



Portishead Town Council

The Folk Hall, 95 High Street, Portishead, BS20 6PR Tel: 01275 847078 www.portishead.gov.uk

Summons & Notice

for the Community Matters Committee Thursday 24th November 2022 at 7.30pm

Thursday 17th November 2022

To: All Members of the Portishead Town Council Community Matters Committee

Councillors Ben Aldridge (Chair), Paul Churchill (Vice-Chair), Robert Cartwright, Janet Davey, Simon Faulkner, Tanya Slatter, Patricia Sterndale, Paul Gardner.

Dear Councillor

You are summoned to a meeting of the Portishead Town Council Community Matters Committee at The Folk Hall, 95 High Street, on Thursday 24th November 2022 at 7.30pm. The meeting will consider the items set out below.

Yours sincerely

W. Coulter

Wendy Coulter
Town Clerk

- This meeting will be recorded and published with a link from the Council website, except for confidential or exempt items, which may need to be considered in the absence of the press and public
- To attend in person:
 - Residents are welcome to join the meeting in person at the Folk Hall, Portishead
 - Please book in advance by emailing enquiries@portishead.gov.uk
 - It would be appreciated if you would continue to wear masks when walking around and standing up in the building, except when you are speaking during public participation.
- To attend via Zoom:
Meeting ID: 953 0020 0301
Passcode: 160358
Join Zoom Meeting <https://zoom.us/j/95300200301?pwd=Rkx2eEdicHFzbzNyVXYxdE9pZnk4Zz09>
Phone 0203 481 5240 United Kingdom

Agenda:

1. Chairmans Welcome (Chairman)

2. Apologies for absence (Town Clerk)

3. Declaration of Councillors' interests and requests for dispensations (Chairman)

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

4. Citizens Advice North Somerset

Members to receive a short update on the work of the Citizens Advice service within Portishead
Richard Penska ~ Deputy Chief Officer Citizens Advice North Somerset.

5. To receive the Chairman's verbal update report:

4.1 Flaggpole update

4.2 New Play Equipment update

4.3 Christmas Lights Switch-on

6. Public participation relating to meeting agenda items

If you would prefer to submit questions in advance, please email enquiries@portishead.gov.uk

7. Minutes of the previous meeting (Chairman):

Members to consider and approve the Minutes of the committee meeting held on 27th October 2022 as a true record – attached.

Recommendation: for the Chairman to sign the Minutes as a true record.

8. Portishead Community Hub

To receive a report on the Community Hub and ongoing provision of services – report attached.

9. Grant Applications

a. To consider the following grant applications:

Visit Portishead £5000 – The Grant Working Party recommend that the grant is paid out in 2 stages, the first payment £2500 be paid to support with updating the following:

Updating and maintaining Events Calendar – content (Oct 22-Sept 23)

Updating Events Calendar – technical (Oct 22-Sept 23)

Updating Community Groups Directory - content

Updating Community Groups Directory - technical

Developing and Maintaining Comm Groups Directory – content (Oct 22-Sept 23)

Developing and Maintaining Comm Groups Directory – technical (Oct 22-Sept 23)

Visit Portishead would then be invited to join the February Community Matters meeting to give a presentation and update with supporting data for the 3 months. If these requirements have been met, then the remaining £2500 would be awarded.

A relationship agreement between Visit Portishead and Portishead Town Council has been formulated as below:

Clarification regarding the relationship of Portishead Town Council with Visit Portishead following approval of grant.

Portishead Town Council agree to complete the relevant online forms when submitting details onto the Visit Portishead website regarding events organised by the Council only (for example Council Meetings). Any other details regarding events, community initiatives and groups, which the Town Council are informed of (for example Christmas Lights and Victorian evening) will be added to Visit Portishead by a member of the Visit Portishead team (contact details to be confirmed).

