

**MEETING OF PORTISHEAD & NORTH WESTON TOWN COUNCIL  
RECREATION & WORKS COMMITTEE  
30 JUNE 2010 7.30PM**

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

Councillors Cameron, Cruse, Hazelton, Howells, Mrs Knight, Mrs Mason, Miers and Walters.

Mr M Dolton - Town Clerk

**APOLOGIES** Councillors Mrs Lord, Parker, Pasley, and Mrs Way.

**RW 950 DECLARATIONS OF INTEREST**

Councillors Mrs Knight stated that any views she expressed on matters to also be considered at North Somerset Council would be provisional and based on the facts currently known. She would be exercising her rights to reconsider the matter afresh when the matter went before North Somerset Council.

Councillors Mrs Cruse and Hazelton :-

- Personal Interest in Minute No. RW953 (Youth Centre)  
Reason – Town Council representatives on the Youth Club management committee.

Councillor Mrs Knight :-

- Personal Interest in Minute No. RW 961 (Playbuilder Project)  
Reason – Member of the North Somerset Council project board for the Playbuilder project.

**RW 951 PUBLIC PARTICIPATION**

There were no members of the public or press present.

**RW 952 TRANSITION PORTISHEAD**

Mrs Ann Orchard and Mr Paul Thurston, members of the Transition Portishead Group, addressed members.

A summary briefing sheet had been circulated to all members prior to the meeting.

Mrs Orchard and Mr Thurston explained the background of the formation of the group, and the overall aims and objectives they had. They stressed that one of their main objectives related to Peak Oil usage and spoke of the debate on whether this had been reached and measures that should be considered to reduce the impact of, and quantity of, oil usage.

They further outlined the local group's emphasis on energy reduction and generation, and the suggested community benefits in such action.

The group sought the support of the Town Council in principle, and asked the members to consider joining the challenge of the 10 : 10 scheme (to reduce energy usage by 10% by the end of 2010). The group offer a free energy audit service to all participants in the scheme.

Members discussed the various issues raised expressing a variety of views. There was agreement that the local community actions being facilitated by the group were for the good of the community, but some members expressed doubts about the overall goals and whether the global aims were achievable.

It was initially proposed and duly seconded that members would recommend to the full Council that the presentation be noted and the Council take part in the 10 : 10 scheme.

It was then moved and duly seconded that the recommendation be amended to note the presentation and invite the group to conduct the free energy audit at the Council, and then members to consider the matter further. When put to the vote, members returned and equality of vote for and against this amendment, and the Chairman of the Committee cast her casting vote for the amendment.

***RECOMMENDED that***

Portishead and North Weston Town Council note the presentation by the Transition Portishead Group, and accept the offer of a free energy audit at this Council. When the results of that audit are available, members will then further consider the matter at a future meeting of the Recreation and Works Committee.

**RW 953 PORTISHEAD YOUTH CENTRE - UPDATE**

*Clerk's Note : Due to the personal Interest declared by Councillor Mrs Cruse, Councillor Howells took the Chair for this item.*

**(a) Future Lease Arrangements Update**

Members had received the circulated letter from the Director of Finance and Resources at North Somerset Council (Mr P Hall) dated 8<sup>th</sup> June 2010, in which he detailed the latest proposals for the future leasing arrangements of the Portishead Youth Centre.

Councillor Walters updated members that the proposal letter was the result of the negotiations and consultations that had taken place as requested and resolved by members of this Town Council.

Councillor Walters then explained to the meeting that the latest proposal was of course a considerable improvement on the original letter from Mr Hall during 2009. The crux of the matter was that North Somerset Council are willing to proceed in leading the development project at the Youth Centre if this Town Council are willing to agree to release them from the lease that has 53 years remaining, and the Town Council thereby take over responsibility for the maintenance of the building structure. A great deal of work had been conducted by the nominated members of this Council together with the Clerk, which had resulted in the estimated figure of £6,000 per annum maintenance cost, and the proposal that North Somerset Council pay the sum of £84,000 to cover those costs for a period of 14 years after the defect period of the redevelopment project had ended (approximately 18 months from now). The proposal also included the payment of a sum of £30,000 as a 75% contribution towards the anticipated costs of flat roof repairs which would be required within a 10 to 15 year span.

Councillor Walters stated that he was aware that this was to be the final proposal from North Somerset Council, and therefore, with reluctance, he recommended acceptance to members with the condition that the paragraph numbered 6, relating to future value uplift, be reviewed as the Town Council were in fact the owners of the land in any case.

