



## **Portishead Town Council**

The Folk Hall, 95, High Street, Portishead, BS20 6PR

[www.portishead.gov.uk](http://www.portishead.gov.uk)

Thursday 25<sup>TH</sup> August 2022, 7.30pm The Folk Hall

### **Minutes of a meeting of the Community Matters Committee**

This was a Hybrid meeting to enable community participation.

#### **Committee Members Present:**

Cllr Churchill, Cllr Davey, Cllr Sterndale, Cllr Cartwright, Cllr Mason, Cllr Gardner and Cllr Slatter.

#### **Councillors in attendance**

Cllr Bull, Cllr Mason and Cllr Faulkner

**Officers Present:** I Jeffrey and R Spurs, Locum Clerk.

#### **Welcome by the Chairman**

The Chairman welcomed Councillors and public participants to the meeting.

#### **CM2376 Apologies for Absence**

Cllr Aldridge and Cllr Snaden.

#### **CM2377 Declarations of interests and requests for dispensation (Chairman)**

Members declare any disclosable pecuniary (financial) and other interests regarding items on the Agenda; as required by the Council's Code of Conduct, Standing Orders and Localism Act 2011.

Cllr Cartwright – Grant Application the Pound Group - stated he has been supporting this group for five years and will not be voting.

#### **CM2378 To receive the Chairman's verbal update report:**

The Chairman asked the Committee to note an upcoming event on 3<sup>rd</sup> September, the WASP Event Funday running until 12 until 5pm for Skate Park.

#### **CM2379 Public participation relating to meeting agenda items:**

Ms Lynn Morrissey and Mr Steven Lessey offered to answer any questions if required relating to grant applications they are involved with. Also, one member of the public online and two members of the public were present in the chamber.



**CM2380 To Consider and Approve the Minutes of the last meeting (Chairman)**

Cllr Gardner and Cllr Slatter asked that the minutes be amended to show the correct spelling of their surnames.

The amended Minutes of the meeting held on 28<sup>th</sup> July 2022 were agreed by Councillors and signed by the Chairman.

Proposed by Cllr Gardner and seconded by Cllr Slatter.

The Committee Resolved unanimously to Approve the Minutes of the meeting held on 28<sup>th</sup> July 2022.

**CM2381 Grant applications.**

To consider the following grant applications:

**PANDA £5000.00 (five thousand pounds):**

To support PANDA (Portishead Additional Needs Disco and other Activities) to cover its monthly costs to run activities returning post covid for people in the community with additional needs and disabilities.

The Grants Working Party considered the application at its meeting on Monday 15th August 2022 and approves the grant.

Recommendation:

To approve the grant and payment by bank transfer of £5,000.00 (five thousand pounds) to PANDA.

Cllr Davey stated that the group has monthly discos and a Christmas party. They also have skittle evenings and horse riding events. The Christmas party costs approximately £500. They hold a fortnightly craft workshop. There is a user charge of £5, parents and guardians are not charged.

Cllr Falkner stated that this group provide a wonderful thing for the community.

Cllr Gardner stated that it was great to see them back up and running.

Proposed by Cllr Gardner and seconded by Cllr Slatter.

The Committee Resolved to Approve the grant to PANDA of £5,000.

**The Old Bakehouse Courtyard Businesses (known as Bakehouse Businesses) Arch**

**£2,600.00 (two thousand six hundred pounds):**

To cover the design, make and install bespoke steel ornate archway connecting the High Street to the Old Bakehouse Courtyard, to feature the wording "Old Bakehouse Courtyard". A quote for the manufacture and installation of the archway @ £2832.30 has been received and a grant is requested for £2600.00. The local



businesses that form the Bakehouse Businesses have all pledged a contribution to the project of £232.30.

The Grants Working Party considered and approves the application with a caveat that a plaque bearing the Town Council logo with the wording "This Archway is funded by Portishead Town Council for the improvement of the High Street" is also installed close to the arch and funded by The Old Bakehouse Courtyard Businesses. Portishead Town Council to make payment of its contribution directly to the contractor.

Recommendation:

To approve the grant and payment by bank transfer of £2,600.00 (two thousand six hundred pounds) to the Bakehouse Businesses Arch supply contractor, providing evidence has been received by the Town Council that the Bakehouse Businesses have made a contribution of £232.30 direct with the supplier.

The Chairman stated that £1,600 had been approved by the Council last year and not paid to the contractor. The sum requested from this year's budget was £1000 from the High Street Regeneration pot.

Cllr Davey stated that the design had changed slightly; instead of being attached to a wall it is now on posts with the arch in middle. It has gone up because price of steel increased.