Recommendation: To approve the Visit Portishead Grant paid out in 2 stages, the first payment £2500 be paid to support with updating the following:

Updating and maintaining Events Calendar – content (Oct 22-Sept 23)

Updating Events Calendar – technical (Oct 22-Sept 23)

Updating Community Groups Directory - content

Updating Community Groups Directory - technical

Developing and Maintaining Comm Groups Directory – content (Oct 22-Sept 23)

Developing and Maintaining Comm Groups Directory – technical (Oct 22-Sept 23)

10. Street Trading Applications

To consider street trading applications Portishead Victorian Market:

These would normally be dealt with by Planning Advisory Group (PAG) but the next PAG meeting is 7th December and Portishead Town Council would be unable to get a response to North Somerset Council in time for the fayre on 11/12/22

Caz's Bay

Application # C&CS/LSC03A/061378

Nick Foulkes

C&CS/LSC03A/061379 – craft goods (44 stalls)

Cheeky Pancakes

C&CS/LSC03A/061438 – food stall

Recommendation: To approve Street Trading applications C&CS/LSC03A/061378, C&CS/LSC03A/061379 and C&CS/LSC03A/061438 with comments. Comments to be sent to North Somerset Council prior to 7th December 2022.

11. Grit Bins

To consider a request for an additional grit bin and to consider the purchase of grit bins to continue the programme of updating and replacing. Report attached.

Recommendation: That Option 2 (3-5nr £87.95) and the purchase of 3 Grit Bins be approved at a cost of £263.85 to be taken from Budget Head 4240 (Bins – Repairs and Maintenance).

It is recommended that one of the Grit Bins purchased be installed at the bottom of Charlcombe Rise.

12. Date of next meeting:

Thursday 15th December 2022 at 7.00pm.

The Chairman will close the meeting.

Portishead Town Council

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www.portishead.gov.uk



Minutes of Community Matters Committee Meeting Thursday 27 October 2022 at 7.30pm

This was a Hybrid meeting to enable community participation.

Committee Members Present:

Councillors Benjamin Aldridge (Chairman), Paul Churchill (Vice Chairman), Janet Davey, Paul Gardner and Patricia Sterndale.

Other Councillors in attendance

None.

Officers Present: W Coulter (Town Clerk, Cameras and IT)

Members of the Public Present

One present.

Welcome by the Chairman

The Chairman welcomed Councillors to the meeting and noted there was one member of the public in attendance, but no members of the public online.

CM2398 Apologies for Absence

Apologies for absence were received from Simon Faulkner, Tanya Slatter, Robert Cartwright, Nicola Holland and Alan George.

CM2399 Declarations of interests and requests for dispensation

Members must 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.

There were no declarations.

CM2400 To receive the Chairman's verbal update report:

The Chairman gave a verbal update on the following items:

1. Date for flagpole replacement update

It was confirmed that a temporary flagpole had been sent, and would arrive very soon and be in place as back up for Remembrance Sunday.

2. Wheels and Skate Park

£221,000 had been received. A crowd funding page was about to be released. £20,000 needed to be raised initially to unlock the remainder of the money. This is a stipulation of the grant providers. The Chairman said he would be able to give another update by the end of November.

3. Worried about Winter

Councillor Janet Davey Councillor Paul Churchill updated Members that 120 people attended this event. It was held in Somerset Hall from 11.00am-3.00pm Thursday 27th October 2022. There were nine air fryers and slow cookers to be won in the raffle. There were over twenty different stall holders at the event who all said how much they enjoyed it and enjoyed networking. All the service providers asked if this was going to be an annual event.

The Chairman asked if annual is enough or should it be more frequent, perhaps another event could be held in January 2023. He congratulated all those who organised the event, saying it was a major success.

4. Warm Spaces Initiative

Councillor Janet Davey confirmed that the Portishead Warm Spaces would be published on social media and venues could apply for a grant from North Somerset Council.

