wife of Councillor Walker, who's funeral had taken place earlier that day following her recent sudden death, and that members in making such a tribute would also wish to mark the occasion as a demonstration of support for Councillor Walker at this difficult time. All present observed a one minute silence.

**RW 974      DECLARATIONS OF INTEREST**

Councillor McMurray stated that any views he expressed on matters to also be considered at North Somerset Council would be provisional and based on the facts currently known. He would be exercising his rights to reconsider the matter afresh when the matter went before North Somerset Council.

- Councillor Mrs Cruse : Personal Interest in Minute No. RW977 (Youth Centre)  
Reason – Town Council representative on the Youth Club management committee.
- Councillor Mrs Lord : Personal Interest in Minute No. RW 979 (Play Equipment Lake Grounds)  
Reason – proximity of residence
- Councillor Miss Stanley : Personal Interest in Minute No. RW981 (Grant Application Transition Portishead)  
Reason – acquainted via other committees with applicant.

**RW 975 PUBLIC PARTICIPATION**

There were no members of the public or press present.

**RW 976 FUTURE CONTRACTURAL ARRANGEMENTS : STREETS AND OPEN SPACES, NORTH SOMERSET COUNCIL**

Mr John Flannigan, the Natural Environment Manager of North Somerset Council addressed members present.

Mr Flannigan informed members that they will be re-letting all the contracts relating to the open spaces in Portishead in 2012. The basis of the new contracts will have to be formulated by June 2011.

He had invited all the Town and Parish Councils within the contract areas to give consideration to what, if any, involvement they would wish to take in future contract arrangements. There are no predetermined parameters and it may be that different councils will vary in their views on a spectrum from 'no involvement' to 'adopting and maintaining some land parcels'. The purpose of this consultation being to provide information and seek the views of this Town Council.

Mr Flannigan showed members a large scale map of the relevant land areas and spoke of the many aspects of care of it - including horticultural, grass cutting, litter and sports field maintenance.

He stated that whilst there are no predetermined parameters or ideas, there was clearly a need to acknowledge that this exercise would be taking place in the context of a considerably reduced budget provision.

Mr Flannigan answered questions from members indicating that he accepted that a great deal of more detailed information would need to be forthcoming to members in order to inform any their future decision making.

The Chairman of the Committee agreed with other members and Mr Flannigan that the best way forward would be for Mr Flannigan to forward the detailed information as requested, members to consider their wishes in light of that information, and then discuss again with Mr Flannigan at the January meeting of this committee.

***RECOMMENDED that***

Portishead and North Weston Town Council note that North Somerset Council will be re-letting their various contracts for the maintenance and upkeep of the open space areas within Portishead in the year 2012. Members of the Town Council understand that the basis of the new contracts is required to be formulated by June 2011.

Members await further detailed information from North Somerset Council, particularly to include costs of each parcel of land's

requirements in relation to grass cutting, horticultural care, sports field maintenance, play area upkeep / equipment maintenance, litter provision, and the breakdown of the 'special expenses' budget and expenditure relating to Portishead and North Weston.

Once such information has been received, members will then further consider what, if any, involvement this Town Council wishes to have with the future contract arrangements and discuss this further with officers from North Somerset Council at the Recreation and Works Committee to be held on the 26<sup>th</sup> January 2011.

**RW 977      PORTISHEAD YOUTH CENTRE : FUTURE MANAGEMENT ARRANGEMENTS : UPDATE**

Councillor Mrs Cruse informed members that the management committee of the youth centre had met recently and she was able to report that the committee's intention to form a company limited by guarantee was now progressing. A meeting had also taken place with interested parties from North Somerset Council, and work was progressing on what shape the future funding arrangements of the youth centre and youth service would take. The youth centre's planning application for the development project was due to be considered at the North Somerset North Area Planning Committee the following day, Thursday the 30<sup>th</sup> of September 2010.

The Clerk updated members to the effect that he was now awaiting the draft legal contract from North Somerset Council relating to the terms of releasing them from the lease at the end of the defects period of the building project. The Clerk was in the process of preparing the final draft of the lease from the Town Council to the Youth Centre Management Committee. Both documents will then be sent to the Council's solicitors for perusal and comment.