Members discussed the proposal document and there was a general acknowledgement that this was to be the final offer from North Somerset Council on the matter. Members further agreed that they felt it was for the good of the community in general, and particularly to the good of the future of the Youth Centre, that the proposal now be recommended to the full Town Council for acceptance. Members agreed that the matters concerning value uplift, at Paragraph 6 of the draft basis in the proposal, should be reviewed.

It was proposed, duly seconded and agreed by vote (8 for, 1 abstention) that acceptance be recommended.

Councillor Mrs Cruse requested that her abstention from voting and partaking in the discussions be recorded.

***RECOMMENDED that***

Portishead and North Weston Town Council accept the terms now offered by North Somerset Council, as detailed in the letter from the Director of Finance and Resources dated 8<sup>th</sup> June 2010 (and accompanying papers) subject to legal advice and review of Paragraph 6 of the 'Draft Proposal Basis' relating to future value uplift.

## **(b) Grant Application**

Members had received the circulated grant application form from the management committee of the Youth Centre, seeking a £1,500 award as assistance to form themselves into a legal entity by becoming a company limited by guarantee.

Members discussed the application with broad approval for the award. Several members felt that not only was the formation of the legal entity necessary for future development and leasing arrangements, it was for the good of the community and the individuals involved.

In order to avoid a shortfall of funds for the main tranche of grant applications and awards in the autumn of this year, it was suggested that this sum could be provided from the 'Youth Incentive' earmarked reserves fund. The Clerk asked that if members so agreed they then formally approve the virement of those funds from that reserve for audit purposes.

It was proposed, duly seconded and agreed by vote (7 for, 2 abstentions) that the committee recommend to the Town Council award of the grant.

Councillors Mrs Cruse and Hazelton requested that their abstention be recorded.

### ***RECOMMENDED that***

Portishead and North Weston Town Council award a grant of £1,500 (One Thousand Five Hundred Pounds) to the Management Committee of the Portishead Youth Centre.

It is recorded that in so approving this award, in accordance with its powers under Section 137 of the Local Government Act 1972, Portishead and North Weston Town Council approves the expenditure of the grant which, in their opinion, is in the interests of the area and will benefit the residents of the Town in a manner commensurate with the expenditure.

In accordance with Financial Regulations, the Clerk is authorised to vire the amount of the grant from the 'Youth Incentive' earmarked reserve fund.

## **RW 954 ALLOTMENT PROVISION - UPDATE**

The Chairman of the Committee, Councillor Mrs Cruse updated members on the meetings and discussions that had taken place with the vendor of the land in Clevedon Road adjacent to the cemetery, as resolved by the Town Council in May. The offer made to the vendor had been declined, and it was therefore necessary to bring the matter back to members for consideration of whether or not any further offer should be made.

As the matters to now be discussed were of a commercially sensitive nature, i.e. amounts of a potential further offer, it was proposed, duly seconded and agreed by unanimous vote that the committee now resolve that :-

“Pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 (as extended by s100 of the Local Government Act 1972 the press and public be excluded from the meeting for this item of business on the grounds that its consideration would involve the disclosure of exempt information as defined in Part 1”

Members then discussed the matter in private session and expressed a variety of views in relation to the demand for further allotment provision, the valuation of the land in question, the advice the Clerk had received from the Society of Local Council Clerks, and the suitability of the land.

It was proposed, duly seconded, and agreed by majority vote, that it be:-

***RECOMMENDED that.***

Portishead and North Weston Town Council having had their offer to purchase land (situated in Clevedon Road Portishead adjacent to the cemetery) for allotment provision declined by the vendor, will now make a further formal and final offer to the vendor to purchase the land. The offer to be subject to:-

- (a) Contract
- (b) Planning permission being granted for the provision of a new site entrance, light car parking facilities, and the erection of a wooden shed structure.
- (c) The District Valuer agreeing that such a purchase represents reasonable value for money in the use of public funds.

If the vendor accepts the formal offer on those terms then the Clerk together with the Chairman of the Recreation & Works Committee are authorised to engage the services of Brookes Powell architects and apply for planning permission to create a new access to the site, a car park provision, and a wooden shed structure, as indicated acceptable by North Somerset. The Clerk is to also engage the services of Wards Solicitors to act on the Council's behalf to conduct the legal conveyance of the land.

The costs of instructing the architect, obtaining planning permission, and instructing solicitors, is not to exceed £5,000 without further referral to members.