CM2401 Minutes of the last meeting

It was proposed by the Chair and seconded by Councillor Paul Churchill that the Minutes of the meeting held on 29th September 2022 be agreed by Councillors and signed by the Chairman as a correct record.

A vote was taken which was unanimous.

RESOLVED: That the Minutes of the meeting held on 29th September 2022 be signed by the Chairman as a correct record.

CM2402 Grant Applications

Portishead Lions Club (£3,000)

The Chair noted that the Portishead Lions Club had requested to run a Men's Clinic for prostate testing as men are often reluctant to visit their GP. They ran the Clinic and it was a great success. More than 250 men attended. The grant was to run the clinic again in March 2023 and the request was £3,000 (three thousand pounds).

A representative from Lions was asked to speak and explained that the Clinic would provide a simple blood test which will pay for itself. There were five paid phlebotomists who carry out the tests on the day. The target had been 150 men and all places had been taken. They were now aiming for 250 men.

There were no further questions and it was proposed Councillor Ben Aldridge and seconded by Councillor Janet Davey that the Community Matters Committee award the grant of £3,000 to the Portishead Lions. This was agreed unanimously.

RESOLVED: That the Committee approve the grant and payment of £3,000.00 to the Portishead Lions Club towards the running of a men's clinic for prostate testing and paying five phlebotomists to carry out the blood tests.

CM2403 St Peter and St Paul Weston in Gordano PCC (£100)

Members considered the grant application from St Peter and St Paul Weston in Gordano PCC. Members raised concerns that the application was not for the benefit of people in Portishead and graves should be attended by family members.

The Chair proposed to decline the £100 request. This was seconded by Councillor Paul Churchill. 4 for, 1 abstention.

RESOLVED: That the Committee refuse the funding of a grant of £100 for St Peter and St Paul Weston in Gordano PCC.

CM2404 NOTED: Payment of grant for Friends of North Weston Woods

Members noted that there had been a delay for the Friends of North Weston Woods to open a bank account. The bank account had now been set up and the £350 grant would now be awarded.

CM2405 POST OFFICE LIMITED – Port Marina – BS20 7GP - Consultation

The Chairman advised that responses regarding thoughts on the closure need to be received by 7th November 2022. The Chairman confirmed that Members of the Committee could formulate a response on behalf of the Town Council.

It was proposed by Councillor Ben Aldridge and seconded by Councillor Janet Davey that Councillor Paul Churchill and Councillor Patricia Sterndale respond to the Post Office consultation and circulate to all Committee Members. They would respond on behalf of the Council by 7th November 2022.

A vote was taken which was unanimous.

RESOLVED: Councillors Paul Churchill and Patricia Sterndale would respond to the Post Office Consultation to be circulated to all Members. The response to be sent by 7th November 2022.

CM2406 Briary Road Gym Equipment

It was noted that Councillor Paul Gardener had been in conversation with Sovereign Housing and that residents at Briary Road wanted gym equipment to be installed. Sovereign were able to purchase the equipment however, wanted the Town Council to take on the maintenance of the equipment, once installed. Sovereign would pay for the Town Council to provide the maintenance.

Members asked if the general public could use the gym equipment. It was understood that the equipment would be installed in an area that was open to the public. The inspections would be carried out annually. Sovereign will pay for and replace any damaged equipment.

It was proposed by Councillor Ben Aldridge and seconded by Councillor Paul Churchill that it be agreed in principle that the Deputy Clerk and Town Clerk would draw up a Service Level Agreement for the ongoing maintenance of the Sovereign owned Gym Equipment. The Service Level Agreement would be brought back to committee for final approval.

A vote was taken which was unanimous.

RESOLVED: that it be agreed in principle that the Deputy Clerk and Town Clerk would draw up a Service Level Agreement for the ongoing maintenance of the Sovereign owned Gym Equipment. The Service Level Agreement would be brought back to committee for final approval.

CM2407 Town and Parish Council physical activity questionnaire

It was noted that the questionnaire aims to identify a model on how to move forward, i.e. what is good, bad or requires overhauling.