Cllr Gardner stated that the Council had a question from a member of public regarding using s106 funds for this project. He stated that those funds have been allocated to improve finger posts and signage.

Cllr Sterndale hoped that the Arch is completed for the Christmas Lights.

Proposed by Cllr Gardner and seconded by Cllr Davey.

The Committee Resolved to Approve a grant of £2,600 to the Bakehouse Business Arch supply contractor as per the Officer's recommendation.

Ms Quinn from the Arch businesses expressed her thanks to the Committee.

**Read Easy North Somerset £400 (four hundred pounds):**

To support the expansion of the Read Easy Service to Portishead covering the cost to support two coach reader pairs providing volunteer led one-to-one reading coaching programme for adults.

The Grants Working Party considered and approves the application with a caveat asking Read Easy North Somerset to report back on the numbers of residents involved in the service and if further funding will be required.

Recommendation



To approve the grant and payment by bank transfer of £400.00 (four hundred pounds) to Read Easy North Somerset.

Mr Lessey, a member of Read Easy stated that 5-7% of adults are unable to read. A local implementation group started in Weston Super Mare a couple of years, which is now expanding to all of North Somerset. Staff have been recruited. It costs about £200 to establish each coaching pair. It is a five stage programme similar to one used in prisons.

Cllr Sterndale asked if the course participants had English as a first language,

Mr Lessey stated that most that come to us have been referred with most having English as a first language.

Cllr Slatter asked how will people be aware of the project?

Mr Lessey stated that the group advertise where people congregate.

Cllr Sterndale stated that the group were asking for a modest amount of money and that they are free to apply for a further grant.

Mr Lessey thanked the Councillors and said that they may apply in the future. They are likely to recruit up to four people in Portishead,

Proposed by Cllr Davey and seconded by Cllr Sterndale.

The Committee Resolved to Approve a grant of to Read Easy North Somerset of £400.

**Wellspring Counselling £5000.00 (five thousand pounds):**

To support counselling costs, admin and room hire until July 2023 increasing the Wellspring Bursary fund to enable further financial assistance to adult clients.

The Grants Working Party considered the application at its meeting on Monday 15th August 2022 and approves the grant.

Recommendation:

To approve the grant and payment by bank transfer of £5,000.00 (five thousand pounds only) to Wellspring Counselling.

Cllr Slatter stated that no application appears to have been made to cover room hiring costs.

Ms Louise Allison stated that some of the rooms are actually given to us free. Some we pay for. Each session amounts to £50.



Cllr Davey asked what services are they offering. She stated that in the Community Hub we are using Wellspring for child issues.

Ms Allison stated, Adult issues 1 to 1 Counselling Course you are referring to is a new thing, a couple of courses aimed at young people. These will be a separate form of group work.

Proposed by Cllr Gardner and seconded by Cllr Slatter.

The Committee Resolved to Approve a grant of £5,000 to Wellspring Counselling.

**CM 2382**

**Weston Big Wood:**

To consider and approve the attached report provided by Councillor Gardner to support the undertaking of a full ecology report of the Weston Big Wood site. The assessment will gather the evidence to prove the importance of Weston Big Wood and the vital role it plays in maintaining the integrity of the wider Gordano valley.

Recommendation:

To consider and approve a full ecology report of the Weston Big Wood site being undertaken and the associated costs totalling £9,290.00.

Cllr Gardner stated that the area had been a woodland since ice age. It is under threat from developers. The North Somerset local plan does not include any of those sites. Developers are undertaking drilling and surveys to justify their own agenda to develop the site.

One of the things to protect the woods is to make sure our data around the place is at up to date and available.

In 1988 there was a report completed under the auspices of the Wildlife Trust which is still available.

A Planning Inspector has previously commented it is a special place. It is good to have that baseline but it is out of date, wildlife has changed.

To bring that data up to date to do a survey of the land around the woodland, a piece of work to look at wildlife, work on wildlife corridors, trees, reeds and the Somerset levels etc, that is the purpose.

Company A - they spent 3 to 4 hours with residents and from that meeting put together a proposal.

Some of the work will be on site and research based.

Cllr Slatter thanked Cllr Gardner and two members of the public for their help. Mr Burden and Mr Sperring. The 150m buffer can be justified, this is massively important.



Cllr Sterndale stated that knowing about consultants she may be surprised if they did not mention further work.

Proposed by Cllr Cartwright and seconded by Cllr Sterndale.

The Committee Resolved to Approve that a full ecology report of the Weston Big Wood site is undertaken and the associated costs of £9,290 are Approved.