All costs, including the purchase of the land and the other expenses as above, to come from the 'Environmental / Cultural / Heritage / Allotment' earmarked reserve fund.

The Council record that the appointment of Wards Solicitors, and Brookes Powell Architects, is exempt from the requirements of Financial Regulations by virtue of Paragraph 10 (a) (ii) of the regulations in that they both provide specialist services as listed within that paragraph, they have both been used previously by this Council to good effect, and any delay in appointing such specialists (as would be caused by advertising for contract) in the event of acceptance of an offer to purchase would jeopardise the project.

## **RW 955 DOG BIN REQUESTS**

Members had received the report of the Clerk which detailed two requests and suggestions from residents relating to the provision of two further dog bins, at Newlands Hill and the lane between Halliwell Road / Hillside Road.

Members briefly discussed the matter, agreeing that the provision at Newlands Hill should be placed near the top end, close to the junction with St Mary's Park Road.

It was proposed, duly seconded and agreed by majority vote that the two dog bins are to be provided by this Town Council.

### ***RECOMMENDED that***

The Portishead and North Weston Town Council install and maintain two further dog bins, to be located at Newlands Hill near the junction with St Mary's Park Road, and on the lane between Halliwell Road / Hillside Road.

## **RW 956 REPAIRS TO THE REYNOLDS ROOM, FOLK HALL**

Members had received the written circulated report of the Clerk which outlined the need to conduct repairs to two of the inner walls of the Reynolds Room at the Folk Hall, water damage having caused plaster severance and paint flaking over the winter period. The external fault that had caused the damage had been repaired.

Members had received copies of all three quotes obtained by the Clerk (made anonymous) for their information. The report of the Clerk recommended that quote 'C' be accepted, as this was a Portishead based firm, and offered the best value for money.

Members briefly discussed the matter, agreeing that the work was necessary and noting that the Clerk intended that the work would be conducted within the quieter hall usage period of the school summer holidays.

It was proposed, duly seconded, and agreed by unanimous vote to :-

***RECOMMENDED that***

Portishead and North Weston Town Council authorise the repairs to the inner walls of the Reynolds Room at the Folk Hall to a maximum cost of £350.

**RW957 HALLS MANAGEMENT REVIEW WORKING PARTY**

Members had received the circulated written report of Councillor Mrs Lord, the Chairman of the Halls Management Review Working Party.

The working party had addressed the question of minor repairs to the halls and other Council assets which do not require to be done by a skilled/certificated person. Currently, these are often done by the caretakers or administrators, as and when time is available (if within their capabilities), or when urgent, at the expense of other work.

After discussing the options, the working party preferred the option of a self-employed person, contracted for a maximum number of hours per week, but no minimum hours. People prepared to do such work exist (the Clerk has made enquiries, and one is employed on a similar basis by a local Town Council and other Parish Councils).

It is not envisaged that any retainer would be paid.

The working party had also considered the management of the halls in the Town Council office. The working party considered that much of the co-ordination of administrators could be carried out by another existing member of staff, with the reward of an increase in salary grade, but not hours. There would be a minor cost implication.

***RECOMMENDED that***

- (i) The Portishead and North Weston Town Council agree in principle to using a self-employed person as a 'handy-person' as described above, for small repairs and alterations to Council assets, and refer the matter to the Staffing and Finance Committee to consider the details and bring a recommendation to the Council
- (ii) The Portishead and North Weston Town Council refer consideration of a grade increase for a member of staff in order to undertake more responsibilities for the management of halls, to the Staffing and Finance Committee. If appropriate, a confidential recommendation could then be made by that committee to the Town Council.

**RW958 GRANT APPLICATION : VINTAGE COMMUNITY CHURCH**

Members had received the circulated grant application from the Vintage Community Church, Portishead.

Discussion then took place with several members expressing the view that the application did not provide sufficient detail of the background of the children involved, nor that there was any indication that the children participating were in need of a residential experience. Members also felt that the amount requested was too large for the small number of children involved.

It was agreed that members wished to support this application in part, but could not award the full amount requested.

It was proposed, duly seconded and agreed by majority vote that it would be :-

***RECOMMENDED that***

The Portishead and North Weston Town Council award a grant of £250 (Two Hundred and Fifty Pounds) to the Vintage Community Church Portishead, as a contribution towards the transport costs of a childrens' holiday planned for August 2010. The award will be subject to confirmation that the holiday is to proceed.