The Chairman explained that two volunteers would be required to complete the consultation. The consultation closed on 25th January 2023. It was suggested that three volunteers would be needed. It was suggested that the Deputy Clerk could also assist and that she could provide a draft response to the questionnaire by 17th December 2022. Councillor Janet Davey said she was happy to help with footpaths.

Councillor Ben Aldridge proposed that Councillor Simon Faulkner work with the Deputy Clerk to complete the questionnaire and circulate to the Committee for approval. This was seconded by Councillor Paul Gardener.

A vote was taken which was unanimous.

RESOLVED: Councillor Simon Faulkner will work with Sharon Sherbourne to complete the questionnaire by 17th December 2022. The response to be brought back to the Committee for approval.

CM2408 North Somerset Water Safety & Coastal Advisory Group

The Town Clerk, confirmed that the next North Somerset Water Safety & Coastal Advisory Group would be held at RNLI Weston at Cove HQ on Tuesday 28th March 2023 at 7.00pm.

Councillor Paul Gardner nominated himself to attend the meeting. Councillor Janet Davey proposed that Councillor Paul Gardner attend the meeting as representative of the Town Council. This was seconded by Councillor Patricia Sterndale.

A vote was taken which was unanimous.

RESOLVED: Councillor Paul Gardner would attend the North Somerset Water Safety & Coastal Advisory Group as a representative of the Town Council on 28th March 2023 at RNLI Weston Cove HQ.

CM2409 Remembrance Parade – Update

It was noted that there would be a Remembrance Parade on the High Street on Sunday 13th November from 09.45am – 12.15pm. It would start at the bottom of Brampton Way. Several roads would be closed during the Parade during those times.

The Chairman confirmed that road closures and traffic management would normally have cost £3,000, but volunteers have achieved it for £600. A PA system with speakers would be provided and a two minute silence would take place at the front of Impero. The parade would fall in at 0945am. All the Councillors were invited to attend.

The Chairman requested that Councillors let him know by 7th November if they were attending and he would feed this back to the vicar for seats in the Church. The Chairman would be involved with the road closures and would not be able to participate in the Parade. Councillor Patricia Sterndale requested that the Chairman let all Councillors know they needed to reply regarding attendance. An email would be sent to all the Town Councillors.

CM2410 Date of the next meeting:

The date of the next meeting was noted Thursday 24th November 2022 at 7.30pm.

The Chairman closed the meeting at 8.16pm.



PORTISHEAD TOWN COUNCIL

Community Hub Update Report

Produced For: Community Matters Committee

Date of Report: Tuesday 15 November 2022

Summary of Key Issues:

In January 2022 the Town Council received £55,000 of funding for the Community Renewal Fund (CRF) from North Somerset Council. Part of this project was to set up a 'Community Hub'. Initially it was advised it would run for 6 months and then it was extended to 11 months.

The extended project timeframe offered to all hub partners was made by North Somerset Council as it became clear early on in the project, that more time would be required for the Community Hub to take form and gather momentum.

The CRF funding has been used to fund wellbeing activities raised by the community and the Portishead Wellbeing Partnership (PWP).

The CRF funding will stop at the end of November 2022.

To note the actions of the Town Council to respond to needs raised during the project and provide much needed continued support.

Current Situation:

The Community Hub is open and resourced 3 days per week and has been able to very quickly provide a local place for those service providers such as Citizens Advice, Community Connect, Swan Advocacy etc to base themselves and to offer both appointments and drop-in services which had previously been struggling to find a suitable location.

It has taken 8 months for the Community Hub and its activities to really gather momentum and be recognised by the community as somewhere that offers help, support and wellbeing activities.

For example, in June 2022 there were only 35 drop-ins in total however this has gradually increased currently in the last 6 days there have been 100 drop-ins.