**CM2382 Litter Bin Provisions: Heavens Field, Hallets Way Park, Forester Road and Marina**

Calls to introduce litter bins have been received from council members and the public on social media. The four sites that have been suggested are Heavens Field, Hallets Way Park, Forester Road and Portishead Marina.

The cost to supply each 120ltr Maelor Trafflex litter bins in Blue RAL 5011 is £230.00 plus a £9.95 fixing kit, £20.00 for seagull flaps and carriage @ £84.00. These are the standard bins the Town Council has purchased in the past and will be used unless an alternative at the same cost (or a lesser amount) would be more site appropriate. Installation costs will be in the region of £85.00 per bin. This is to provide a concrete slab bolted to the ground. Exact locations and permissions from landowners have yet to be confirmed. The emptying costs should be considered @ £4.95 per bin per empty, unless of course the local authority (North Somerset Council) will add this to its existing collection rounds.

**Recommendation**

To approve the purchase, installation and supply cost of four bins totalling no more than £1715.80 to be installed at the four sites: Heavens Field, Hallets Way Park, Forester Road and Marina, providing that landowners consent is obtained and to accept the weekly empty charges @ £4.95 per bin being the charges from its existing bin contractor (annual cost to empty 4 additional bins each week is £1029.60).

Cllr Cartwright stated that he knew the public wanted more bins, if a bin is full please take it home with you. We are nearly collecting a 1000 bags of rubbish per year. I will be running a campaign encouraging people to take their litter home.

Ask for Review of bins to have seagull flaps.

Cllr Falkner asked for clarification regarding the location of the new bins.

Cllr Bull identified the sites to the Committee.

Cllr Slatter asked why are we getting these kinds of bins?

Cllr Gardner stated that the issue is emptying, the Council will not empty proper recycling bins.

The Council had received an e Email from a member of the public asking for chain flaps

Proposed by Cllr Cartwright and seconded by Cllr Slatter.



The Committee Resolve to Approve Officer's recommendation (above).

**CM2383**

**Replacement Flagpole:**

The flagpole in the Folk Hall received an inspection and service on 13/04/22. A detailed report from the contractor is attached in which it recommends that the existing flagpole is removed and replaced at a cost of £1717.00 plus VAT as it is in disrepair. It is suggested that the flagpole is scheduled for replacement before 29/09/22. Officers have not been successful to obtain comparison quotes from contractors including Harrison Flagpoles, but this is a niche product and service. The Staffing and Finance committee approved under Minute Number SF675 a spend of £1,000.00 (one thousand pounds) but there is a shortfall of £717.00 to arrange replacement and decommissioning of the existing flagpole.

**Recommendation**

To approve a further £1000.00 (offering some contingency) for the supply and installation of a replacement flagpole in the Folk Hall car park and decommissioning of the existing flagpole.

Cllr Davey stated that the Deputy Clerk has had great difficulty with the flags.

Proposed by Cllr Sterndale and seconded by Cllr Gardner.

The Committee Resolved to Approve a further £1000.00 (offering some contingency) for the supply and installation of a replacement flagpole in the Folk Hall car park and decommissioning of the existing flagpole.

**CM2384**

**Big Green Week Project:**

To consider approving expenditure up to £1000.00 (one thousand pounds) to cover venue and activity costs: talks, exhibitions, cooking lessons, children's clothes swap and providing professional wildlife guided tours and associated fees, to support the Big Green Week that commences on 24 th September 2022. The Big Green week is the UK's biggest ever celebration of community action to tackle climate change and protect nature. Further details can be found: <https://greatbiggreenweek.com/>

**Recommendation**

To approve up to £1,000.00 (one thousand pounds) to provide exhibitions, cooking lessons, library talks, children's clothes swap and guided wildlife tours from a professional to promote Big Green week in Portishead during week commencing 24th September 2022.

Proposed by Cllr Davey and seconded by Cll Sec Slatter.

The Committee Resolved to Approve to up to £1,000.00 (one thousand pounds) for the Big Green Week Project as per the Officer's recommendation above.



**CM2385 Place Studio Invoice Payment Approval:**

To consider and approve the payment of Place Studio invoice number 6000 to the value of £8580.00 for providing the Town Council with Neighbourhood Planning Support.

Recommendation

To approve the payment of Place Studio invoice number 6000 totalling £8580.00.

Proposed by Cllr Slatter and seconded by Cllr Gardner.

The Committee Resolved to Approve the payment of Place Studio invoice number 6000 totalling £8580.00.

**CM2386 Date of the next meeting:**

Thursday 22nd September 2022 at 7.30pm.

DRAFT