Members discussed the progress made, and agreed that to avoid any unnecessary delay to any party involved, once the legal documents had been passed via the Council's solicitors, the Clerk should inform all members that he and the Chairman of the Council intended to sign and finalise the documents in 14 days from that date. Within that 14 day period any member would then have the opportunity to inspect the documents at the office, and any member could indicate that they wished the matter to be referred back to members prior to signature – in which case it would be placed on the agenda for the next Recreation and Works Committee. In the event of no such request being made by a member within that 14 day period, the Clerk and Chairman of the Council are authorised to sign and finalise the documents.

***RECOMMENDED that***

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

It is noted that the Clerk awaits draft legal documentation from North Somerset Council, and has prepared a draft lease from the Town Council to the youth centre management committee.

Once the legal documents have been passed via the Council's solicitors, the Clerk should communicate to all members that he and the Chairman of the Council intended to sign and finalise the documents in 14 days from that date. Within that 14 day period any member is to have the opportunity to inspect the documents at the office, and any member may indicate that they wished the matter to be referred back to the Recreation and Works Committee prior to signature – in which case it will be placed on the agenda for the next meeting of that committee. In the event of no such request being made by a member within that 14 day period, the Clerk and Chairman of the Council are authorised to sign and finalise the documents.

## **RW 978 ACQUISITION OF ALLOTMENT LAND : UPDATE**

The Clerk updated members that having now had a satisfactory valuation assessment from the District Valuer the legal transfer documents had all been prepared by the Council's solicitors and the outcome of the planning application was now awaited. The target date for the planning application had been ascertained to be the 15<sup>th</sup> of October 2010.

Members agreed that once planning permission had been granted, the purchase of the land should proceed to completion without delay.

The Clerk requested that members considered authorising expenditure to implement the required provisions on the land to make it suitable for allotments, i.e. the car park, provision of water, a shed, and moving the access to the site as required by the planning authority. It was not possible to provide any accuracy in assessing the total cost due to Financial Regulations which dictate that the work would have to go to a tender procedure.

After discussion members agreed that the Clerk should be authorised to implement these provisions in consultation with the Chairman of Recreation and Works Committee and Councillor McMurray, to a spending limit, without further referral to members.

### ***RECOMMENDED that.***

Portishead and North Weston Town Council note the update on the acquisition of land for further allotment provision. Once planning consent has been obtained the Clerk is authorised to complete the purchase of the land. In consultation with the Chairman of Recreation and Works Committee and Councillor McMurray, the Clerk is further authorised to implement the work required to make the agreed provision on the site of a car park, shed, water provision and the alterations to the site access. This authorisation permits expenditure to

a maximum of £25,000 (Twenty Five Thousand Pounds) to include VAT and professional fees incurred, without further referral to members. If, following the tender process required by the Council's Financial Regulations, this amount is seen to be insufficient, the Clerk is to bring the matter back to the next available meeting of the Recreation and Works Committee.

**RW 979      PROVISION OF PLAY EQUIPMENT: THE LAKE GROUNDS :  
UPDATE**

Members had received the circulated report of the Clerk which informed members that planning consent and landlord's permission were now being progressed by North Somerset Council. A site visit had taken place and an exact location within the play area agreed.

The intended suppliers had indicated that this would be the first provision and installation of this particular piece of equipment within the UK. This fact had raised concern amongst some members, alongside other concerns expressed that the new play net at Merlin Park installed by North Somerset Council was not being utilised to the levels expected.

Members discussed this matter with various views expressed. Some members felt that there should be no delay caused to the provision, whilst several members felt it would be worthwhile to consult with young people to ensure that the equipment provided was appropriate and would be well used.

The Clerk had advised in his report that Standing Orders allow for the previous resolution of the Town Council to be amended if so recommended by this committee.

It was proposed, duly seconded and agreed by majority vote that the following recommendation would be made to the Town Council.

