

Portishead Town Council Notice and Summons to Community Matters Committee Meeting on Wednesday 10th March 2021 at 7:30pm

THE FOLK HALL, 95 HIGH STREET, PORTISHEAD, BS20 6PR

TEL: 01275 847078 www.portishead.gov.uk

Chairman: Cllr. Paul Gardner Meeting Clerk: M Salisbury

All Members of Portishead Town Council's Community Matters Committee are summoned to attend a remote meeting on **Wednesday 10th March 2021 at 7:30pm**. The meeting will consider the items set out in the Agenda below.

The public are welcome to attend. To join the meeting an internet link is available in the electronic copy of this Agenda, that can be downloaded from the [News & Events](#) page of the Portishead Town Council website at www.portishead.gov.uk.

Joining Instructions

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+44 117 313 3552](tel:+441173133552),504236553# Phone Conference ID: 504 236 553#

There will be a Public Participation session where comments can be made. We ask that any questions are emailed to clerk@portishead.gov.uk in advance of the meeting so they can be efficiently addressed in the meeting. After Public Participation, microphones may be muted to enable the efficient running of the meeting.

Please join at least 5 minutes before the meeting start time to deal with technical issues.

The meeting will be recorded (audio and video) and the recording made available on the Town Council website. All participants should mute microphones when not talking.

By order of:

Robert Bull

Cllr R Bull | Interim Clerk | Clerk@portishead.gov.uk

4th March 2021

Agenda

1. Apologies for Absence

To receive and accept apologies for absence.

2. Declarations of interest and requests for dispensations

Members are invited to declare any disclosable pecuniary (financial) and other interests in respect of items on the agenda as required by Portishead Town Council's Code of Conduct, Standing Orders, and the Localism Act 2011.

3. To receive the Chair's report

To receive a verbal report from the Chair providing an update on the following matters and items for follow up from previous meetings:

Update:

- Town CCTV camera upgrade completed in February
- Portishead Precinct White Beam tree replacement
- BMX and mountain bike facilities in Portishead
- Glendale NSC Portishead contact
- Portishead Python Project
- Merlin Park surface re-instatement work

4. Presentation by Community Groups

To receive an update from Enjoy Church in connection with its Love: Portishead grocery parcel delivery project, which has been partly grant funded by Portishead Town Council and the general food poverty needs of Portishead residents.

5. Public Participation

In accordance with Standing Orders, members of the public may make representations, ask questions, and give evidence in respect of any items of business included in the agenda. Each person will be limited to four minutes. This section of the meeting will not exceed thirty minutes.

6. To approve the Minutes of the previous Committee meeting held on 10th February 2021

It is proposed that the minutes of the Community Matters Committee held on 10th February 2021 are approved as a correct record of the meeting and signed by the Chairman.

7. Merlin Park – Skate Park Surface

A proposal to instruct the contractor to proceed with the renewal of the Merlin Park tarmac surface, the entire cost to be met by the Tarmac supplier was approved at the last Community Matters committee, subject to requesting the

supplier to also contribute £1,300 towards the cost of installing concrete surface edgings to be undertaken with the resurfacing works.

The request to Tarmac (a member of the CRH plc group) to contribute towards edging installation has so far proved unfruitful and the matter is to be escalated to more senior executives of the group. However, not to delay the resurfacing work and edging improvement, so that the skate park can reopen with the easing of lockdown restrictions, expected on 29 March. It is proposed that the contractor quote of £2,600 (excluding VAT) to supply and install in concrete flat edging around skate park is approved and that PTC continues to engage with Tarmac management to request a partial contribution to the edging improvement. This cost to be funded from the play area budget and CIL reserves.

It is proposed that the contractor quote of £2,600 (excluding VAT) is accepted for the supply and installation of concrete flat edging around the Merlin Skate Park and a purchase order be raised for this work. That requests for a contribution from towards this cost, continue to be pursued with more senior management of the Tarmac group.

8. Merlin Park – Half Pipe Repairs

The large half pipe skate ramp at Merlin Park is out of service due to surface safety defects. This piece of equipment was originally installed by the Sk8 or Die skate shop, on NSC land, which because of the pandemic is unable to fund the cost of repairs. It is an accident of history that the ramp is on NSC land when the rest of the skate park is operated and maintained by PTC under a 15-year lease.

To enable the repair of the ramp and ensure continued maintenance it is proposed that PTC should request that NSC add it to the PTC lease and that PTC undertakes the repairs as soon as possible.

Two quotes have been obtained for the purchase and installation of materials to repair the half-pipe.

Quote A	£3,135 (excluding VAT)
Quote B	£1,600 (excluding VAT)

It is proposed that PTC requests NSC to add the half-pipe to its lease of the Merlin skate park and that PTC undertakes the repairs in accordance with quote B for a cost not to exceed £1,600 (excluding VAT).

9. Halls Energy Efficiency Review

To receive a report from Energy Service Bristol, conducted under the government Salix buildings energy efficiency scheme, following its inspection of the 3 Portishead Town Council community halls. The report recommends the following energy efficient actions.