On a purely emotive note, some of the drop-ins were utterly desperate and were saved from serious adverse consequences by the help and support given to them at the Community Hub.

Since the funding was received in January 2022 the economic situation nationally has changed rapidly and more and more people are facing difficulties paying heating costs, mortgage rises and everyday food costs. It appears to be affecting all areas of society, particularly ones that have never been in difficulty before and have no idea where or how to get help. The Community Hub has been and is vital to providing support for people who do not know where to go.

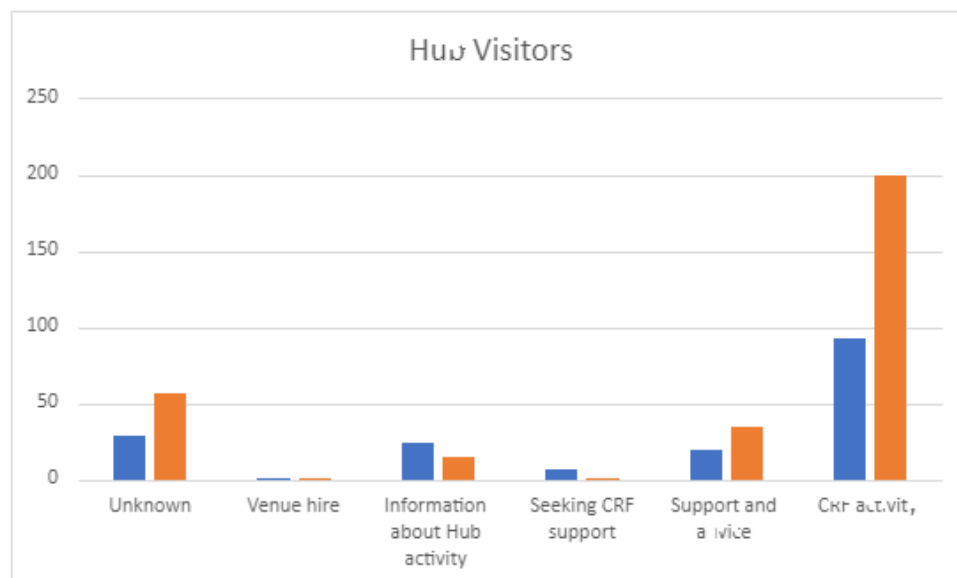
Immediate Future:

The Community Hub and its funding will stop at the end of November 2022. However, the Hub itself and supporting organisations and charities have identified the need, that the hub, and in particular its support and signposting is a vital service which must continue.

Facts and figures have been requested to support this. However, it is almost impossible to quantify the need without identifying individuals due to the specific circumstances people are finding themselves in. Therefore data collected is minimal. However, below are figures for visitor numbers to The Community Hub from April to October:

Hub Visitors April-July	
Unknown	29
Venue hire	1
Information about Hub activity	24
Seeking CRF support	7
Support and advice	20
CRF activity	93

Hub Visitors Aug -Oct	
Unknown	57
Venue hire	1
Information about Hub activity	15
Seeking CRF support	1
Support and advice	35
CRF activity	200



Key:

Blue April – July

Orange August – October

To give an idea of the issues being dealt with it is possible to confirm that requests for help involving the following areas have been identified: debt, mental health, suicide, hunger, loss of housing, homelessness. From the work that has already been done at the Community Hub, it has been identified that there are 2 urgent needs.

1. A permanent 'drop-in space' for people to use as a safe meeting/working/warm space

2. A 'meet and greet' face to face person to provide advice and help and signpost people immediately to instant support.

Drop in Space:

The Town Council has a modest ground floor room (currently the Fedden Room) which is already used for counselling and support groups. CRF funding has been secured to turn this room into a permanent 'drop-in space'. It will be refurbished with comfortable seating, a coffee machine and toys for children. It will have an entry system built in to allow people to come to the room discretely. It is based on the model already set up at the Youth Centre which is well over subscribed.