It is recorded that in so approving this award, in accordance with its powers under Section 137 of the Local Government Act 1972, Portishead and North Weston Town Council approves the expenditure of the grant which, in their opinion, is in the interests of the area and will benefit the residents of the Town in a manner commensurate with the expenditure.

**RW959 POTENTIAL PROVISION OF MEMORIAL : MR T BROOM**

Members discussed the recent passing of Mr Tom Broom, a well known and respected life long resident of the town.

A letter had been received by Dr Liam Fox MP from a resident suggesting that a road be named in Mr Broom's memory, and Dr Fox MP had in turn commended the idea of some kind of fitting memorial to the Town Council. Having discussed the matter, members were of the view that the Clerk should be instructed to write to the Royal British Legion, and Mr Broom's family, to ask if they felt whether a memorial plaque placed alongside the picture of Mr Broom currently displayed within the Folk Hall would be appropriate and fitting.

***RECOMMENDED that***

The Portishead and North Weston Town Council will write to the Royal British Legion and the family of Mr Broom to seek views on whether a memorial plaque to be placed alongside the picture of Mr Broom at the Folk Hall would be considered appropriate and fitting.

**RW960 BRISTOL ROAD FOOTBALL CLUB GROUND : LORRY PARKING**

Members had received a tabled report from the Clerk, together with correspondence from the Portishead Football Club and a lorry operator, in which permission was sought for a small lorry to continue to be parked at the football club ground overnight, as had been the case for several years.

Members briefly discussed the matter, stressing that such permission should only be for this one small lorry, and that the situation would be reviewed should there be any complaint from residents or other persons.

***RECOMMENDED that***

Portishead and North Weston Town Council grant permission to Mr T P Wright to park a vehicle at the Portishead Football Club land owned by this Council.

**RW961 NORTH SOMERSET COUNCIL : PLAYBUILDER PROJECT 2010/11**

Mr Tony Moore and Ms Gail Smith, officers of North Somerset Council Playbuilder project team addressed members.

They firstly updated members on the finalisation of the upgrading of the Merlin Park play area site, and the positive comments received to date. Members also commented on the positive achievement and the high usage rates being achieved.

Some members commented that the area could be even further enhanced if North Somerset were to refurbish the goalposts and provide a further litter bin at the site. Mr Moore agreed that as there were some limited surplus funds from the Merlin Park project, he would arrange for both those actions to be completed.

Mr Moore then informed members that the funding situation for year two of the project was somewhat uncertain at this time, but should become clearer within a matter of weeks. Year two of the project included the development and upgrading of the Lake Grounds play area in Portishead.

The project team explained that they intended to create 'packs' to assist town and parish councils should future funding prevent fruition of the

complete project. They would also offer assistance to local councils to implement any projects they wished to initiate.

Mr Moore then asked members to consider what style and material basis they felt would be appropriate for further development of the Lake Grounds site, if funding for the project was secured. A number of illustrations were then circulated to members as examples. Members stressed the need to be mindful of the environment of the Lake Grounds and ensure that any equipment installed was appropriate to those environs. It was agreed that further discussion and consultation on this matter should be deferred until it was ascertained whether or not future funding was available.

Members then discussed with the project team the £30,000 earmarked reserve fund that this Council had now held for several years with a view to providing a 'space net' at the Lake Grounds play area. Members aired their considerable frustration at the prolonged delays in seeing that project implemented, and understood that the cost of that piece of equipment had now risen by a substantial amount. Members reminded the project team of recent letters sent as a result of resolutions by this Town Council, expressing their displeasure at the delay and asking for landlord's permission to press ahead themselves.

Mr Moore acknowledged the frustrations and comments of the members, and undertook to provide details of equipment that could be installed at the Lake Grounds play area in the immediate future, to be installed by North Somerset Council funded by the Town Council. Mr Moore undertook to provide such detail to the Clerk prior to Wednesday the 7<sup>th</sup> of July 2010 in order that the Clerk could circulate the detail to members of the Town Council prior to their full Council meeting on 14<sup>th</sup> July for decision.

***RECOMMENDED that***

Portishead and North Weston Town Council, having held a meeting with the North Somerset Council Playbuilder project team, look forward to receiving details of appropriate items of equipment for installation at the Lake Ground play area prior to their meeting of Council to be held on 14<sup>th</sup> July 2010, in order that the Council may then decide on whether an item should be funded and installed as matter of urgency.

There being no further business the Chairman closed the meeting at 9.44pm.