***RECOMMENDED that***

Portishead and North Weston Town Council amend the resolution made on 14<sup>th</sup> July 2010 (from Recreation and Works Committee recommendation 30<sup>th</sup> June 2010) to the effect that 'This Town Council will provide a new piece of play equipment at the Lake Grounds Play Area designed for older children. The cost will not exceed the maximum sum already agreed (£42,000). Councillor Miss Stanley assisted by other members will consult with young persons, to include children from school years 5 and 6, and report to the Recreation and Works Committee meeting to be held on the 27<sup>th</sup> of October for a recommendation as to the actual piece(s) of equipment to be provided to then be made to the Town Council'.

**RW 980      BATTERY POINT LIGHTHOUSE BELL**

Members received an update from the Clerk to the effect that the working group had now selected a preferred site on Wyndham Way. Sketches of options for display and security of the bell had been obtained and were now with members of the group for consideration. It is intended that the preferred display option will be selected immediately following the meeting of the full Council on the 13<sup>th</sup> of October. The Clerk asked that members now consider authorising him, with assistance from Councillor McMurray, to apply for planning and landlord's permission.

Further estimates of costs of placing the bell could then be obtained and put before members whilst awaiting the outcome of the required permissions.

Members present unanimously agreed to this course of action.

***RECOMMENDED that***

Portishead and North Weston Town Council note the update on the locating of the old Battery Point Lighthouse Bell, and authorise the Clerk and Councillor McMurray to apply to North Somerset Council for planning and landlord's permission to site the bell. The Clerk is authorised to spend up to £200 (Two Hundred Pounds) in applying for such permissions.

**RW 981      GRANT APPLICATION : TRANSITION PORTISHEAD**

Members had received the circulated report and grant application form from the organisation Transition Portishead.

Members discussed the application and noted that it was retrospective due to various circumstances. It was therefore proposed, duly seconded, and agreed by majority vote that consideration of this application would be deferred to the meeting of the Grants Working Party due to be held on the 11<sup>th</sup> October 2010.

***RECOMMENDED that***

The Portishead and North Weston Town Council will consider the grant application by 'Transition Portishead' at the meeting of the Grants Working Party held on 11<sup>th</sup> October 2010.

**RW 982      PORTISHEAD LIBRARY BUILDING / LAND AT HARBOUR ROAD - DISPOSAL BY NORTH SOMERSET COUNCIL**

Members had received a letter circulated prior to the meeting, from North Somerset Council informing members of the intention to dispose of the current Library building in the High Street, and the land in Harbour Road that had been obtained for future library provision and

was no longer required. North Somerset Council invited comments from the Town Council.

Members discussed the information given and felt it appropriate to make comments.

Both pieces of land / property referred to have a 'community use' designation under planning regulations, and it was generally agreed that North Somerset Council should be reminded of that designation.

Following discussion and unanimous vote it was agreed that the Town Council had no specific future interest in the current library building situated in the High Street, but there was a desire that North Somerset Council be made aware that the Town Council would potentially be interested in discussing further the future of the land in Harbour Road, which, as it adjacent to the location of the new library provision may lend itself to a joint project for amenity / car park provision.

***RECOMMENDED that***

The Portishead and North Weston Town Council respond to the letter from North Somerset Council relating to disposal of the current library building in the High Street Portishead, and the land at Harbour Road. The response is to indicate that both sites are subject to a Community Use planning designation.

The Town Council have no specific further comment to make in relation to the current library building in the High Street.

The Town Council indicate, without prejudice, that members would be interested in exploring further potential options for the land in Harbour Road, and request that North Somerset Council communicate with the Clerk in order that he may brief members on any such potential.

**RW 983 'YOUR PARK – YOUR HEALTH' : NORTH SOMERSET COUNCIL INITIATIVE.**

Members had received the circulation from North Somerset Council summarising this initiative and inviting any further considerations to be submitted.

Members briefly discussed the content and agreed that no further action would be necessary or appropriate.

***RECOMMENDED that***

Portishead and North Weston Town Council note the North Somerset Council initiative 'Your Park – Your Health'.

There being no further business the Chairman closed the meeting at 9.00pm.