The room will be available during office hours on certain days and available for hire by other organisations needing a 'safe place' to meet people.

The use of the room will be monitored and dependent upon need and use, a further report will be submitted in the future.

Outside funding would be considered to support the project.

'Meet and Greet':

A 'meet and greet' person is required to provide help and advice and signpost people immediately to instant support. The person who has been providing this service currently has been offered an extension to their contract for 2 days a week up to 31 March 2023, this is a reduction from the current 3 days a week up to the end of November 2022. The cost for this is accommodated within the current Payroll Budget.

Financial Implications:

The cost for setting up a 'drop-in space' has been funded from CRF funds at no additional cost to the Town Council.

The 'meet and greet' person for 2 days a week up to 31 March 2023 is provided for within the current Town Council Payroll Budget.

Legal & Policy Implications:

Local Government (Miscellaneous Provisions) Act 1976, s.19 – power to provide and equip buildings for social objectives.

Local Government Act 1972, s.144 – power to provide and encourage the use of facilities in the Council's area.

Local Government Act 1972, s.112 – power to appoint staff.

Recommendations:

To note that the Town Council will provide a 'drop-in space' using CRF funding and to note that a 'meet and greet' person for 2 days a week will be contracted until 31 March 2023.

Note:

The person to contact about this report is W. Coulter (Town Clerk).



PORTISHEAD TOWN COUNCIL

Grit Bin Provision Report

Produced For: Community Matters Committee

Date of Report: Wednesday 16 November 2022

Summary of Key Issues:

To consider the purchase of 3 grit bins to continue the programme of updating and replacing.
To consider the installation of a grit bin at the bottom of Charlcombe Rise.

Current Situation:

The Town Council provides Grit Bins across Portishead.

Following an audit carried out by 'grit bin volunteers' the entire stock held by the Town Council was used replacing broken and unusable bins.

Current locations are listed on the Town Council's website : <https://www.portishead.gov.uk/Grit-Bin-Locations>

There are only 2 grit bins currently installed on Charlcombe Rise .

A grit bin sticker and QR code is added to new bins and if the lids are not flat like the ones already installed (see the bin outside Folk Hall entrance) the A4 sticker could be made smaller or added to the black front of the bin.

The grit bin volunteers will be out and about doing their checks shortly so there maybe others that they find needing replacing, although this should be minimal as we have kept on top of them over the past two years.

Grit Bin Options and Costs:

Option 1: Last ordered 169L grit bins (black base yellow lid)

W79cm H75cm D50cm

1-2nr £129.45

3-5nr £127.45

6-8nr £124.45

9-11nr £120.45

12-19 £117.49

20+nr £115.45

There have been a number of quality issues with these bins and the costs have risen sharply since the last order was placed.

Option 2: 200L recycled grit bins with yellow lid

W120cm H72cm D52cm

1-2nr £90.95

3-5nr £87.95

6-8nr £84.95

9-10nr £82.95

11-14nr £78.95

15+ £76.95

The quality and lead times to be reliable along with far more realistic pricing.

Option 3: 200L heavy duty recycled grit bin with yellow lid

W75cm H71cm D75cm

1-2nr £117.95

3-5nr £114.95

6-8nr £110.95

9-10nr £107.95

11+nr £104.95

Financial Implications:

There are sufficient funds remaining in Budget Head 4240 (Bins – Repairs and Maintenance) 2022/2023 to purchase 3 grit bins for winter 2022/2023.

Legal & Policy Implications:

Highways Act 1980, ss. 43 and 50 – Power to repair and maintain

Recommendations:

It is recommended that Option 2 (3-5nr £87.95) and the purchase of 3 Grit Bin be approved at a cost of £263.85 to be taken from Budget Head 4240 (Bins – Repairs and Maintenance).

It is recommended that one of the Grit Bins purchased be installed at the bottom of Charlcombe Rise.

Note:

The person to contact about this report is W. Coulter (Town Clerk)