The upgrading of heating/boiler controls in all 3 halls	£2,900
Pipe work installation at the Folk Hall	£579
Project Management cost 10%	£350

Total Energy Efficiency Improvement Cost

£3,829

This work to be undertaken under in accordance with the Salix energy efficiency scheme using its approved contractors and centrally negotiated costs and funded by a Salix government backed interest free loan. PTC taking an interest free loan to be repaid over 8 years. The estimated payback period of the work is between 3 and 5 years with a total saving over a 20-year period of around £18,000.

The Energy Efficiency inspection did not look in detail at other sustainable energy measures such as solar PV or heat source pumps, as the payback period for such measures was longer than the Salix scheme funding conditions. However, PTC will further consider other energy efficiency measures including sustainable energy generation in due course.

It is proposed to accept the recommendations of the Energy Service Bristol report and approve the undertaking of the recommended works by a Salix approved and arranged contractor and to borrow an amount not to exceed £4,000 under the Salix loan scheme to fund the works.

10. Play Area Repairs

To receive a schedule setting out minor play area repairs for which parts and material costs have been quoted. It is proposed that most minor items can be undertaken by the PTC caretaker as part of his Town Orderly duties. However, further quotations may need to be sought for certain more specialist items.

It is proposed that:

- a. Parts and materials costing up to £500 (excluding VAT) are ordered to enable Town Orderly work to take place.
- b. Quotations are sought for the following works, with items costing less than £250 (excluding VAT) to be approved by delegated authority of the Chair of Community Matters and one other councillor. Items, costing more than £250 to be presented for approval at a future Community Matters committee.

Site	Equipment Type	Works required
Lake Grounds Fitness Equipment	Wet pour surfacing to TGOE sit up bench	Patch broken tarmac.
Heavens Field Play Area	Site notice.	Secure post in ground.
Heavens Field Play Area	Bench.	Replace missing 2# end caps and 1# tube cap.
Heavens Field Play Area	Nottsward surface to slide	Trim tree canopy away from surface to at least 2.5m high.
Heavens Field Play Area	Self closing gate (noeg spring)	Replace gate stop and service lubricate gate mechanism.
Heavens Field Play Area	Crazy Cube Climber (GB sport)	Replace 16# bolt covers.
Mead Road Play Area	Self closing gate (noeg spring)	Supply and fit stop.
Mead Road Play Area	SMP Horizon Cube climber, rubber tile surface.	Secure tiles and fill gaps.
Underwood Road Play Area	Matta Play surfacing to swing	Uplift and remove weeds.
MUGA, Harbour Road	Wall to perimeter of area is crumbling	Repair damaged areas
MUGA, Harbour Road	Mesh rebound panels loose	Tighten clamps and straining wires .
MUGA, Harbour Road	Rebound panel damaged mesh	Repair or replace mesh panel
MUGA, Harbour Road	Timbers to back of backboards decaying	Replace timber backing to backboards

11. Litter Bin Seagull Flaps

Following the successful installation of seagull bin flaps on PTC bins around the marina, lake grounds and other problem bins. It is proposed at a cost of £520 (excluding VAT) to install flaps on other NSC litter bins in the marina, esplanade and lake grounds areas. The installation work to be undertaken by the PTC caretaker as part of his town orderly duties.

It is proposed to approve expenditure of £520 (excluding VAT) to purchase 25 sets of seagull flaps to be installed in litter bins in the marina, esplanade and lake grounds areas.

12. Grants Process Review 2021-2022

To receive a report on the review of the process for the application, consideration, and award of community grants. To recommend updates the PTC Grants Awards process for 2021-22.

To consider and for approval:

Recommendation 1: Revision of PTC Grant Award funding bands and associated supporting information

Recommendation 2: To review remit and membership of PTC Grants Working Party

Recommendation 3: To update the timings of grant application decisions at the Community Matters Committee

Recommendation 4: To ratify the dates of the 2021 PTC Grant Awards scheme

It is proposed to approve the recommended changes to the grants process and documentation to:

- i. Create a new micro funding band to grants of up to £1,000
- ii. Convene the Grants Working Party as required and invite the attendance of other councillors
- iii. Decide and approve Micro and Small Grants on a monthly basis and Medium grants on a quarterly basis, at Community Matters meetings
- iv. Open 2021-2022 applications for grants on 1st April and close on 30th November 2021.

13. Grant Applications

To receive a recommendation from the Grants Working Party for the award of £12,000 in grant support to Portishead Christmas Lights to party fund the 2021 Christmas lights display and event.

It is proposed to award a £12,000 grant to Portishead Christmas Lights to contribute towards the cost of providing the December 2021 Christmas lights display and event. The grant award includes the cost of storage facilities provided by Portishead Town Council and the grant net of storage costs to be paid in April 2021.

14. Date of next meeting

The date of the next meeting is 14th April 2021 at 7.30pm